



South Corvallis Food Hub Grant Program

The South Corvallis Food Hub Grant Program is designed to be accessible and encourage a variety of proposals aimed at improving food access in South Corvallis, making new connections within the local food system, and fostering business incubation to improve commercial opportunities. Funding to support this grant program is provided by the Oregon State Legislature American Rescue Plan Act (ARPA) funds provided to Benton County and the program is administered by the Corvallis Benton Economic Development Office. The Corvallis Benton Economic Development Office is a collaboration between the City of Corvallis and Benton County aimed at supporting the business environment in Corvallis, Philomath, Monroe, Adair Village, and all communities throughout Benton County. The grant program instructions are available online at yescorvallis.org/grow. Those who wish to receive notification when additional items are posted to yescorvallis.org may request updates by emailing economic.development@corvallisoregon.gov.

The Linn Benton Community College Small Business Development Center (SBDC) is offering assistance at no cost to businesses wanting to respond to this Grant Program. Register at oregonsbdc.org or call them at 541-917-4929. Please be sure to reference this grant program when submitting for assistance with the Small Business Development Center. All organizations, businesses, and individuals are eligible to apply, and the City of Corvallis encourages small, minority- and women-owned businesses to submit grant applications. For more information, contact Christopher Jacobs, Economic Development Manager (541) 766-6339. For Hearing and Speech Impaired, contact Oregon Telecommunications Service 7-1-1.

Si necesita ayuda para traducir esta solicitud, La Red de Centros de Desarrollo de Pequeñas Empresas (SBDC, por sus siglas en inglés) en el colegio comunitario, Linn Benton Community College, puede ayudarle. Para este servicio gratuito, llame al 541-917-4929 o regístrese para una asesoría para pequeñas empresas usando este enlace web: oregonsbdc.org

Applications must be submitted in person at City Hall, 501 SW Madison Avenue, Corvallis, OR 97333 or by emailing economic.development@corvallisoregon.gov no later than July 31 at 5pm. The City reserves the right to extend this grant program at any time.

RELATED CITY DOCUMENTS

The Corvallis Benton EDO contracted with A Tuttle Consults in early 2024 to assess the feasibility of establishing a food hub in South Corvallis. YesCorvallis.org hosts a variety of reports and background information on the local food system, including a gaps analysis and feasibility assessment completed by Tuttle Consulting. These reports may be considering a guide to assist applicants but should not limit the scope of grant proposals. Those reports may be found [here](#).

DISCLAIMER: This grant program is produced by the Corvallis Benton County Economic Development Office without the assistance of Tuttle Consulting. Tuttle Consulting is therefore allowed to be a part of potential food hub operation teams but is not required to do be. No advantages or disadvantages will be incurred by applicants who incorporate Tuttle Consulting or its staff, partners, or advisory members. When responding to this grant program, one may choose to build on recommendations provided by Tuttle Consulting in early 2024 or provide alternatives that accomplish one or more of the identified project goals.

Budget

The total available budget to complete this work is \$495,000 which could be distributed in one or more grant awards, provided the total of all awards do not exceed \$495,000. This funding is comprised of \$50,000 from the City of Corvallis with the remainder provided by the Oregon State Legislature through Benton County in 2021 from American Rescue Plan Act (ARPA) funds for establishing a food hub in South Corvallis. If an applicant is seeking the entire budget available, it would be expected that the proposal would meet all three goals described below. Applications that do not meet all three goals described below may still receive a smaller award. A minimum award shall be \$10,000 and a maximum award is \$495,000. Once proposals are scored, negotiations may be needed to determine the final grant award and scope of work.

This is one time funding opportunity and there will be no ongoing subsidy for the hub projects selected. The role of a South Corvallis Food Hub Operator shall be performed by a food business, association, nonprofit agency, or individual but it will not be operated or subsidized by the City of Corvallis or Benton County. A portion of South Corvallis is located in an urban renewal zone that could potentially provide additional funding for capital improvements but not ongoing operations.

Evaluation Criteria

When submitting grant proposals, please be concise and specific about how proposals will accomplish one or more of the following goals:

- Food Business Incubation
- Improving food access in South Corvallis
- Creating new connections within the local food system that improve commercial opportunities.

One of the key decision-making factors in selecting one or more food hub operators is financial viability. It is critically important that proposals demonstrate how these limited financial resources would be used to support the aforementioned goals in financially sustainable ways. For example, proposals for business incubation should demonstrate how this investment would serve as a catalyst within the food system that improves food access in South Corvallis and makes new connections within the local food system that improve commercial opportunities for one or more businesses.

