



**CITY OF MCMINNVILLE
 PLANNING DEPARTMENT
 231 NE FIFTH STREET
 MCMINNVILLE, OR 97128
 503-434-7311**

www.mcminnvilleoregon.gov

MCMINNVILLE ECONOMIC VITALITY LEADERSHIP COUNCIL
Community Development Center, 231 NE 5th Street
ZOOM Online Meeting

<https://mcminnvilleoregon.zoom.us/j/96099354233?pwd=R3ZsYVdiRXFUTW9sMik2STM0cXBLZz09>

Wednesday, August 5, 2020
3:00 – 4:00 PM – Regular Business Meeting

COUNCIL MEMBERS	AGENDA ITEM
<p>Carson Benner, Chair McMinnville School District</p> <p>Kellie Menke, Vice-Chair City of McMinnville</p> <p>Jody Christensen, McMinnville Water and Light</p> <p>Walt Gowell, City of McMinnville</p> <p>Mike Morris, Chamber of Commerce</p> <p>Steve Patterson, Chamber of Commerce</p> <p>Dani Chisholm, MDA</p> <p>Vacant, MDA</p> <p>John Dietz, MEDP</p> <p>Deven Paolo, MEDP</p> <p>Ellen Brittan, Visit McMinnville</p> <p>Ty Rollins, Visit McMinnville</p> <p>Gerardo Ochoa, Linfield College</p> <p>Robert Banagay, TTR</p>	<ol style="list-style-type: none"> 1. Call to Order / Introductions 2. Minutes – 01.15.20 (<i>Exhibit 1</i>) 3. Emergency Business Assistance Grant Discussion (<i>Exhibit 2</i>) <ul style="list-style-type: none"> Process State Criteria Local Criteria Next Steps 4. Council Member Comments 5. Staff Comments 6. Rumor Mill 7. Adjournment <p><u>ZOOM ONLINE MEETING LINK:</u></p> <p>https://mcminnvilleoregon.zoom.us/j/96099354233?pwd=R3ZsYVdiRXFUTW9sMik2STM0cXBLZz09</p> <p>Meeting ID: 960 9935 4233 Passcode: 959588</p> <p>By Phone Only: 1 669 900 9128 US (San Jose)</p> <p>A conference room with access to a computer to participate in the ZOOM Online Meeting can be provided at the Community Development Center. Please call the Planning Department at (503) 434-7311 for assistance.</p>



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EXHIBIT 1 - MINUTES

January 15, 2020
McMinnville Economic Vitality Leadership Council
Regular Meeting

4:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Kellie Menke, Mike Morris, Dani Chisholm, Kyle Faulk, John Deitz, Deven Paolo, Ellen Brittan, and Carson Benner

Members Absent: Walt Gowell, Steve Patterson, Ty Rollins, and Nancy Carlton

Staff Present: Heather Richards – Planning Director, Scott Cooper, Executive Director MEDP, and Jeff Knapp, Executive Director Visit McMinnville

Others Present Scott Hill – Mayor, Jeff Towery – City Manager, and Jeb Bladine

1. Call to Order

The meeting was called to order at 4:00 p.m.

2. History of MAC Town 2032 – ED Strategic Plan

Planning Director Richards explained how this work began in 2017 with the Stable Table. The City had funded the creation of an Economic Development Strategic Plan in 2018 with a project advisory committee and consultants. The public process consisted of focus groups, open houses, and an online survey. After the plan was put together, the Stable Table agencies reviewed the plan and it was decided to create this Council to implement the plan. The Council was comprised of two people from each of the agency groups, McMinnville Downtown Association, Visit McMinnville, Chamber of Commerce, McMinnville Economic Development Partnership, and the City, as well as a representative from McMinnville Water & Light, McMinnville School District, and three at-large seats. The City agreed to bring this into the City Code to enable the Council and staff the Council meetings, although staff from all five organizations were participating and supporting the work. It was meant to be a collaborative initiative. Some of the agencies had adopted portions of the plan into their own work plans and economic pieces the City was responsible for were brought into the City's Strategic Plan.

Jeff Knapp, Executive Director of Visit McMinnville, said this plan would be a guiding document for economic development and had helped their organization as they were strategic planning for the next five years.

3. Review of Council By-Laws

Planning Director Richards said the by-laws were the enabling code for the Council. They were developed by the project advisory committee. She then reviewed the responsibilities and powers of the Council. The three at-large members had not been appointed yet. The MEVL Council would make a recommendation to the City Council for those appointments.

4. Election of Chair and Vice-Chair

There was discussion regarding the responsibilities of the Chair and Vice Chair and the work of the Council, at-large member possibilities, and appointing an interim chair.

Councilor Faulk moved to appoint Carson Benner as Chair. The motion was seconded by Councilor Brittan and approved unanimously.

Councilor Brittan moved to appoint Kellie Menke as Vice Chair. The motion was seconded by Councilor Morris and passed unanimously.

5. Review of MAC Town 2032 – Economic Development Strategic Plan

Planning Director Richards reviewed the structure of the Economic Development Strategic Plan. She explained the community engagement process, how the data collected compared with other cities including income and wage data, where growth would occur, project goals, data showing residents needed to make \$24 per hour to be able to afford to live in McMinnville, and key findings. McMinnville had the largest population and highest employment in Yamhill County. McMinnville's economy had balanced industry sectors. Health care and technical occupations were the highest paying in McMinnville. Housing affordability was a challenge. McMinnville's poverty rate was high, at 23%. She discussed the strengths, weaknesses, opportunities, and threats analysis.

There was discussion regarding a program at the School District where teachers were staying in contact with graduates who would be first generation college students. There was also discussion regarding the School District's population projections which were staying the same. Planning Director Richards attributed it to the fact that families could not afford to buy homes in McMinnville.

Planning Director Richards said the document was structured so that it could be flexible. There were three foundational goals and five sector goals. Each goal had strategies and each strategy had potential tasks or projects. One of the Council's roles was to decide what would be near term and long term high-impact projects on the list. There were leads, partners, and performance measures in the plan and it was intended to be a community-wide implementation. She reviewed the foundational and sector goals.

6. Discussion of Meeting Structure Moving Forward

There was discussion regarding the process for appointing the at-large positions. The Council brainstormed names for the at-large positions from colleges, targeted sectors, business community, and rural/agricultural. They then prioritized the list and the top candidates would be contacted.

There was consensus to meet next month on February 19. In the future, the plan was to meet quarterly.

7. Council Member Comments

None

8. Staff Comments

None

9. Adjournment

Chair Benner adjourned the meeting at 5:12 p.m.



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EXHIBIT 2 - STAFF REPORT

DATE: August 5, 2020
TO: Economic Vitality Leadership Council
FROM: Heather Richards, Planning Director
SUBJECT: EMERGENCY BUSINESS ASSISTANCE GRANT

STRATEGIC PRIORITY & GOAL:



ECONOMIC PROSPERITY

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

Report in Brief:

This is a discussion about an Emergency Business Assistance Grant program that will be funded with \$100,000 from Biz Oregon and \$100,000 from the City of McMinnville.

The program funds need to be disbursed within forty-five (45) days of contract execution with Biz Oregon, and the Economic Vitality Leadership Council will serve as the review and decision-making body for the grant awards.

This is an opportunity to learn more about the program, the state's criteria for the program, and whether or not McMinnville wants to have any additional local criteria for the program.

Background:

The Oregon Legislature, in partnership with the Governor, allocated \$5 million from the State General Fund, which combined with \$5 million redirected from existing state programs, created \$10 million in funds for the purposed 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 of the other federal programs for emergency pandemic funding.

Biz Oregon released these funds with three different rounds of application solicitations from cities, counties, economic improvement districts and community development financial institutions.

All requests for funds needed to be matched by the applicant and needed to be disbursed within 45 (forty-five) days of contract execution in the following manner.

State Criteria for the Program -

Local Program Funding Priorities

Local assistance programs are expected to make one-time-only awards to businesses as follows:

- Businesses that have been adversely affected economically in one of the following two categories:
 - Those for-profit and non-profit (limited to 501(c)(3) corporations) businesses that were prohibited from operation as directed by Executive Order 20-12.
 - Those eligible for-profit businesses that can demonstrate a one-month decline in revenue 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.
- Businesses with 25 or fewer employees.
- Businesses that have been unable to access federal CARES Act funds including:
 - Small Business Administration's Paycheck Protection Program (PPP);
 - Economic Injury Disaster Loan Emergency Advance program (EIDL); or
 - Other federal programs to date for emergency pandemic funding.

Ineligibility Factors

- Passive real estate holding companies and others 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 not headquartered and with principal operations in Oregon.
- Businesses not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.

Program Design

Awards to eligible businesses will be made as a grant. The amount of the grant will be the greater of two figures based on an applicant's ability and desire to submit support documentation: the 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:

- 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.

- 20-25 employees
 - \$12,500, or
 - 60-day fixed expenses up to a maximum of \$25,00

Local Program Specifics –

The City of McMinnville applied for and received \$100,000 in funds that will be matched by \$100,000 in funds locally for a total funding program of \$200,000.

The application was developed in partnership with McMinnville’s Economic Development Stable Table partners (McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, Visit McMinnville, and the McMinnville Downtown Association), based on the following need:

McMinnville is the largest employment center (15,000 jobs prior to the Pandemic) in Yamhill County. We have over 1600 businesses in McMinnville, most of which are small businesses employing our residents and serving as the foundation of our economy. Since March, 2020, our unemployment has increased to 13.2%. The largest cohort of unemployment claims are in the age groups of 25 – 44 years old, impacting our families. The overwhelming number of unemployment claims has been, not unexpectedly, in our accommodation and food services businesses as well as our retail businesses.

