

## State of Oregon COVID-19 Emergency Business Grant Application

The Oregon Legislature, in partnership with the Governor, allocated \$22.5 Million of federal CARES Act funds for the purpose of providing financial assistance to small businesses adversely affected by economic conditions as a direct result of the COVID-19 pandemic.

To fill gaps not reached by other programs, these federal funds are directed to adversely affected businesses with 25 or fewer employees. COVID-19 Emergency Business Grant awards will be made to eligible businesses that have received less than \$100,000 in federal funding. Businesses may use the proceeds for any business-related operating expenses.

***Businesses that have previously received funding through the State of Oregon COVID-19 Emergency Business Grant program are eligible to receive additional funding and should complete and submit the State of Oregon COVID-19 Emergency Business Supplemental Grant Application.***

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 and non-profit (limited to 501(c)(3) corporations) businesses that can demonstrate a one-month decline in sales of 25% or more, incurred by the COVID-19 pandemic, between March 1, 2020 and August 31, 2020 as compared against the same period of time in 2019.

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 experience a decline in revenues for reasons other than those caused by the COVID-19 pandemic (e.g. seasonal or cyclical businesses cycles).
- Businesses that are delinquent on federal, state or local taxes that were due on or before the date of application.
- Businesses that do not comply with all federal, state and local laws and regulations.
- Businesses that have already received grant funds through the Statewide Business and Cultural Support Program. The Emergency Board of the Oregon Legislature established this program in July 2020, to support cultural venues and organizations. Eligible recipients for this program include, but are not limited to, cultural institutions, children's museums, county

fairgrounds, cultural entities within federally recognized Indian Tribes based in Oregon, and festivals and community event organizations.

- Businesses that have received more than \$100,000 of federal CARES funding (e.g. PPP, EIDL, and/or EIDL Advance) as set forth by this program in this application.
- Businesses that do not otherwise meet the eligibility requirements set forth above.

**Again, businesses that have previously received funding through the State of Oregon COVID-19 Emergency Business Grant program should not complete this form but should complete and submit the State of Oregon COVID-19 Emergency Business Supplemental Grant Application.**

Awards to eligible businesses will be made as a grant. The amount of the grant will be the greater of the following figures based upon a calculation for Full Time Equivalent (FTE) employment:

- 1) Businesses with 2 or fewer FTE – \$5,000
- 2) Businesses with 3 or more FTE – \$2,000 per FTE (cap of \$50,000)

FTE will be calculated for applicants in Section 2.

Businesses not required or that have elected not to file OED Form 132 with the Oregon Employment Department are still eligible for this program but will have a maximum award of \$5,000.

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)
- Amount of PPP, EIDL, EIDL Advance, or other CARES Act funding awarded to the applicant
- Address of company
- Industry/NAICS
- Amount of State of Oregon COVID-19 Emergency Business Grant award
- Legal business structure
- Number of employees
- Number of employees expected to be retained as a result of this award

## Section 1: Business Information

Business Name	Business Type	
	Sole	PropPartnership
Business Owner/Operator Name	Corporation	LLC
Email Address	501(c)(3)	
Telephone		
Street Address		
City	State	Zip Code
		County

Employer Identification Number (Federal EIN) or Social Security Number (SSN)

Business Identification Number (BIN)

BINs are issued by Oregon Employment Department (OED) and are required for all businesses that have 5 or more employees and for businesses with fewer than 5 employees that file OED Form 132.

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

(<https://www.census.gov/eos/www/naics/>)

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

## Section 2: Business Details

### Company Principals

Name Title

Percent Ownership

Name Title

Percent Ownership

Name Title

Percent Ownership

Name Title

Percent Ownership

### Total Percent Ownership

### FTE Employment Calculation rounded to nearest whole number (required for all businesses seeking an award based on 3 or more FTE):

(Input the number of hours reported to the Oregon Employment Department (OED) on Form 132 for Q4 2019, Q1 2020, Q2 2020, or Q3 2020)

Total hours reported on Form 132  $\div$  455 = FTE

### Amount of State of Oregon COVID-19 Emergency Business Assistance requested:

(The greater of \$5,000 or FTE x \$2,000)

### 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.)

## Section 3: Required Documentation

To qualify for a grant through this program, documentation is required. **An application will not be considered complete or be processed until all required documentation is provided.** Complete the following checklist and attach the required documentation as required.

### (a) Sales Decline Verification.

Was your business prohibited from operations as directed by Executive Order 20-12?

Yes – Sales verification is not required – Proceed to (b).

No – For a one-month period between March 1, 2020 and August 31, 2020, and for the corresponding period in 2019, one of the following must be provided documenting a 25% or more reduction in sales (e.g. April 2020 and April 2019):

Profit and Loss Statements (like periods in 2019 and 2020)

Income Statements (like periods in 2019 and 2020)

Sales Reports (like periods in 2019 and 2020)

Bank Records (like periods in 2019 and 2020)

(E.g. bank statements, online banking reports, etc.)

### (b) Federally Administered CARES Act Program Funding Verification.

Has your business received federal CARES Act funding through the SBA's PPP or EIDL program?

No – CARES Act funding verification is not required – Proceed to (c).

Yes – For each federal CARES Act funding program that financial assistance was received, provide the following:

PPP Program – Copy of the loan agreement

(This was provided by your financial institution and may have been executed via DocuSign®).

PPP Loan Amount

EIDL Program – Copy of the loan agreement

(This was provided through the SBA portal and was executed via DocuSign®).

EIDL Award Amount

EIDL Advance – Copy of bank statement showing deposit of grant proceeds

EIDL Award Amount

### (c) City administered CARES Act Funding Program Verification.

Has your business applied for CARES Funding from the City of Portland Small Business Relief Program administered by Prosper Portland?

No, Proceed to (d)

Yes, provide the following information

Small Business Relief Award Amount

**(d) Other CARES Act Funding Program Verification.**

Has your business applied for funding from the Oregon Cares Fund for Black Relief + Resiliency?

No, Proceed to (e)

Yes, provide the following information

### Oregon Cares Fund Award Amount

**(e) Full Time Equivalent (FTE) employee verification:**

Are you applying for a grant award larger than \$5,000?

**No – FTE verification is not required – Proceed to Section 4.**

Yes – Provide Oregon Employment Department Form 132 used to complete the FTE employment calculation in Section 2:

Hours Reported  $\div$  455 = FTE

## Section 4: 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 the date of this application.
- The applicant business:
  - Was determined to be a non-essential business in accordance with Governor's Executive Order 20-12, or
  - Experienced a 25% or more reduction to sales as a result of the COVID-19 crisis.
- If the applicant has received federal financial funding relief through the CARES Act of 2020 (e.g. SBA's PPP or EIDL program) or any subsequent federal act that provides emergency business assistance as of the date of this application, that federal support has been disclosed in the application.
- The applicant has not received funding from the State of Oregon through COVID-19 Emergency Business Grant Program, or the Statewide Business and Cultural Support Program 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 or intends to reopen if adversely affected by the 2020 wild fires

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.

**Only applications with proper signature authority documentation will be accepted.**

Signature

Date

Printed Name

Printed Title