

State of Oregon COVID-19 Emergency Business Grant Application

The Oregon Legislature, in partnership with the Governor, allocated \$5 Million from the State General Fund, which will be combined with \$5 Million redirected from existing programs at the Oregon Business Development Department (Business Oregon), for the purpose of providing financial assistance to small businesses adversely affected by economic conditions associated with the COVID-19 pandemic that have not received federal emergency assistance under the federal CARES Act or other federal program for emergency pandemic funding.

To fill gaps not reached by other programs, these state funds are directed to adversely affected businesses with 25 or fewer employees, and only those that have been unable to receive federal CARES Act funding, including the Small Business Administration's Paycheck Protection Program, Economic Injury Disaster Loan Emergency Advance program, or other federal programs for emergency pandemic funding to date. Businesses may use the proceeds for any business-related operating expenses.

This application is for a business that meets all of the following eligibility requirements:

- The Business is headquartered in Oregon and has its principal operations in Oregon.
- If required by Oregon law to be registered with the Oregon Secretary of State to do business in Oregon, the Business is so registered.
- The Business has 25 or fewer employees.
- The Business was adversely affected in either one of the following two ways:
 - For-profit and non-profit (limited to 501(c)(3) corporations) businesses that were prohibited from operation as directed by Executive Order 20-12.
 - For-profit businesses that can demonstrate a one-month decline in sales greater than 50% in the month of March 2020 or April 2020 as compared against sales in the month of January 2020 or February 2020. Those non-profit businesses (limited to 501(c)(3) corporations) that can demonstrate a decline in revenue greater than 50% across the months of March 2020 and April 2020 as compared against the same period of time in 2019.
- The Business that has been unable to access federal CARES Act funds including:
 - The Paycheck Protection Program (PPP);
 - Small Business Administrations' (SBA) Economic Injury Disaster Loan Emergency Advance program (EIDL); or
 - Other federal programs to date for emergency pandemic funding.

The following Businesses are ineligible to apply for or receive funding under the Program:

- Passive real estate holding companies and other entities holding passive investments.
- Non-profit entities that do not have federal 501(c)(3) status.
- Businesses that are delinquent on federal, state or local taxes that were due before April 1, 2020.
- Businesses that do not comply with all federal, state and local laws and regulations.

- Businesses that have already received grant funds through this State of Oregon COVID-19 Emergency Business Grant program.
- Businesses that do not otherwise meet the eligibility requirements sets forth above.

Awards to eligible businesses will be made as a grant. The amount of the grant will be the greater of two figures: first based on the number of employees before the COVID-19 crisis (as of February 29, 2020); or the second based on the documented amount of fixed operating expenses for the 60 day period of January 1 through February 29, 2020:

- 1-5 employees
 - \$2,500, or
 - 60-day fixed expenses up to a maximum of \$5,000.
- 6-10 employees
 - \$5,000, or
 - 60-day fixed expenses up to a maximum of \$10,000.
- 11-15 employees
 - \$7,500, or
 - 60-day fixed expenses up to a maximum of \$15,000.
- 16-20 employees
 - \$10,000, or
 - 60-day fixed expenses up to a maximum of \$20,000.
- 20-25 employees
 - \$12,500, or
 - 60-day fixed expenses up to a maximum of \$25,000.

Only employees reported to the Oregon Employment Department on Form 132, for Q4 2019 or Q1 2020, will be considered eligible when calculating the number of employees.

Business information, ownership information and demographic information will be reported to the State for all applications submitted, reviewed, approved and/or denied. Information reported includes, but is not limited to:

- Name of company
- Employer Identification Number (EIN)
- Oregon Business Identification Number (BIN)
- Address of company
- Industry/NAICS
- Amount of award
- Legal business structure
- # of employees as of February 29, 2020
- # of employees expected to be retained as a result of this award

Section 1: Business Information

Business Name

Business Type

Telephone

Street Address

City

State

Zip Code

County

Employer Identification Number (Federal EIN)

Business Identification Number (issued by Oregon Employment Department)

NAICS Code (as listed on the businesses most recent federal tax filing)

Description of product(s) or service(s) offered:

Section 1A: Business Contact Information

Name

Title

Phone Number

Email

Section 2: Business Details

Company Principals

Name	Title	Percent Ownership
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Name	Title	Percent Ownership
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Name	Title	Percent Ownership
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Name	Title	Percent Ownership
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Total Percent Ownership

Amount requested

How many jobs will be retained at your business as a result of the grant?

(Include jobs lost since February 29, 2020 that can now be retained because of the grant.)

Number of Employees:

Check one of the boxes below based on employee headcount on February 29, 2020.