Per the City’s application, upon the execution of the contract, the City will market the program to city businesses for ten days. Then the City will solicit applications for four days, vet the applications for meeting the qualifying criteria and then share the qualifying applications with the Economic Vitality Leadership Council for decision-making and award.

The City will strive to target businesses owned by historically disadvantaged population groups in its marketing and distribution program, as well as sole proprietors.

Applications will be accepted both electronically and in hard copy. The City will provide a dedicate staff person (Planning Department Permit Technician) and phone line for those applicants who have questions about filling out the application and translation services will also be provided.

Funds will be available for distribution to all qualifying businesses within the City of McMinnville.

Discussion:

The Economic Vitality Leadership Council should discuss at a minimum the following:

How to administer the program –

- 1) Does the EVLC want to assign a subcommittee to review all applications and then provide a recommendation to the full EVLC or does the EVLC want to review all of the applications at a working meeting and then make decisions about awards.

Staff will assemble all of the applications and prepare a master spreadsheet indicating how the application meets the different state and local criteria for the program.

- 2) Applicants need to self-certify answers to the application. If, during an audit, it is discovered that the business did not meet the criteria for the grant, the City of McMinnville may need to pay Biz Oregon the amount of that particular grant back to the state. Does the EVLC want award

recipients to sign contracts with the City of McMinnville stating that they will payback the grant to the City if an audit discovers that the business did not meet the qualifying criteria for the grant?

Local Criteria –

- 3) Does the EVLC want to add any additional local criteria to the grant application process – ie how the funds can be spent, etc.
- 4) Does the EVLC want to create a scoring system for the grant criteria in order to prioritize grant awards?

Attachments:

- Biz Oregon Request for Proposal for Emergency Business Assistance Grant
- City of McMinnville Application for Emergency Business Assistance Grant
- City of McMinnville Emergency Business Assistance Grant Award Letter
- Sample Application – English
- Sample Application - Spanish



State of Oregon COVID-19 Emergency Business Assistance Matching Fund Request for Proposals

Announcement

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 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.

Many small businesses in Oregon face cash flow shortfalls due to the economic conditions arising from efforts to reduce the number and severity of COVID-19 infections. Some businesses have been closed by executive emergency orders, while others have voluntarily closed or reduced operations to address health and economic concerns.

Many communities throughout Oregon are providing local assistance to small businesses, and this announcement provides up to a 1:1 match to augment these community-level assistance programs.

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, particularly to support businesses that were closed as they move into the first phase of statewide reopening.

This announcement is for the third of three rounds of funding tied to this program. This round consists of \$2,500,000, available up to a 1:1 match to funds in community programs to provide emergency economic assistance to local small businesses. Awards will be made to public entities (cities, counties, economic development districts, council of governments) that have or will develop a community business assistance program in response to the COVID-19 crisis and are able to meet the parameters of this program.

Program awards made to public entities will be structured as forgivable loans. Forgiveness will be based upon a recipient's ability to meet the program values and priorities outlined below and in contract. Public entities will be required to make sub-awards from this program to eligible individual businesses as grants.

Awards for this round of funds will be based on a community program's ability to achieve the parameters, values, and goals of the program. If you have such a program that meets the state's program parameters, please submit a funding proposal.

Proposals for this round of funding are due July 10, 2020 by 5:00 PM.

Program Values

- Ensure that historically disadvantaged individuals that own businesses have access to these funds.
- Ensure these funds are supporting the small businesses unable to access or apply for federal funds.
- Ensure that these funds are reaching every corner of Oregon.
- Ensure that these funds are keeping businesses operational.

Eligible Applicants

Public entities (cities, counties, economic development districts, council of governments) that have or will develop a local business assistance loan or grant fund and are able to meet the parameters of this program as described below. Priority will be given to those public entities that were not allocated direct funding through the CARES Act.

If a community was successful in its application from the first round of funding for this program and has additional matching funds remaining, to be considered for this round of funding, submit an email stating the community's request to receive consideration in this round and attach a copy of the previous proposal submitted on or before May 18, 2020.

Local Program Funding Priorities

Local assistance programs are expected to make one-time-only awards to businesses as follows:

- Businesses that have been adversely affected economically in one of the following two categories:
 - Those for-profit and non-profit (limited to 501(c)(3) corporations) businesses that were prohibited from operation as directed by Executive Order 20-12.
 - Those eligible for-profit businesses that can demonstrate a one-month decline in revenue 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.
- Businesses with 25 or fewer employees.
- Businesses that have been unable to access federal CARES Act funds including:
 - Small Business Administration's Paycheck Protection Program (PPP);
 - Economic Injury Disaster Loan Emergency Advance program (EIDL); or
 - Other federal programs to date for emergency pandemic funding.

Ineligibility Factors

- Passive real estate holding companies and others 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 not headquartered and with principal operations in Oregon.
- Businesses not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.

Program Design

Awards to eligible businesses will be made as a grant. The amount of the grant will be the greater of two figures based on an applicant's ability and desire to submit support documentation: the 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:

- 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.
- 20-25 employees
 - \$12,500, or
 - 60-day fixed expenses up to a maximum of \$25,000.

Program Award Targets

The state will make awards to various local assistance programs designed to achieve geographical delivery across the state, with a target of at least 60% of awards reaching those in rural areas outside of the largest urban growth areas (see Award Process below). The state has set a target of 50% of these funds to be awarded to sole proprietors, where possible, by the local assistance program. The state will encourage outreach to historically disadvantaged population groups. The funds must be rapidly deployed to meet immediate business needs and applicants will be required to fully deploy the proceeds within 45 days of receipt.

Business Applications and Support Documentation

- Businesses must self-certify they have not received CARES Act PPP or SBA EIDL assistance as of the date of application.
- Demonstrate:
 - That they were prohibited from operation as directed by Executive Order 20-12; or
 - That they had a sales or revenue decrease of 50% or more in the month of March or April 2020, as compared against the sales or revenues of January or February 2020, or as compared against the same period in 2019.
- Demonstrate they are headquartered and with principal operations in Oregon.
- Self-certify they are not subject to any of the ineligibility criteria.
- Self-certify that the business and its operations are, and will, remain compliant with all local, state and federal laws.
- Provide business, financial and ownership information necessary to determine and verify eligibility.

Other Program Details and Next Steps

Local entities administering COVID-19 business assistance programs (loan or grant programs, new or existing) may apply to receive an award under this announcement. If approved, the applicant will enter into a contract with Business Oregon in short order. During the contract process, Business Oregon will consult on the detailed operational steps proposed by the local assistance programs, and the basic reporting needed by the state.

Program Access

It is intended that these state funds are equally accessible to all Oregonians, so a robust marketing program that reaches out locally to businesses owned by members of historically disadvantaged population groups (Asian, Black, Hispanic, Native American, and Women Owned Businesses) is a requirement of this program. Only those applicants that can demonstrate such a marketing program and fair access procedures will be considered for funding. Local community program awardees will be required to:

- Develop a stepped marketing program that reaches out and markets to members of historically disadvantaged population groups in advance of marketing to the general public.
- Deploy the awarded funds to eligible businesses within 45 days of the receipt of funds.

- Demonstrate, for loan forgiveness, that all agreed Program Access activities as described in the application and agreed upon in contract have been fulfilled.

Application Process

Local assistance programs should submit a written Proposal that describes the following:

- Amount of award requested to match new or existing local funds (state funds up to, but will not exceed, local funds).
- Description of your established or proposed small business support program responding to the COVID-19 crisis.
 - For matching funds being requested for a new program, describe how the program will be operational no later than July 20, 2020, and how the local assistance program eligibility requirements comply with the requirements in this State of Oregon COVID-19 Emergency Business Assistance announcement.
 - For matching funds for an established program, describe when the program was formed and how the local assistance program eligibility requirements comply with the requirements of the State of Oregon COVID-19 Emergency Business Assistance.
 - For either, describe amount and source(s) of capitalization, the eligible applicants, the type(s) of awards made, award ranges, number of awards, amount deployed to date, and the amount remaining to be deployed.
- Describe marketing activities and outreach to encourage participation of businesses owned by members of historically disadvantaged populations groups in the applicant's jurisdiction(s).
- Describe any procedures to ensure equitable awards are made to those businesses owned by members of historically disadvantaged populations groups. (See Program Access above.)
- Describe the plans to market the grant program, including partnerships and marketing strategies with chambers, business associations, Small Business Development Centers, etc.
- Description of your grant/loan announcement and application process.
- Description of your grant/loan review and award process.
- Estimate geographic distribution of awards (list all municipalities and/or counties served):
 - The percent of allocation awarded to urban (cities with populations greater than 30,000) businesses, and
 - The percent of allocation awarded to rural (cities with populations of 30,000 or less, or unincorporated areas) businesses.
- Estimate the percent of allocation awarded to sole proprietors.
- Briefly describe the background of the executive in charge of the program, and description of any other key team members if desired, and description of any audit or oversight measures if desired. Provide contact information for a designated lead contact.

There is no minimum or maximum page limit for Proposals or other format requirements, except that the Proposal must be delivered electronically in a Microsoft Office compatible file type, less than 20 megabytes.

Proposals for this round of funding are due July 10, 2020, by 5:00 PM.

Please deliver your Proposal by email to:

John Saris, Finance Manager

john.saris@oregon.gov

(503) 383-8612 for any questions

A GoToMeeting teleconference for questions and answers regarding how to implement this announcement will be held Wednesday, July 15 from 2:00-3:00 PM.

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/169092437>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 169-092-437

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<https://global.gotomeeting.com/install/441110725>

Award Process

Business Oregon will coordinate an expeditious review process and may contact any proposer for further clarification or negotiation. Decisions will be made in the state's sole discretion, endeavoring to meet the objectives and targets described above and below:

- No less than 50% of the awards to be made to Sole Proprietors.
- No less than 60% of awards to be deployed in rural communities with population fewer than 30,000 per the last decennial census (2010) data including all areas outside of the following urban growth boundaries:
 - Albany
 - Bend
 - Corvallis
 - Eugene/Springfield
 - Grants Pass
 - McMinnville
 - Medford
 - Portland Metro (City of Portland, Clackamas, Multnomah, and Washington counties)
 - Salem/Keizer
- To the extent possible, allocations to the following regions:
 - Central Region–15%
 - Crook, Deschutes, Hood, Jefferson, Sherman, and Wasco counties
 - Coastal Region–15%
 - Clatsop, Coos, Curry, Lincoln, and Tillamook counties
 - Eastern Oregon Region–20%
 - Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler counties
 - Metro Region–20%
 - Multnomah, Clackamas, and Washington counties
 - Southern Oregon Region–15%
 - Douglas, Jackson, Josephine, Klamath, and Lake counties
 - Valley Region–20%
 - Benton, Columbia, Lane, Linn, Marion, Polk, and Yamhill counties

Grant Fund Deployment Deadlines and Reporting Requirements

A final report is due the sooner of:

- 30 days from when the capital is deployed by the local assistance program to eligible businesses, or
- October 5, 2020.

Any proceeds not deployed by September 4, 2020, are to be repaid to Business Oregon on or before September 8, 2020, unless waived in writing by the department.

In the final report, the local assistance program will be required to report program and recipient information on a form prescribed by Business Oregon, including but not limited to:

- Number of applications received
- Number of awards made
 - Award as #, \$, and % of allocation by region
 - Award as #, \$, and % of allocation by company size
 - Award as #, \$ and % of allocation by legal ownership structure
- Sub recipient data
 - 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 the award
 - Business owner voluntarily reported demographics
 - Direct administrative expenses incurred in the administration of this program



A collaborative and caring city inspiring an exceptional quality of life.

OFFICE OF THE MAYOR, 230 NE Second Street, McMinnville, Oregon 97128
www.mcminnvilleoregon.gov

July 10, 2020

Business Oregon

**RE: City of McMinnville Grant Application, State of Oregon COVID-19
Emergency Business Assistance Matching Fund, Round III**

To whom it may concern:

Please find attached the City of McMinnville's application for the State of Oregon COVID-19, Emergency Business Assistance Matching Fund, Round III. We really hope that you are able to help leverage our local dollars with some of the state grant funds to bring a business recovery assistance program to McMinnville's businesses.

McMinnville is the largest employment center (15,000 jobs prior to the Pandemic) in Yamhill County. We have over 1600 businesses in McMinnville, most of which are small businesses employing our residents and serving as the foundation of our economy. Since March, 2020, our unemployment has increased to 13.2%. The largest cohort of unemployment claims are in the age groups of 25 – 44 years old, impacting our families. The overwhelming number of unemployment claims has been, not unexpectedly, in our accommodation and food services businesses as well as our retail businesses.

The City is prepared to launch a business assistance program with the help of our economic development partners (McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, Visit McMinnville, and the McMinnville Downtown Association) and our Economic Vitality Leadership Council made up of business and community leaders in McMinnville, to help get these businesses open and employing people again as they recover from the COVID-19 shutdowns.

We appreciate this opportunity and are prepared to match the grant funds that we receive, and look forward to working with Business Oregon on this endeavor.

Yours Sincerely,

A handwritten signature in blue ink that reads "Scott Hill". The signature is written in a cursive, flowing style.

Scott Hill,
Mayor of McMinnville

July 10, 2020

Business Oregon

RE: **City of McMinnville Grant Application, State of Oregon COVID-19
Emergency Business Assistance Matching Fund, Round III**

To whom it may concern:

As with all cities in Oregon and around the country the negative impacts from COVID-19 have been tough on the local economy. With the loss of jobs, declining revenues, business closures, and the uncertain financial future so many in our business community face, it is critical we do all we can to lessen those impacts.

The McMinnville business community is made up over 1,600 businesses and over 90% employ fewer than 20 people. That is a lot of small businesses that are bearing an incredible amount of weight for a community. With the assistance from the State of Oregon's COVID-19 Emergency Business Assistance Matching Fund, Round III, and the matching funds from the City of McMinnville, it is our hope to bring a robust business recovery assistance program to underserved McMinnville businesses.

The City of McMinnville has put together a strong team to assist with this program. The McMinnville Economic Development Partnership, Visit McMinnville, McMinnville Downtown Association, the McMinnville Chamber of Commerce, and the Economic Vitality Leadership Council are excited to work together to market the program and assist in the implementation of a program very much needed in our community.

We appreciate this opportunity and thank you for your consideration.

Respectfully,

Scott G. Cooper, CEcD
Executive Director



A collaborative and caring city inspiring an exceptional quality of life.

PLANNING DEPARTMENT, 231 NE Fifth Street, McMinnville, Oregon 97128
www.mcminnvilleoregon.gov

**CITY OF MCMINNVILLE GRANT APPLICATION
STATE OF OREGON COVID-19
EMERGENCY BUSINESS ASSISTANCE MATCHING FUND, ROUND III**

“MCMINNVILLE COVID BUSINESS RECOVERY ASSISTANCE PROGRAM”

AMOUNT OF AWARD REQUESTED: \$100,000

**PROGRAM DESCRIPTION –
MCMINNVILLE COVID BUSINESS RECOVERY ASSISTANCE PROGRAM**

NEED: The COVID-19 event has been devastating to McMinnville’s business community. McMinnville is the largest employment center in Yamhill County employing over 15,000 people in 1600 businesses prior to the COVID event. Currently Yamhill County is experiencing 13.2% unemployment with the largest number of unemployment claims in the accommodation and food services as well as retail businesses.

McMinnville’s business community relies heavily on accommodation and food services, retail and manufacturing businesses. It is clear from two recent surveys that all of those industries were impacted by the COVID-19 event, some more than others.

A recent survey of (April 15, 2020 – Attachment 1) of McMinnville’s downtown businesses showed that 84% of the businesses were forced to close due to the COVID-19 event (45 respondents). McMinnville’s downtown economy is built upon small, locally owned businesses, with a focus on food, beverages, and tourism. 93% of the businesses surveyed indicated that they had lost significant revenue with the COVID event and were most worried about their employee’s financial welfare (78%) and accessing financial assistance related to COVID-19 (64%). When asked what type of assistance would be most helpful to

their business, 78% replied that information about attainable financial assistance over the next 90 days would be the most helpful.

In May, 2020, McMinnville Economic Development Partnership survey their traded sector businesses (Attachment 2). Of the 28 respondents, over 55% of the businesses had laid off 81 employees due to COVID and 27 were furloughed. 89% of the businesses had experienced revenue decrease with the COVID event. 43% had applied for a EIDL loan, of which 20% were successful at the time of the survey, 40% were pending and 40% were not successful. 71% had applied for the PPP funds. 74% were successful, 20% were unsuccessful.

Additionally as a mid-size rural community McMinnville businesses have struggled to access the emergency funding program that have been absorbed by larger businesses and the metropolitan communities of Oregon.

Initially the City of McMinnville started working with CRAFT3 to partner on some of their emergency business assistance programs only to learn that they elected to focus on communities in which they had offices. Then the City of McMinnville applied to the Oregon Community Foundation through their Emergency Business Assistance program only to learn that most of their funds had been allocated to Clackamas and Multnomah counties. And finally, the City of McMinnville worked on a partnership with MESO to participate in their 40/60 loan and technical assistance program. The City of McMinnville collaborated with MESO on an application to the Business Oregon Round II Emergency Business Assistance Funds only to learn that Business Oregon elected to funnel all Yamhill County funds to Willamette Workforce Partnership.

The City of McMinnville continues to look for a partner to help McMinnville's local business community and is continuing to work with MESO on a partnership in order to leverage the expertise of a CDFI in the community and to partner MESO with local banks that want to continue to serve the business community through community resource funds.

However, for this program, the City of McMinnville will work with a local team of staff experts and an established Economic Vitality Leadership Council to develop the program, market the opportunities and deploy the funds.

Since the City of McMinnville has been in discussion about a local Business Recovery Assistance program for several months now, the systems are for the most part in place in order to be able to respond in an expeditious and efficient manner and the City has already earmarked the necessary matching funds in the Fiscal Year 2020/2021 budget.

LOCAL ASSISTANCE PROGRAM REQUIREMENTS: Since this is a new program, the City of McMinnville will structure it to mirror the minimum requirements of the Business Oregon Emergency Assistance program as outlined in the Request for Proposals.

HOW PROGRAM WILL BE OPERATIONAL BY JULY 20, 2020: The City of McMinnville has been in dialogue about this type of program for several months with both its economic development partners and the McMinnville Economic Vitality Leadership Council, so upon notification of award, the City of McMinnville will be able to immediately launch the program with a ten-day marketing campaign as described in this proposal, and put the mechanical structure in place for the application solicitation, review and decision-making.

AMOUNT AND SOURCE OF CAPITALIZATION: The City of McMinnville will provide the \$100,000 match required for the grant.

MARKETING AND OUTREACH:

MARKETING AND OUTREACH - GENERALLY: Upon notification of receipt of reward, all marketing materials for the program will be deployed ten days in advance of the application submission “window” in all languages and formats provided by Business Oregon. Marketing of the program will occur for at least ten (10) days prior to application acceptance to allow sufficient marketing and time for interested parties to prepare and review materials in advance of the application “window”.

To expand the reach of the marketing efforts, all five of the city’s economic development organizations (City of McMinnville, McMinnville Economic Development Partnership, Visit McMinnville, McMinnville Chamber of Commerce and McMinnville Downtown Association) will leverage their partnerships and media outreach (including their social media) to promote the program.

This group, called the Stable Table, has agreed to assist in disseminating information through community specific informal networks which represent the largest demographic populations in McMinnville.

MARKETING AND OUTREACH – BUSINESSES OWNED BY HISTORICALLY DISADVANTAGED POPULATION GROUPS: One of the City of McMinnville’s goals is engagement and inclusion, both within the organization and how the organization serves the community. The City has been working on setting up relationships and partnerships to better communicated with disadvantaged population groups in the community. The City will leverage those relationships and partnerships to market this program to businesses owned by historically disadvantaged population groups, including the Latino Advisory Committee, Unidos and MV Advancements.

Of the total businesses in the City of McMinnville, 14.5% are minority owned and 37.2% are women owned based on recent census data.

A recent survey of McMinnville's downtown business community (see Attachment 1), illustrated that 80% of the businesses were locally owned, 51% by women and 4% by a person of color.

APPLICATION PROCESS

ANNOUNCEMENT OF PROGRAM: Upon announcement of the award, the City of McMinnville and its economic development partners will announce the program and market it for ten days in advance of the application "window". The City of McMinnville proposed a four day window for applications to be submitted. This is intended to improve an applicant's ability to apply despite demands on their time, technology or language barriers. Applications will consist of required questions for determining eligibility with optional self-identified demographic questions.

APPLICATION PROCESS: Applications will be accepted both electronically and in hard copy for a 96-hour window, not first come first serve, to ensure equity of access. This should improve applicants' ability to apply especially smaller businesses owned by historically disadvantaged population groups who may not have the resources and staffing to access applications and fill out paperwork in an overly compressed window.

Applications will be available in all forms as provided and committed by Business Oregon. Applications will consist of required questions for determining award eligibility with optional self-identified demographic questions.

Although many businesses and institutions are currently closed, the City of McMinnville will ensure that physical paper copies of the applications are available at the McMinnville Library that is currently open Tuesdays and Thursdays, and outside of the Community Development Center which has an outbox available daily from 8 – 5 PM, for those who limited access to internet/computers.

The City of McMinnville will provide a dedicated staff person and phone line for those applicants who have questions about filling out the application. Translation services will also be provided.

GRANT/LOAN REVIEW AND AWARD PROCESS: Applications will be screened by economic development staff for qualified and not qualified applications. This screening process will be double-checked by other staff as well. This project will build on the City of McMinnville’s planning efforts over the past two years.

Then an appointed sub-committee of McMinnville’s Economic Vitality Leadership Council will review the qualifying applications and make a funding recommendation to the full Economic Vitality Leadership Council to review and affirm. The subcommittee of the Economic Vitality Leadership Council will include representation for both women owned and minority owned businesses.

Anyone who applied for the program will be recused from both the subcommittee review and the full committee decision-making.

All applicants will be notified as to whether or not they are receiving an award within ten (10) days of the application close period. All disbursements will be made in accordance with the guidelines and requirements established by the Business Oregon grant.

This is the same process of review that the City of McMinnville utilizes for its urban renewal property assistance loan and grant program.

DISTRIBUTION OF AWARDS

GEOGRAPHICALLY: Funds will be available for distribution to all qualifying businesses within the City of McMinnville.

TO BUSINESSES OWNED BY HISTORICALLY DISADVANTAGED POPULATION GROUPS: The City of McMinnville will strive to award 50% of the program funds to businesses owned by historically disadvantaged population groups, namely women and minorities. The application will have optional self-identifying questions. Of the total businesses in the City of McMinnville, 14.5% are minority owned and 37.2% are women owned based on recent census data.

SOLE PROPRIETORS: The City of McMinnville will strive to award 50% of the program funds to sole proprietors.

BUSINESS RECOVERY AND RESILIENCY

McMinnville does not just want to provide grant awards as a stop gap measure to help businesses survive in the immediate next couple of months. McMinnville recognizes that the impact of COVID-19 closures has been significant on businesses and consumer mentality and that we will need to support our business community with wrap around services that promote recovery and resiliency.

McMinnville will continue to work with MESO to create an ongoing relationship with a CDFI for the community and to provide opportunities to participate in MESO's 40/60 loan program as part of McMinnville's recovery and resiliency program.

In an effort to support the "economic recovery" efforts of McMinnville's small business community, we anticipate the need for technical assistance programs that help stabilize, grow and prepare our businesses for future challenges . This includes but is not limited to:

- Continued identification of financial resources
- Financial consulting relative to management of assets and liabilities
- Exploration and implementation of alternative sales platforms
- Education relative to restricted business layout and design
- Sanitary practices and procurement of personal protective equipment for disease suppression.

In conjunction with MESO, a CDFI, the City of McMinnville, McMinnville Downtown Association (MDA), McMinnville Chamber of Commerce, Visit McMinnville and McMinnville's Economic Development Partnership are willing to collaborate in implementing programs that assist our business community with said challenges. Combined, our organizations represent or interact with upwards of 1600 small businesses in the greater McMinnville area and are intimately involved in ensuring their success.

Technical Assistance Programming for McMinnville's business recovery from Covid-19 impacts

Providing small business technical assistance services encompasses diverse topical areas that can serve a range of business sizes and needs. The financial hardships that local, small businesses are enduring has shown the degree of support needed from community resources, local government, and public and private sector partners with respect to recovery and resiliency needed to lessen the impacts on those existing businesses.

Some businesses have been closed by executive emergency orders, while others have voluntarily closed or reduced operations to address health and economic concerns. Most small businesses are doing whatever they can, or whatever they think is best to survive. They changed formats, offered appointment only services, take-out services, delivery services, changed their business models, and did what they could to survive up to this point. They did not have the time to devote to tracking their business success and management capabilities.

Small business technical assistance programs alone will not solve every issue but can support other community economic development projects and revitalization strategies in the context of neighborhood revitalization. It is necessary that small business technical assistance be viewed as an essential piece that supports and enhances the economic foundation in communities. This economic foundation is vital to all other community development efforts aimed at neighborhood and community stabilization and revitalization.

Business technical assistance efforts develop sustainable and financially stronger businesses. The survival and growth will create jobs and generate income and investment in our community while attracting and retaining needed community goods and services.

Small business efficiency is critical for recovery. The number one need of small business is accessing capital. Therefore, small business technical assistance will assist businesses and entrepreneurs with business marketing, management plans and most importantly, properly addressing the businesses financial recovery. Technical assistance programs ultimately help business owners make a strong case they will be successful, are able to recover and become more resilient.

To best meet the needs for recovery and resilience, new programming and access to technical assistance programs will be critical. Programming like:

- New requirements for reopening under Covid-19
- Social distancing measures
- Business plan review
- Mentoring
- Credit counseling
- Technology services
- Business development
- Financial literacy for business
- Marketing for business
- Business funding

McMinnville knows that collaboration will enhance the capacity of all partners involved and thus improve the overall community economic development outcomes within our city. To

better build on the strength of this program we will be working with Micro Enterprise Services of Oregon (MESO), a CDFI whose vision matches individuals from disenfranchised, displaced, low-income, immigrant/refugee, unbanked, minority and underserved businesses with all the services and support needed to succeed. MESO will be surrounded by community economic vitality partners, the City of McMinnville, McMinnville Economic Development Partnership, McMinnville Downtown Association, Visit McMinnville, and the McMinnville Chamber of Commerce.

EXECUTIVE TEAM

Economic development activities in McMinnville are managed through a semi-formal collaboration of the five different economic development organizations serving the business community, locally known as McMinnville's Stable Table. This group is comprised of the City of McMinnville, McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, Visit McMinnville and McMinnville Downtown Association.

CITY OF MCMINNVILLE:

The City of McMinnville will serve as the administrator for the program. The City of McMinnville team will be comprised of **Jeffrey Towery**, City Manager, **Jennifer Cuellar**, Finance Director, and **Heather Richards**, Planning Director. This team currently has experience in grant award management through the Property Assistance program that they manage for the McMinnville Urban Renewal Agency that distributes \$100,000 - \$200,000 per year in grants and loans to business and property owners in the McMinnville Urban Renewal District. Heather Richards, the lead Project Manager has administered and managed over \$2,500,000 in business grant awards and loans in her role as the Urban Renewal Manager for the City of Nampa, Idaho, Redmond, Oregon and now McMinnville, Oregon.

MCMINNVILLE ECONOMIC DEVELOPMENT PARTNERSHIP:

Scott Cooper- Executive Director of McMinnville Economic Development Partnership (MEDP). Over the course of his 25 year career in public, private, and non-profit economic development organizations, Scott has worked in small, rural communities and major metropolitan areas. His work has dealt with developing existing business programs, business attraction, workforce development, and entrepreneurship. In the Spring of 2019, Scott relocated to Oregon from Arizona. Scott holds a Bachelor of Science in Community and Regional Planning from Iowa State University and is a recognized Certified Economic Developer (CEcD) from the International Economic Development Council.

MCMINNVILLE CHAMBER OF COMMERCE:

Gioia Goodrum is the President of the McMinnville Chamber of Commerce. Over 500 businesses are members of the Chamber of Commerce. Throughout the COVID event, Gioia and her team have been facilitating conference calls, listening sessions and online resources for all businesses in the community as a go-to resource for businesses during the pandemic.