Consideration will be given to the number of new connections proposed and quality of new commercial opportunities afforded to diverse populations of entrepreneurs within the food system. Grant proposals that provide financial support to individual businesses that provide few new connections within the local food system or do not improve food access in South Corvallis will be evaluated less favorably than those who are able to demonstrate models that provide this catalyst.

A comprehensive proposal addresses the advancement of equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. Because advancing equity requires a systematic approach to embedding fairness in decision-making processes, executive departments, and agencies (agencies) must recognize and work to redress inequities in their policies and programs that serve as barriers to equal opportunity.

A team of evaluators comprised of City and/or Benton County staff and community members will individually evaluate and score the proposals.

The individual evaluation will be based on the following items and point totals (140 points total):

- The clarity and completeness of the proposal and adherence to the proposal format outlined in the Grant Application (Pass/Fail)
- The proposed model will support food business incubation within Benton County. (20 points maximum)
- The proposed model makes new connections within the local food system that improve commercial opportunities. (20 points maximum)
- The proposed model will significantly improve food access in South Corvallis. (20 points maximum)
- The proposed model demonstrates realistic financial sustainability based on business plan, budget, and general project information. (20 points maximum)
- The proposed model demonstrates how it will encourage participation by minority, women, and emerging small businesses and serve diverse community members. (20 points maximum)
- The proposed model is an efficient use of the limited grant resources available to support the food system. (20 points maximum)
- Applicant references: The comments and opinions from references regarding proposer's responsiveness to customer requirements, success in completing the scope of work, and the finished work quality. (10 points maximum)
- Administrative cost for grant implementation may not exceed 10% of the total direct cost of the proposal. (10 points maximum).

Following the individual evaluation, the staff team will meet to compare rankings. The highest ranked applicants(s) will enter negotiations to provide some or all of the projects outlined in the proposal submitted unless it is in the best interest of the City to reject all proposals. Those selected will enter grant agreements that obligate funding in exchange for a defined scope of work to be undertaken.

The City reserves the right to award a single grant agreement or multiple agreements in the best interest of the City. The City also reserves the right to seek clarifications on each proposal.

Other Notes

We encourage food hub operators to take a systems thinking approach when submitting proposals. This means that if grant awards are provided to individual businesses, there should be ongoing commitments for that business to participate in the services provided by the operator. Those services could include access to new commercial markets in South Corvallis, access to commercial kitchen space, equipment, and infrastructure, or aggregation support to make more local food available for institutional consumers. Additional concepts we seek to support are the establishment of new commercial opportunities for food businesses in the form of food cart popups, pop-up restaurants, and farmers markets. Awards should obligate businesses to provide systemic financial support for the long-term operations of a food hub in exchange for accessing these types of services and resources or funding for such individual one-time efforts may be limited.

The successful applicant must comply with all prevailing wage requirements set forth in this program for any project requiring payment of the prevailing wage as required under applicable law.

Representations and Covenants Regarding Prevailing Wage

- (1) The prevailing wage rate requirements that may apply to the Project are set forth in ORS 279C.800 through 279C.870, the administrative rules promulgated thereunder (OAR Chapter 839, Division 25) and Oregon Laws 2021, chapter 678, section 17 (collectively, state “PWR”), or, if applicable, 40 U.S.C. 3141 et seq. (federal “Davis-Bacon Act”). If applicable, Recipient shall:
 - a) comply with PWR, require its contractors and subcontractors to pay the applicable PWR or Davis-Bacon Act rates, as applicable, and to comply with all other Oregon Bureau of Labor and Industries (“BOLI”) requirements pursuant to the PWR, including on all contracts and subcontracts and in filing separate public works bonds with the Construction Contractors Board;
 - b) pay to BOLI, within the required timeframe and in the appropriate amount, the project fee required by OAR 839-025-0200 to 839-025-0230, including any additional fee that may be owed upon completion of the Project; and
 - c) unless exempt under Section 17(2) of Oregon Laws 2021, chapter 678, if Recipient is a “public body” and the Project is a “qualified project,” as those terms are defined in Section 17(3) of Oregon Laws 2021, chapter 678, Recipient shall require each contactor in a contract with an estimated cost of \$200,000 or greater to:
 - i. Enter into a project labor agreement that, at a minimum, provides for payment of wages at or above the prevailing rate of wage;
 - ii. Employ apprentices to perform 15 percent of the work hours that workers in apprenticeable occupations perform under the contract, in a manner consistent with the apprentices’ respective apprenticeship training programs;
 - iii. Establish and execute a plan for outreach, recruitment and retention of women, minority individuals and veterans to perform work under the contract, with the aspirational target of having at least 15 percent of total work hours performed by individuals in one or more of those groups; and
 - iv. Require any subcontractor engaged by the contractor to abide by the requirements set forth in subparagraphs (i), (ii) and (iii) above, if the work to be performed under the subcontract has an estimated cost of \$200,000 or greater.
- (2) Recipient represents and warrants that it is not on the BOLI current List of Contractors Ineligible to Receive Public Works Contracts and that it will not contract with any contractor on this list.
- (3) Pursuant to ORS 279C.817, Recipient may request that the Commissioner of BOLI make a determination about whether the Project is a public works on which payment of the prevailing rate of wage is required under ORS 279C.840.

