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

Select Type

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

0

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, Employment and Sales Decline (if applicable)
(Check all attached)

☐ Copy of rent/lease agreement

☐ Copy of recent business utility bills

☐ Copy of Profit & Loss, Income Statement or Sales reports demonstrating 50% or more sales declined as detailed on Page 1 of this application.

☐ 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