VISIT MCMINNVILLE:

Jeff Knapp is the Executive Director of Visit McMinnville, a Destination Management Organization responsible for promoting and developing McMinnville as a year-round, overnight, visitor destination. Over the past five years, Visit McMinnville's efforts have increased visitor spending by 80% and City transient lodging tax revenues by 180%. Jeff spent a decade in the Oregon Wine industry helping lead one of Oregon's founding wineries, Sokol Blosser Winery, through a successful transition to second-generation leadership while expanding Direct to Consumer sales and launching an innovative new facility. Prior to Sokol Blosser, Jeff worked in the food and beverage/hospitality industry. With over 250 wineries surrounding McMinnville, McMinnville has become a destination for leisure travel. Jeff's extensive background in strategic planning and marketing, coupled with his deep network of Oregon Visitor, Wine and Food industries, make him uniquely qualified to assist McMinnville tourism businesses.

MCMINNVILLE DOWNTOWN ASSOCIATION

Dave Rucklos, is the Executive Director of the McMinnville Downtown Association (MDA). The McMinnville Downtown Association is comprised of 150 small business owners. Fifty-six percent of the MDA membership operate as food and beverage or retail entities. Eighty percent are locally owned of which half are owned by women. As director Dave's reach is grassroots, connecting daily in-person with a business community that has been greatly impacted by the pandemic. Eighty percent of the downtown was closed for well over two months during state mandated restrictions. The recovery continues to be challenging. Dave communicates daily with the MDA members keeping them up to date on opportunities, funding and financial resources. The MDA and Dave have developed a level of trust with their constituents that allows us to facilitate programs and initiatives for recovery.

MCMINNVILLE ECONOMIC VITALITY LEADERSHIP COUNCIL:

In addition to the McMinnville Stable Table, the City of McMinnville recently formed the McMinnville Economic Vitality Leadership Council to help serve McMinnville's business community. This council is comprised of local business and community leaders and appointed by the City of McMinnville to serve terms of four years in this role. The council is deliberately made up of two representatives from stable table organization, a representative from the McMinnville School District, a representative from the local utility

company, McMinnville Water and Light, and three members-at-large. This council will meet to review and approve grant awards for distribution with the support of the key staff from each stable table organization described above. Current membership of the McMinnville Economic Vitality Leadership Council is listed below.

MCMINNVILLE ECONOMIC VITALITY LEADERSHIP COUNCIL:

Name	Business	Representation
Carson Benner, Chair	Cellar Ridge Construction	McMinnville School District
Kellie Menke, Vice-Chair	Retired Accountant	City Councilor, City of McMinnville
Walt Gowell	Haugeberg, Rueter, Gowell, Fredricks & Higgins PC	Urban Renewal Agency, City of McMinnville
Mike Morris	Miller Consulting Group	Chamber of Commerce
Steve Patterson	Oregon Mutual Insurance	Chamber of Commerce
Dani Chisholm	McMenamins	McMinnville Downtown Association
Kyle Faulk	Citizens Bank	McMinnville Downtown Association
John Dietz	McMinnville Water and Light	McMinnville Economic Development Partnership
Deven Paolo	Solid Form Fabrication	McMinnville Economic Development Partnership
Ellen Brittan	Brittan Vineyards	Visit McMinnville
Ty Rollins	Comfort Suites Hotel	Visit McMinnville
Jody Christensen	Oregon Regional Solutions Team	McMinnville Water and Light
Gerardo Ochoa	Linfield College	Member at Large
Robert Banagay	TTR	Member at Large

DESIGNATED LEAD CONTACT

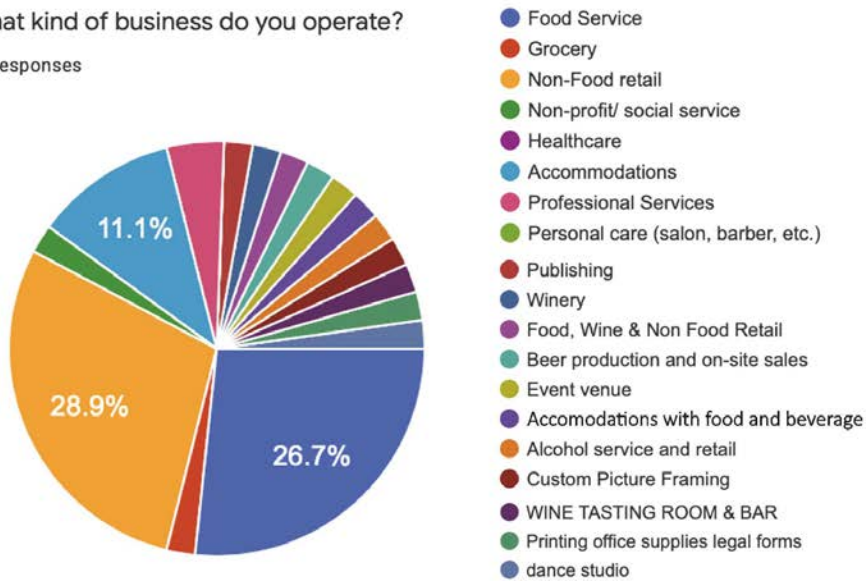
Heather Richards,
 Planning Director
 City of McMinnville
 231 NE Fifth Street
 McMinnville, OR 97128

503-474-5107 (desk phone)
 541-604-4152 (cell)
Heather.Richards@mcminnvilleoregon.gov

**ATTACHMENT 1:
MCMINNVILLE DOWNTOWN ASSOCIATION – COVID BUSINESS SURVEY,
APRIL 15, 2020**

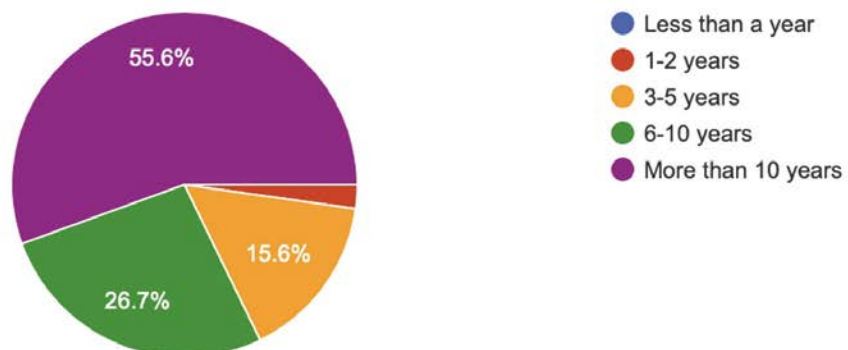
What kind of business do you operate?

45 responses



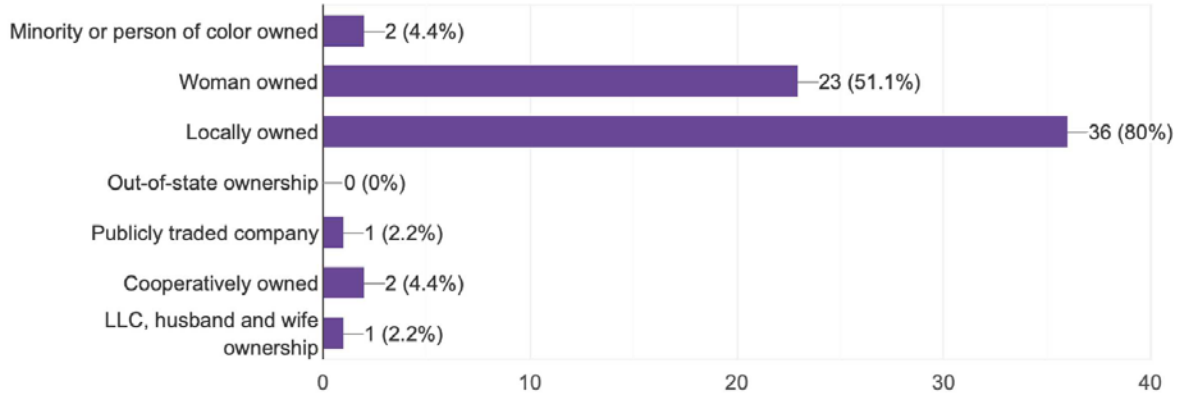
How long has your business been in operation?

45 responses



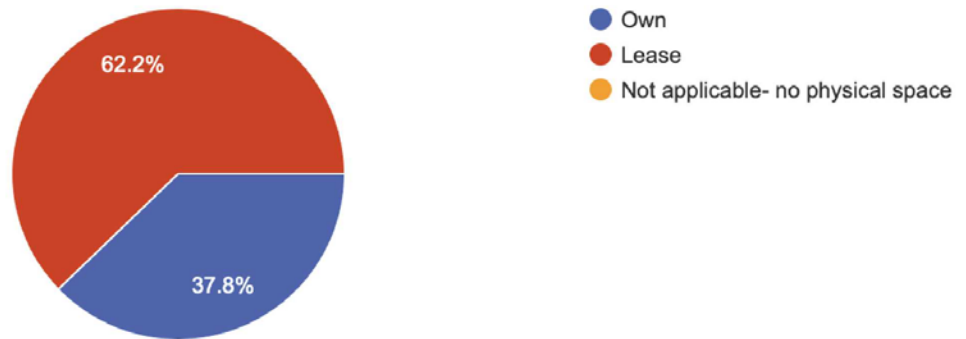
Would you characterize the ownership of the business in any of the following ways? (check all that apply)

45 responses



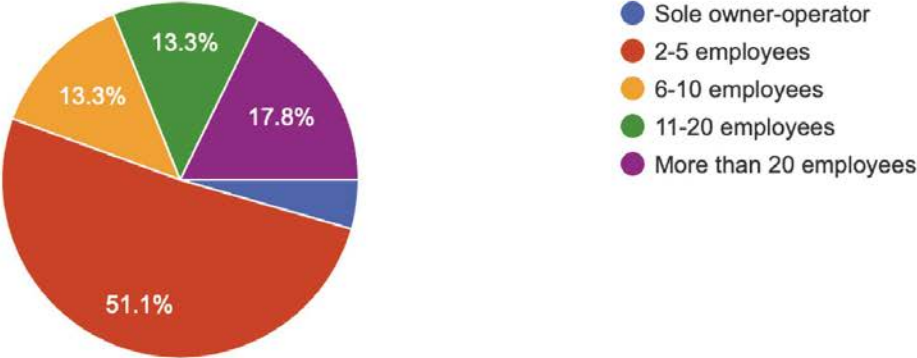
Do you own or lease your business space?

