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 to eligible businesses that have received federal funding will be reduced by the amounts of federal funding received from those programs. 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 and non profit (limited to 501(c)(3) corporations) businesses that can demonstrate a one-month decline in sales of50% or more, incurred by the COVID-19 pandemic, beginning in the month of March 2020 up to the date of this application as compared against sales in the month of January 2020 or February 2020, or 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 epidemic (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 this State of Oregon COVID-19 Emergency Business Grant program or from the Statewide Business and Cultural Support Program.
- Businesses that have received more federal CARES funding (e.g. PPP or EIDL) than available to eligible businesses set forth by this program in this application.
- Businesses that do not otherwise meet the eligibility requirements set forth above.

Awards to eligible businesses will be made as a grant. The amount of the grant will be the greater of two figures: 1) based on the number of employees before the COVID-19 crisis, less the amount of any federal assistance received by the applicant; or 2) based on the number of employees before the COVID-19 crisis and the documented amount of fixed operating expenses for the 60 day period of January 1 through February 29, 2020, less the amount of any federal assistance received by the applicant:

- 0-5 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.
- 21-25 employees
    - $12,500, or
    - 60-day fixed expenses up to a maximum of $25,000.

Calculations to determine the number of employees will be determined based on employee headcount as reported to the Oregon Employment Department on Form 132, for Q4 2019 or Q1 2020.

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 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 as of February 29, 2020
- Number of employees expected to be retained as a result of this award

Section 1: Business Information

Business Name

Business Type

- ☐ Sole
- ☐ Prop Partnership
- ☐ Corporation
- ☐ LLC
- ☐ 501(c)(3)

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

Name Title

Percent Ownership

Name Title

Percent Ownership

Name Title

Percent Ownership

0

Total Percent Ownership

Amount of federal CARES Act funding received:
(Including the Paycheck Protection Program (PPP), Small Business Administrations' (SBA) Economic Injury Disaster Loan Emergency Advance program (EIDL); other federal programs to date for emergency pandemic funding),

Amount of COVID-19 Emergency Business Assistance requested
(If selecting an amount greater than the minimum based on employee headcount, provide documentation of fixed expenses supporting the additional funding 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.

0-5 Employees

- ○ $2,500
- ○ Up to $5,000 (verification of 60 days fixed expenses)

6-10 Employees

- ○ $5,000
- ○ Up to $10,000 (verification of 60 days fixed expenses)

11-15 Employees

- ○ $7,500
- ○ Up to $15,000 (verification of 60 days fixed expenses)

16-20 Employees

- ○ $10,000
- ○ Up to $20,000 (verification of 60 days fixed expenses)

- ○ **21-25 Employees**
- ○ $12,500
  Up to $25,000 (verification of 60 days fixed expenses)

Verification of Sales Decline, Fixed Expenses, Federal CARES Funding, and Employment if and/or as applicable.
(Check all attached)

- ☐ For all businesses that were not prohibited from operations as directed by Executive Order 20-12 Copy of Profit & Loss, Income Statement or Sales Reports demonstrating 50% or more sales declined as detailed on Page 1 of this application.
- ☐ Copy of recent business utility bills and fixed expenses:
  - ☐ Electricity ☐ Water/Sewer ☐ Natural Gas
  - ☐ Phone ☐ Garbage ☐ Broadband
  - ☐ Cell phone ☐ Business Mortgage statement
  - ☐ Rent/Lease Agreement
  - ☐ Other: _____
- ☐ Copy of CARES funding loan agreement(s) and/or verification of deposit of EIDL grant proceeds if/as applicable.
- ☐ 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.

- ☐ If the applicant has received federal financial funding relief through the CARES Act of 2020 (e.g. Paycheck Protection Program or Emergency Injury Disaster Loan assistance 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.

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