CONFIDENTIALITY

Information considered confidential under Oregon public records laws may be separated by the applicant for confidential handling, *if specified “confidential” and delivered at the same time as the rest of the application submittal*. Confidential information must be clearly marked and the applicant must provide the statutory basis for the City to hold the material confidential; blanket statements that the entire proposal is confidential will not be accepted.

Public procurement and funding laws require that, at the conclusion of the selection process, the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that qualify as such under state or federal law may be withheld if clearly identified as such in the proposal prior to submittal.

Although the City will make reasonable efforts to protect confidential information, applicants should be aware that the submittal of any confidential information is at the applicant’s own risk and the City assumes no responsibility if confidential information is made public in some manner including, but not limited to, court order, electronic theft, negligence or other manner.



South Corvallis Food Hub Grant Application

A. Applicant Information

Applicant's name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____
Email Address: _____
Project name: _____

Site Location Address: _____

(if no address is available, provide a written description)

Briefly highlight the key personnel, their qualifications, and their specific, relevant experience of those who will work on the project.

Business Practices: Indicate the firm's employment practices regarding women, minorities, and use of emerging small businesses or historically underutilized businesses.

Provide background information about your organization, including date of founding, number and location of offices, principal lines of business, number of employees, days/hours of operation and other pertinent data. Disclose any conditions (e.g., bankruptcy or other financial problems, pending litigation, planned office closures, impending merger) that may affect the applicant's ability to perform the work proposed. Certify that the applicant is not debarred, suspended, or otherwise declared ineligible by any federal, state or local public agency. Disclose any existing or potential conflicts of interest between the scope of work required by the City and your firm's other business activities.

References: Identify not less than one (1) current and not less than two (2) former clients the City may contact as references and who can independently evaluate the proposer's expertise. Describe the work performed and include the name, job title, address, and telephone number of a contact person for each reference. For minority, women, and emerging small businesses applicants who have not had previous clients, this requirement can be met with four (4) professional contacts who can independently verify the proposer's likelihood of success.

B. General Project Information

Budget: Using the table provided below, please provide a budget demonstrating the projected revenues and expenses, if applicable how the 10% administrative cost aligns with direct costs of the proposed food hub model in South Corvallis and how funds would be used to accomplish the stated objectives. You may expand or amend the tables as necessary so long as the required information is provided. If possible, attach a business plan outlining how the operations will allow provide for financially self-sufficiency.

- Provide breakdown of public funds vs. private funds.

Public Funds	
Private Funds	
Total Project Cost	

Describe in kind contributions such ongoing staff support, equipment, and material commitments towards operation.

What are the initial one-time costs compared to the anticipated ongoing cost of operation over the next five years?

Total one-time costs	

Total ongoing costs	

What are the projected revenue sources and totals generated by this project over the next five years?

Total revenues	

Model: Describe the food hub model proposed and list of services to be provided for food business users.

Identify monthly membership fee or a la carte model with prices for each service or resource provided.

Partnerships: Provide the information on those who will be supporting the operation of a South Corvallis Food Hub.

Users: Provide a list of food business users identified to be served by the proposed operator model, including what specific services will be provided to food business users and the cost model for businesses wishing to access these services.

Describe how new businesses wishing to participate in the proposed food hub model would be selected and how many total users you anticipate supporting.

Making new connections within the local food system that improve commercial opportunities – How will this model serve as a catalyst for improving new commercial opportunities within the food system?

Application Verification

I swear or affirm that all information contained in this application is accurate and all statements are true.

By: _____ Date _____
Applicant Signature