45 responses



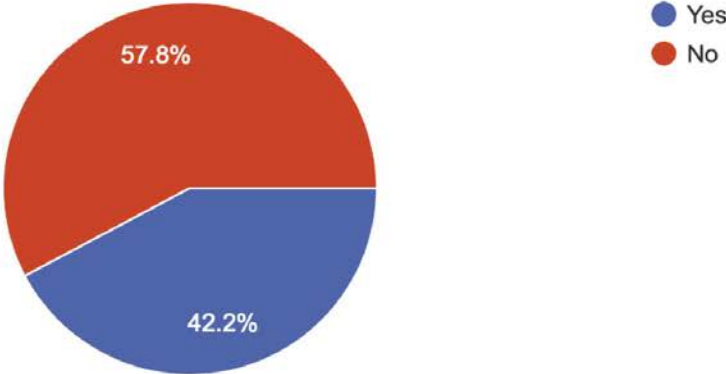
How many people does your business employ?

45 responses



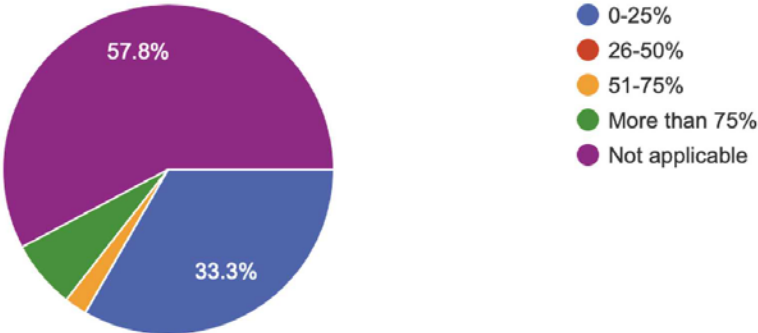
Does your business have an online sales component?

45 responses



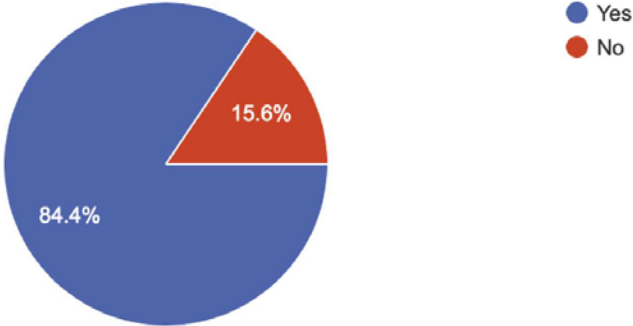
If your business has an online sales component, what portion of your overall revenue comes from online sales?

45 responses



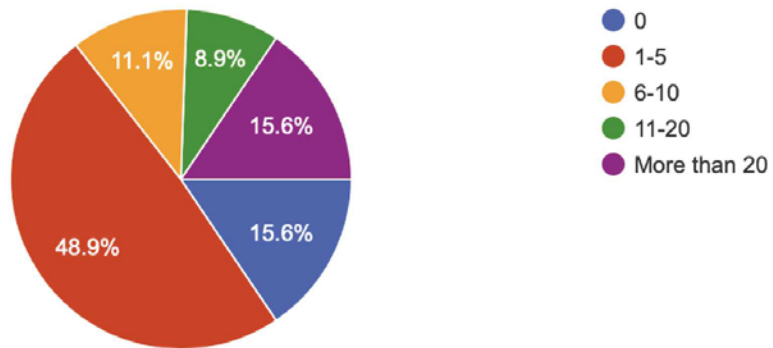
Has your business suspended storefront operations as a result of the COVID-19 public health emergency?

45 responses



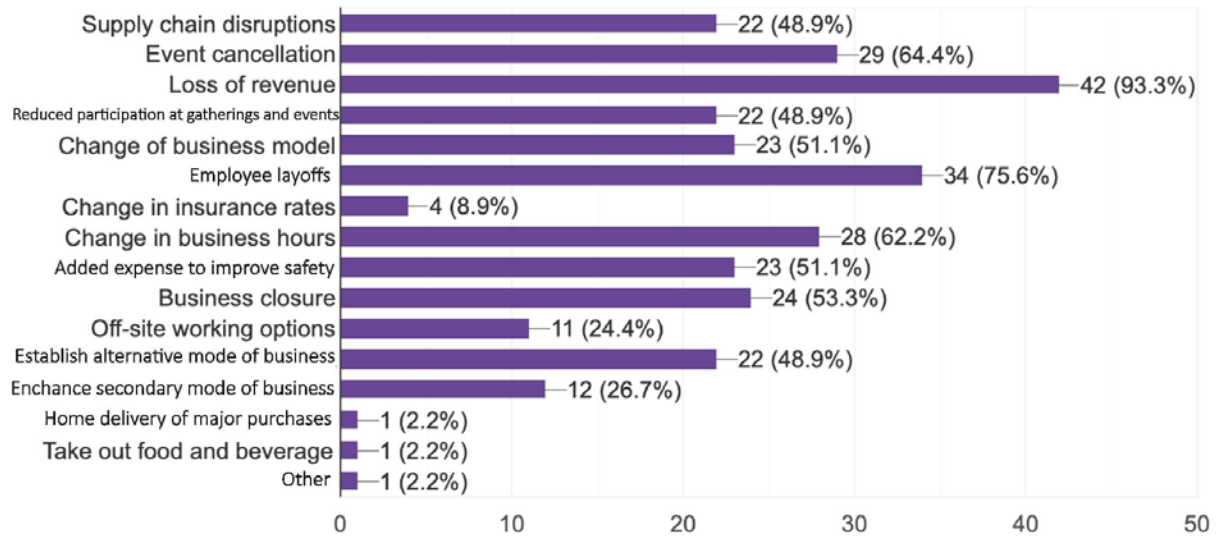
How many of your employees are at risk of unemployment and/or layoffs as a result of the coronavirus?

45 responses



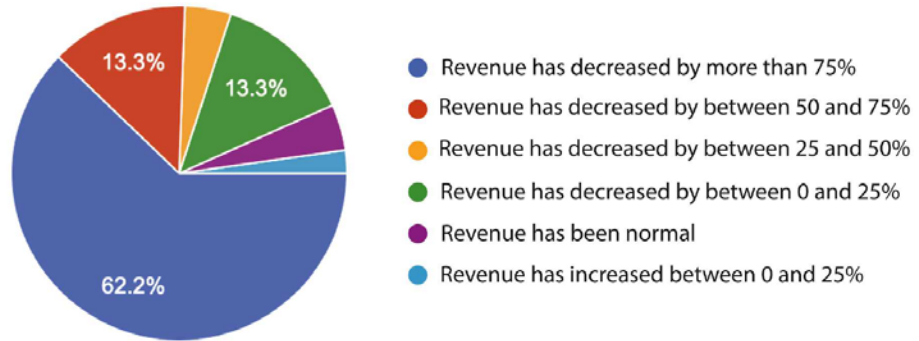
How has COVID-10 affected your business? (Please check all that apply.)

45 responses



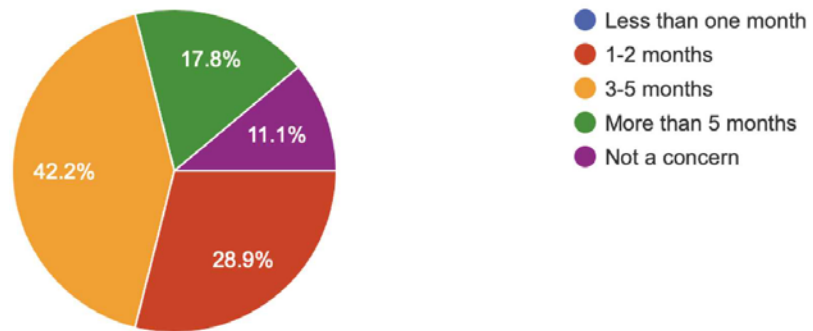
How has your business revenue changed since COVID-19 became a widespread concern in early March 2020?

45 responses



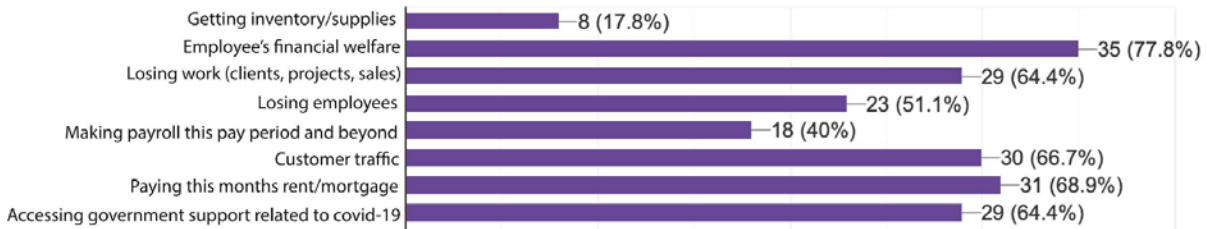
If business disruption continues at the current rate, how soon will your business be at risk of closing permanently?