- 1-5 Employees
 - \$2,500 (no verification required)
 - Up to \$5,000 (verification of 60 days fixed expenses)
- 6-10 Employees
 - \$5,000 (no verification required)
 - Up to \$10,000 (verification of 60 days fixed expenses)
- 11-15 Employees
 - \$7,500 (no verification required)
 - Up to \$15,000 (verification of 60 days fixed expenses)
- 16-20 Employees
 - \$10,000 (no verification required)
 - Up to \$12,000 (verification of 60 days fixed expenses)
- 21-25 Employees
 - \$12,500 (no verification required)
 - Up to \$25,000 (verification of 60 days fixed expenses)

Verification of Eligible Expenses and Employment (if applicable)

(Check all attached)

Copy of rent/lease agreement

Copy of recent business utility bills

Electricity

Water/Sewer

Natural Gas

Phone

Garbage

Broadband

Cell phone

Business Mortgage statement

Other:

Oregon Employment Department Form 132

* For businesses with more than 5 employees, provide a copy of Q4 2019 or Q1 2020 Oregon Employment Department Form 132 (redact employee names and Social Security Numbers)

Section 3: Certifications and Representations

The information in this application, including all attachments and certifications, are, to the best of the knowledge of the undersigned, complete, current and accurate. The application presents fairly the conditions of the eligibility of the undersigned. Proceeds of the award are intended to solely support the operations and reopening expenses of the applicant business. Initial all the following certifications that apply:

- The applicant business was adversely impacted as a direct result of the COVID-19 crisis.
- The applicant business had 25 or fewer employees as of February 29, 2020.
- The applicant business:
 - Was determined to be a non-essential business in accordance with Governor's Executive Order 20-12, or
 - Experienced a 50% or more reduction to sales as a result of the COVID-19 crisis.
- The applicant has not received federal financial funding relief through the CARES Act of 2020 (Paycheck Protection Program or Emergency Injury Disaster Loan assistance program) or any subsequent federal act that provides emergency pandemic funding as of the date of application.
- The applicant business is current on all federal, state and local taxes as of the date of application.
- The applicant business is headquartered in and has primary operations in Oregon.
- The applicant business is currently registered with the Oregon Secretary of State to do business in Oregon if such registration is required.
- The applicant business is compliant with all federal, state and local laws.
- The applicant business agrees to provide business, financial and ownership information necessary to determine and verify eligibility.
- The applicant business will only use these proceeds to support business-related expenses to maintain operations and/or reopen and that Oregon COVID-19 Emergency Business Grant Program proceeds will not be used for personal purposes.
- Unless otherwise directed by Executive Order, the applicant is open, or has reopened for business.

Failure to comply with eligible use of proceeds, or making a material misrepresentation about the business and its operations to qualify for an award will be a provision of default of the award and subject the award to recapture. The State of Oregon reserves the right to request additional documentation from the applicant to verify the accuracy and authenticity of the information provided.

Should the State determine a misrepresentation exists creating a default, the award may be forfeited and subject to repayment. Failure to repay or cure a default will result in any and all collection actions permissible by law, including through third party collection services or the Oregon Department of Revenue. The applicant agrees to allow the State to pursue such collection actions.

As these funds are being provided by the State of Oregon, Business Oregon and affiliated state agencies may use your company in future promotions of their programs and services.

General Certification

I certify to the best of my knowledge that all information, contained in this application, including all attachments and certifications, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been reviewed and approved by the authorized owner(s), managers with appropriately delegated authority, and/or in accordance with the organization's articles of incorporation, articles of organization or bylaws, and
2. Signature authority is verified.

Check one:

Yes, I am authorized to submit on behalf of the applicant within authority granted in the applicant's articles of incorporation, articles of organization or bylaws. (e.g., President, Secretary, Chief Executive Officer, Board Chair, etc.)

No, I am not authorized to submit on behalf of the applicant within authority granted in the applicant's articles of incorporation, articles of organization, or bylaws so I have attached documentation that verifies my authority to sign on behalf of the applicant.

The department will only accept applications with proper signature authority documentation.

Signature

Date

Printed Name

Printed Title

State of Oregon COVID-19 Emergency Business Assistance Grant Program Demographic Questionnaire

All business owners with 20% or more ownership are required to complete this questionnaire.

We encourage you to answer the voluntary demographic questions below. Answers to the questions will help track programmatic outcomes and advance economic opportunity for all Oregonians. Responses will only be reported in aggregate. If you do not wish to disclose your race, ethnicity and/or gender you may select "Prefer not to answer". Award decisions have been made and thus providing the information or declining to provide the demographic information will not subject you to any adverse treatment. Please note that this information may be subject to public disclosure pursuant to Oregon Public Records Law.

What is your Name?

What is your percentage of business ownership?

