



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: March 4, 2026

SUBJECT: Clarification on timeline for ASI Business Group's Economic Development Forgivable Loan terms

RECOMMENDED MOTION: N/A

BACKGROUND AND POLICY IMPLICATIONS:

The Deschutes County Economic Development Loan Program was initiated to encourage and assist companies seeking to relocate to and/or create new jobs within Deschutes County.

Typically, these loans are conditioned upon the business creating a specified number of new jobs within 12 months, then maintaining the new jobs for a consecutive 12-month period; however, longer loan terms are within the compliance of the program resolution. If these terms are met, the loan may be converted to a grant that does not require repayment. If these terms are not met, all or a portion of the funds must be repaid with interest of 5% per annum.

APPLICANT:

ASI Business Group

Established in 1972, ASI Business Group spent decades as a leader in delivering effective and proven solutions to meet the marketing and customer information needs of a wide range of businesses across the United States. ASI now specializes in serving the healthcare industry providing patient folders that facilitate better care experiences and the escrow industry providing branded property closing packages.

TIMELINE:

EDCO is requesting the "Job Creation Start Date" to begin the date of the original application from ASI Business Group to EDCO, which would be February 5, 2025. EDCO also requests a 24-month period for ASI to fully staff the eight new positions and then a 12-month period to maintain the positions. The details proposed for the contract are as follows:

Start Date: February 5, 2025

Full-time job creation by: February 5, 2027

Maintain job positions for an additional 12-months: February 5, 2028

Job creation: 8 new full-time employees at an aggregate wage of \$87,375

Forgivable loan amount: \$16,000

BUDGET IMPACTS:

Loans are made from the Economic Development Loan Fund which currently has a balance of \$106,089. The loan requests from ASI Business Group is \$16,000. Additionally the BOCC recently approved a loan request for Western Metrology, that is not reflected in the current balance, in the amount of \$22,373.4.

ATTENDANCE:

Jen Patterson, Deschutes County, Strategic Initiatives Manager