45 responses



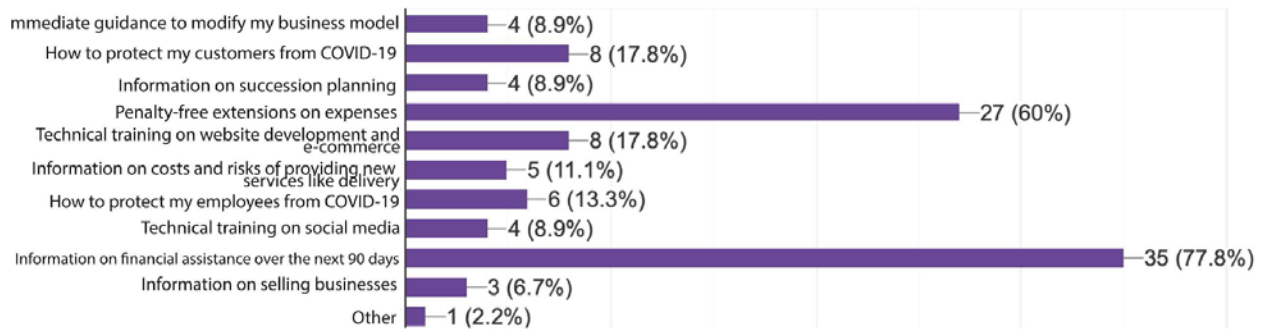
At this time, what are you most concerned about? (Please choose all that apply)

45 responses



What types of assistance would be most helpful to your business? (Please check all that apply)

45 responses



ATTACHMENT 2: MEDP Business Retention Covid 19 Impact Survey -- REPORT

May 2020

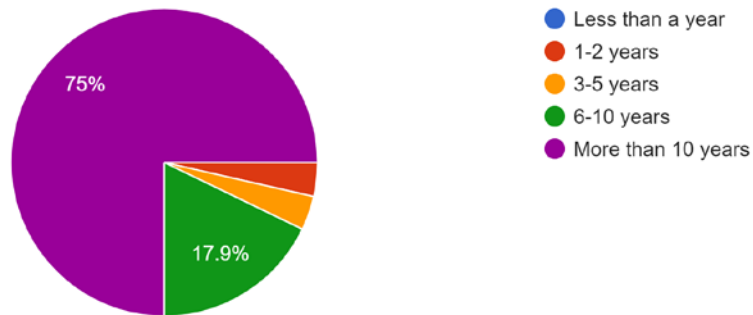
Survey Process

- Total Distribution Population: 90 Manufacturers and Traded Sector Businesses
- Total Responses: 28 (31%)
- Promoted via: MailChimp Direct x1 (26 opens/14 clicks), Email Direct x2 (89 / 73), MailChimp Newsletter Announcement Section x1 (1 open)

Operations and Supply Chain

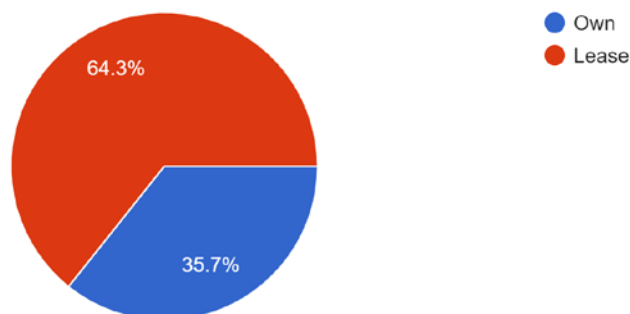
1) How long has your business been in operation?

28 responses



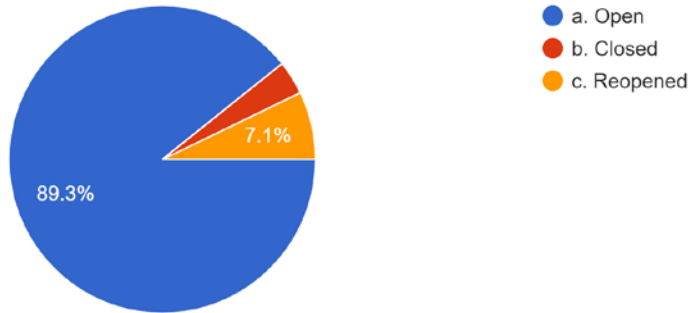
2. Do you own or lease your business space?

28 responses



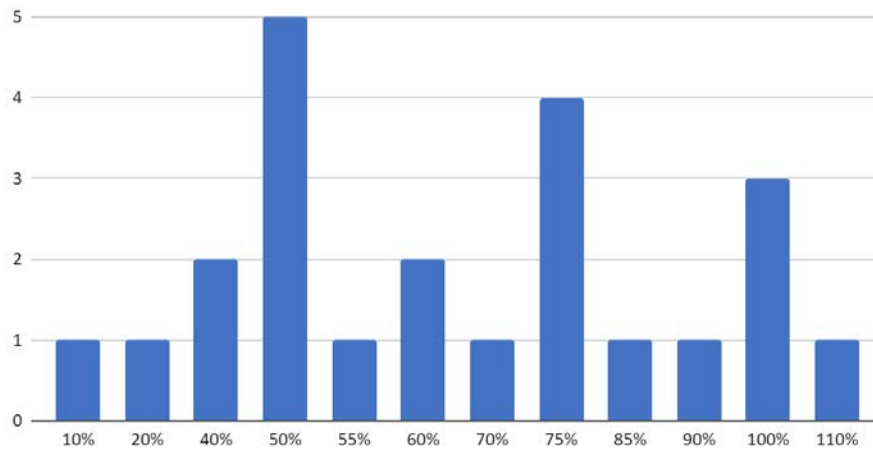
3. What is the current operating status of your business?

28 responses



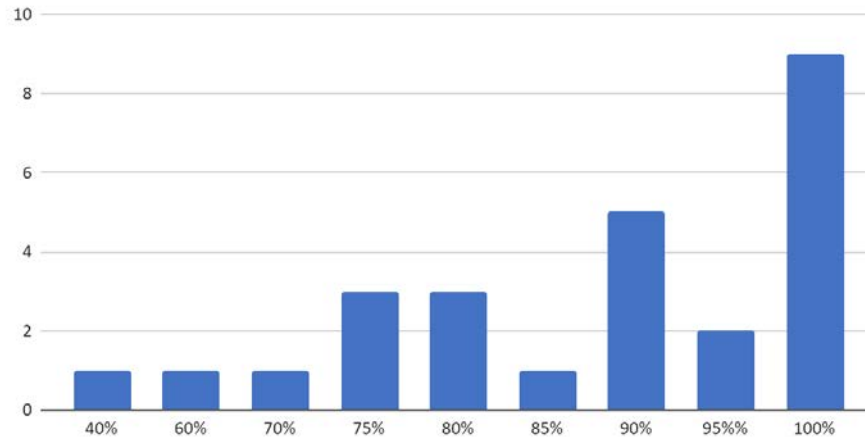
Business Operating Level

25 Responses



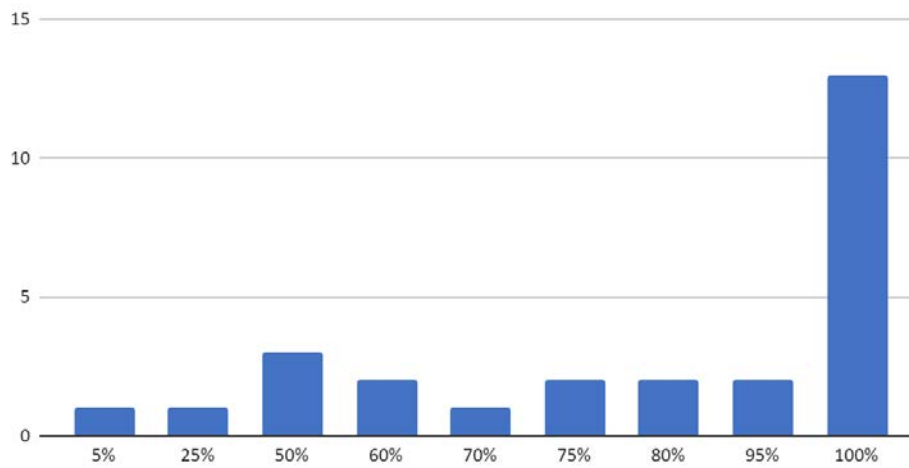
Percentage of Supplies/Services Received

26 Responses



Percentage of Goods/Services able to Ship/Deliver

27 Responses



Workforce

How many employees prior to Covid?

26 Responses

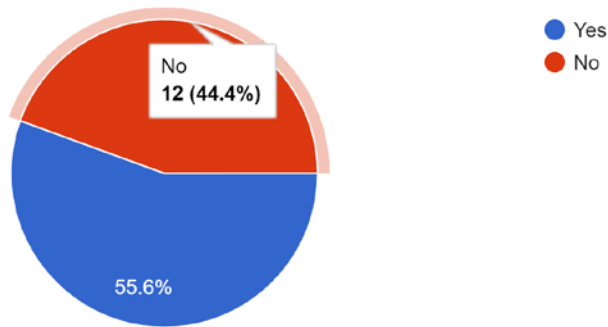
Full-time # = 850

Part-time # = 45

Total = 895

**not graphed as follow-up question will need to be asked in future.*

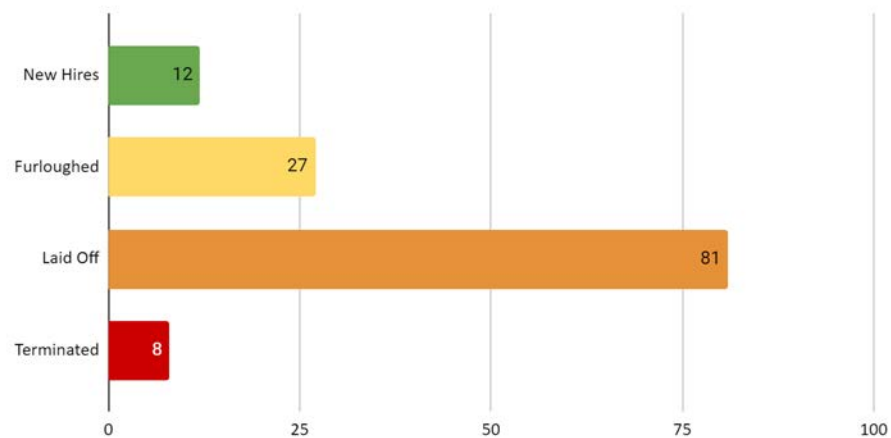
2. Has your employee count changed due to COVID-19 specifically?
27 responses



BRE Survey: 50 of the laid off have been rehired with funding as of June.

