



McMinnville Business Recovery and Resiliency Plan

The McMinnville Business Recovery and Resiliency Plan (“Plan”) is a State American Recovery Plan Act (“ARPA”) \$750,000 project secured by Rep. Ron Noble (HD-24) in the 2021 Oregon Legislative Session. The Plan addresses the ongoing issues related to the impacts of the COVID-19 pandemic. In addition, it supports the community’s MacTown 2032 strategic plan goal of Economic Prosperity and is intended to have enduring value. This Plan has four (4) programs to deliver resources that address the ongoing impacts of the COVID-19 pandemic. This Business Assistance Grant is one of the programs. To learn more about the Plan and programs, visit

<https://www.mcminnvilleoregon.gov/cd/page/business-recovery-and-resiliency-plan>.

Business Assistance Grant for Workforce Recruitment and Retention

The Business Assistance Grant for Workforce Recruitment and Retention has been developed to address the ongoing workforce issues related to the impacts of the COVID-19 pandemic. The Grant will provide funds to businesses within the McMinnville city limits to invest in recruitment and retention programs that encourage employees back into the workforce and develop loyalty for employees to stay. The total grant fund is \$115,000.

Use of Grant:	The applicant will determine the manner of the workforce recruitment and/or retention program that best suits their business.
Application Opens:	May 10, 2023
Maximum Grant:	Up to \$15,000.00
Application Due:	July 12 , 2023, by 4:00 p.m. PST
1st Awards Announced:	July 28, 2023

Applications can be mailed or dropped off to: Amanda Winter at the McMinnville Community Development Center at 231 NE 5th Street, McMinnville, OR 97128 or at the Unidos Bridging Community office at 309 NE 3rd St. McMinnville, Oregon 97128.

GRANT APPLICATION ASSISTANCE is available. Please contact Marin Arreola at advancedecon@aol.com or 503.999.5022.

ELIGIBILITY

To be eligible, the applicants must:

- Have a business within the city limits of the City of McMinnville.
- Be experiencing ongoing workforce issues related to COVID-19.
- Have 30 or less full-time employees.
- Have been in business for at least one year.
- If required by Oregon law, be registered with the Oregon Secretary of State to business in Oregon.

The following businesses are ineligible to apply for or receive funding under this Grant:

- Passive real estate holding companies and other entities holding passive investments.
- Businesses that experience workforce issues 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 do not otherwise meet the eligibility requirements set forth above.

Grant Review Process

- 1) After the close of the grant round, the applications will be reviewed by a committee of city staff, stakeholders, and members of the City of McMinnville's Economic Vitality Council Committee.
- 2) The review committee will score the applications.
- 3) The top scoring applicants may be invited to meet the review committee to answer questions about their applications.
- 4) The committee will make recommendations for awards.
- 5) Awards will be announced on July 28, 2023.



Application Information

Each of the following forms must be submitted to complete the application process.

_A copy of the application form.

_A copy of the certification acceptance by an authorized official of the business.

If your grant application is approved, you will need to a complete and executed W-9 for the business.

Applicant information required and reported for this grant includes, but is not limited to:

- Name of company
- Employer Identification Number (EIN)
- Oregon Business Identification Number (BIN)
- Address of company
- Industry NAICS [link here](#). IN the Employer Search enter your business name. The North American Industry Classification System (NAICS) is listed in the Industry column. It is the same number used on your latest tax filing.



- Legal business structure
- Number of employees expected to be recruit and/or retain with this grant.
- Amount of any Payroll Protection Program (PPP), Emergency Injury Disaster Loan (EIDL) or other Coronavirus Aid, Relief, and Economic Security Act (CARES) Act funding awarded to the applicant including the State of Oregon COVID-19 Emergency Business Grant.

Disclaimer: The applicant will be solely responsible for Federal and Oregon employment law requirements regarding the use of the grant funds. The grant funds are American Rescue Plan Act funds, which may require record maintenance by the recipient.



City of McMinnville

Applicant Information

Business

Name: _____ Date: _____

Contact

Name and Title: _____

Address: _____

Street Address

City

State

ZIP Code

Phone: _____ Email: _____

Employer Identification Number (Federal EIN): _____	Business Identification Number (BIN) Issued by Oregon Employment Department): _____	North American Industry Classification System (NAICS) as listed on the most recent federal tax filing: _____
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Type of Business (check one):

Sole Proprietor Partnership Corporation Limited Liability Corporation (LLC)



Grant Information

Note: Business may be asked to provide additional documentation upon request to verify answers.

1. Is the business **physically located in City of McMinnville within the city limits?** (Yes/No)
2. If the business is part of a chain, is location an **individually owned franchise in City of McMinnville within city limits?** (Yes/No/Not Applicable)
Note: National chains do not qualify unless individually owned and location is within City.
3. Does the business have **30 or less full-time employees?** (Yes/No) Number of employees _____
4. Has the business been **in operation for at least one year?** (Yes/No)
5. **If required by Oregon law** to be registered with the Oregon Secretary of State to do business in Oregon, is the business registered? (Yes/No)
6. Has the business **received Coronavirus relief funds** from similar programs after March 23, 2020 (e.g., Payroll Protection Program “PPP”)? (Yes/No)
If yes, what programs? (This will be used a prioritization qualifier. The City will prioritize businesses that have not received other relief funds if the City gets an overwhelming response.)
7. The applicant understands that the City **will require quarterly statements** on the use of the grant and goals achieved. (Yes/No)

Tell us a little
about yourself
and your
business:



Describe the
product(s) or
service(s)
offered:

Grant requested: \$ _____ (Maximum request is \$15,000.)

How has your business experienced workforce recruitment and retention issues due to the ongoing impacts of the COVID-19 pandemic? The answer should identify specific issues related to hiring and retaining employees.

How will the grant funds be used to recruit and/or retain employees?

If awarded less than your requested amount, would you still be able use the funds to achieve your plan? (Yes/No) If Yes, how?

How will you measure the successful use of funds? (i.e., number of employees expected to retain, training established, etc.)

Certifications, Representations, and Signature

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 has been and continues to be adversely impacted as a direct result of the COVID-19 pandemic.

The applicant business has 30 or fewer full-time employees as of time of application submission.

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 use of grant funds adheres to State of Oregon employment laws.

The applicants understands that this grant is funded with American Rescue Plan Act funds and may require maintenance of records related to the use of the grant.

The applicant business agrees to provide business, financial, and ownership information necessary to determine and verify eligibility.

Business Grant Program proceeds will not be used for personal purposes.



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 City of McMinnville reserves the right to request additional documentation from the applicant to verify the accuracy and authenticity of the information provided.

Should the City 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 City to pursue such collection actions.

As these American Rescue Plan Act (ARPA) funds are being provided by the City of McMinnville and the State of Oregon each 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 City will only accept applications with proper signature authority documentation.

Signature:

Printed Name:

Printed Title:

Date: