

# Portland Enterprise Zone Authorization Intake Checklist

## **1 – Mandatory Pre-Consultation**

- E-Zone staff verifies with company that property is within the E-Zone boundary and investment is eligible.
- Company provides E-Zone staff with hiring and investment estimates, and confirms specific address.
- E-Zone staff provides spreadsheet with estimated company benefit and E-Zone requirements to company.
- Mandatory Preauthorization Consultation takes place between E-Zone staff, county, and company.

## **2 – Application Submittal**

- Company submits completed E-Zone Authorization Application and the application fee.
- Receipt of application fee activates the application intake process at the PDC.
- E-Zone staff confirms the primary point-of-contact with company.

## **3 – Written Agreement**

- PDC and company work together to draft the Written Agreement.
- Final Written Agreement is reviewed by PDC's legal department and PDC's Executive Director executes two copies.
- Company signs both copies of the Written Agreement.
- Company retains one copy of signed Written Agreement for the record and returns the other to PDC.

## **4 – First Source Hiring Agreement**

- PDC sends FSA contract (electronically) to be completed by the company.
- Company executes the FSA and returns it to PDC staff within 30 days.
- PDC sends FSA to Worksource Oregon Employment Department.
- Worksource Oregon's Office Manager will execute the FSA contract and return copy to company.

## **5 – Procurement Plan**

- E-Zone staff provides company with Procurement Plan template.
- Company submits Procurement Plan to PDC.
- E-Zone staff approves Procurement Plan within 60 days of company's submission.

## **6 – Authorization Approval**

- Authorization Approval form is executed by the PDC and the Multnomah County Tax Assessor's office.
- The following parties are notified of the company's Authorization Approval:
  - *Authorized E-Zone applicant*
  - *Multnomah County Tax Assessor's Office*
  - *Oregon Department of Revenue*
  - *WorkSystems, Inc.*
  - *Worksource Oregon Employment Department*
  - *Oregon Economic and Community Development Department*