What is your race?

What is your ethnicity?

What is your gender?

Business Owner Signature

State of Oregon COVID-19 Emergency Business Assistance Grant Program Processing Checklist

1. Verify that all application fields are complete and legible

Page 1 – Applicant information

Page 2 – Applicant certifications

***Proceed to step 2**

2. Does the applicant indicate they had more than 5 employees as of February 29, 2020?

Yes No

Verify job retention estimate was provided

***Proceed to step 3**

3. Is the businesses properly registered to do business in Oregon?

To confirm go to: http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login

Search for the **business name**, verify the Entity Status is “**ACT**”

Is the Entity Status “ACT”? Yes No

***If Entity Status is anything other than ACT the company is not currently registered to do business in Oregon**

Is the Principal Place of Business in Oregon? Yes No

***Proceed to step 4**

4. Determine amount of eligible award

***verify employee head-count per the Q1 2020 Form 132 to determine minimum and maximum amount eligible based upon tiers**

- a. Based on number of employees determine minimum and maximum award:

1-5 employees

- \$2,500 to \$5,000

6-10 employees

- \$5,000 to \$10,000

11-15 employees

- \$7,500 to \$15,000

16-20 employees

- \$10,000 to \$20,000

21-25 employees

- \$12,500 to \$25,000

More than 25 – Ineligible

- b. Does the applicant award amount exceed the minimum award based on FTE headcount?

No – eligible award amount is as requested

Yes – further verification required

- Eligible lease expenses (***two months of lease/rent payments are eligible**)

Two months of lease/rent payments attached?

Total eligible lease/rent payment?

- Eligible utility expenses (power, water/sewer, natural gas, phone, garbage, broadband, and cell expenses – for additional expenses contact Business Oregon to determine if they are eligible) (***two months of utility expenses are eligible**).

Two months of utility expenses are attached?

Total eligible utility expenses?

Total verified eligible expenses

- Applicant is eligible for the greater of (a) or (b):
 - a. The minimum award based on FTE; (a) or (b)

Minimum Award Amount
 - b. If expenses were verified, enter the lesser of “Total verified eligible expenses” calculated above or the maximum award based on FTE.

Maximum Award Amount

Total Award Amount

- c. Is the primary revenue activity of the applicant one of the following?: Amusement parks; aquariums; arcades; art galleries (to the extent that they are open without appointment); barber shops and hair salons; bowling alleys; cosmetic stores; dance studios; esthetician practices; fraternal organization facilities; furniture stores; gyms and fitness studios (including climbing gyms); hookah bars; indoor and outdoor malls (i.e., all portions of a retail complex containing stores and restaurants in a single area); indoor party places (including jumping gyms and laser tag); jewelry shops and boutiques (unless they provide goods exclusively through pick-up or delivery service); medical spas, facial spas, day spas, and non-medical massage therapy services; museums; nail and tanning salons; non-tribal card rooms; skating rinks; senior activity centers; ski resorts; social and private clubs; tattoo/piercing parlors; tennis clubs; theaters; yoga studios; and youth clubs.

Yes – applicant is eligible

No – the business must meet the 50% decline in sales test

d. 50% decline in sales documentation review:

Acceptable documentation is an internally generated Profit & Loss Statement or Sales Report: Check if Attached.

Determine gross 2020 sales/revenues as reported by applicant for a specified period (e.g. April 1 to April 30, 2020)

Determine sale for a comparable period (either a period of 2020 pre-COVID or for the previous calendar year – e.g. for the example above either March 1 through March 31, 2020 or April 1 to April 30, 2019)

Comparable Sales Amount = X COVID Sales Amount = Y
% Sales Decline = $((X-Y) / X) * 100$

COVID Impact Sales	Dates:	to
Comparable Sales Period	Dates:	to
% Sales Decline		

Sales decline is 50% or greater = qualified

Sales decline is less than 50% = not qualified

***Proceed to step 5**

5. Verify all certifications were complete and initialed

***Proceed to step 6**

6. Verify that an authorized representative of the applicant signed and dated the application (bottom of page 2) and included their position/title with the company.

If company meets all eligible requirements, before making an offer, the administrator must provide company data as requested in the document titled “Pre-award Report”. The Pre-award Report is to be emailed to Pamela Brunell at: pamela.brunell@oregon.gov

Once notified by the department that the company is eligible to receive an award, a grant agreement may be prepared and provided to the company. The company must provide the following prior to funds being disbursed:

- A copy of the grant agreement executed by an authorized official of the business,
- A completed demographic questionnaire for all business owners with 20% or more ownership with a selection made for race, ethnicity and gender, and
- A complete and executed W-9 for the business (required for the 1099-G which will be issued by the administrator).