Workforce Change Variables Since Covid 19

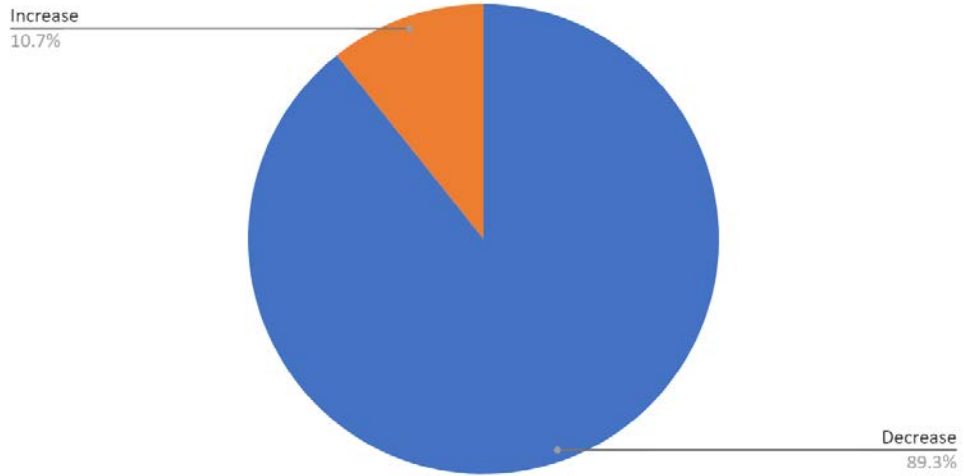
60.7% Response Rate (Response range 13-17)



Financial

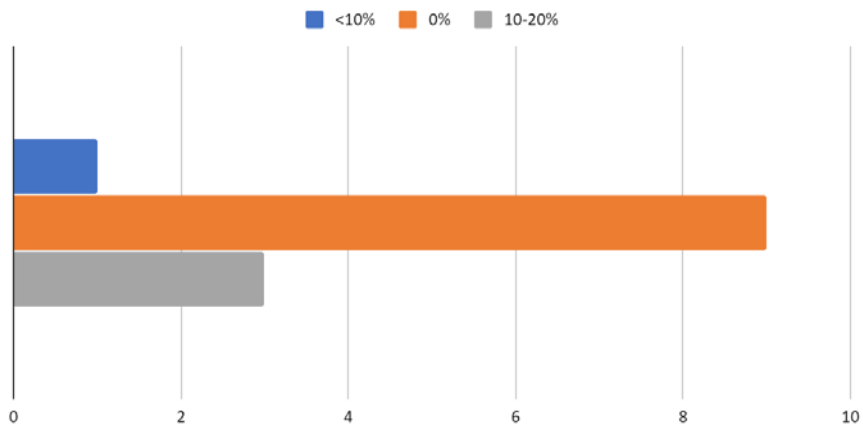
Percentage of Revenue Increase/Decrease since Covid 19

28 Responses



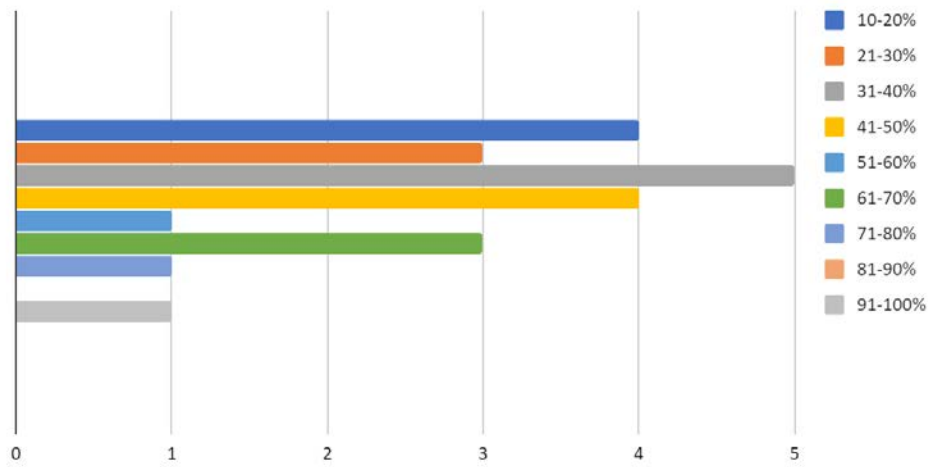
Revenue Increase

13 responses



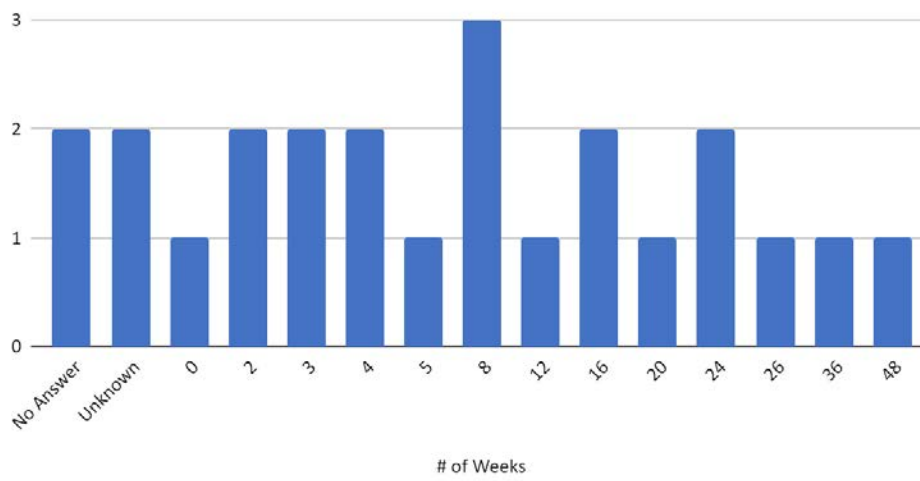
Percentage of Revenue Decrease

22 Responses



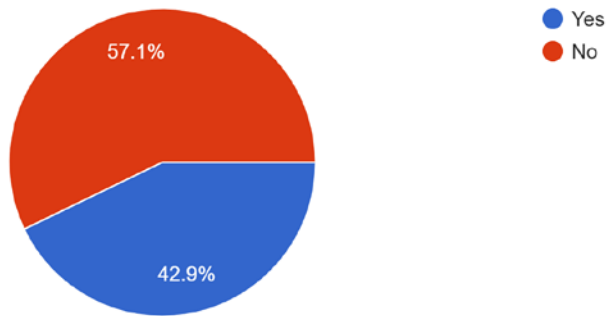
How Many Weeks of Shutdown Would your Business Survive?

24 responses



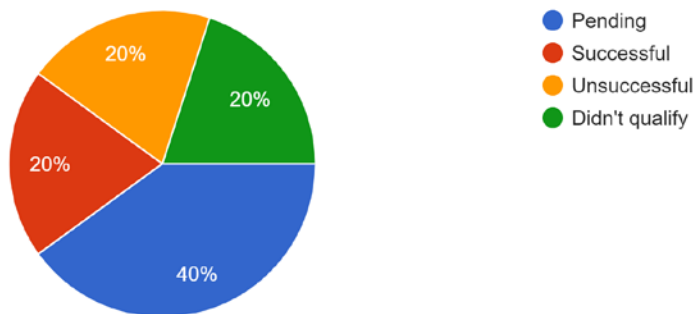
5. Did you apply for a US Small Business Administration Economic Injury Disaster Loan?

28 responses



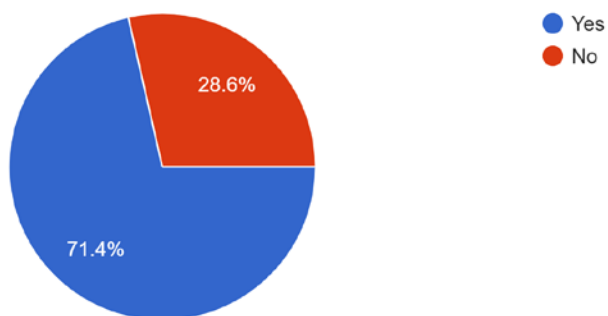
Status of EIDL application?

15 responses



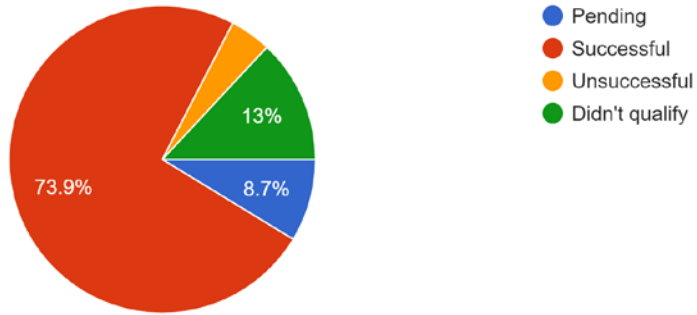
6. Have you applied for the Payroll Protection Program?

28 responses



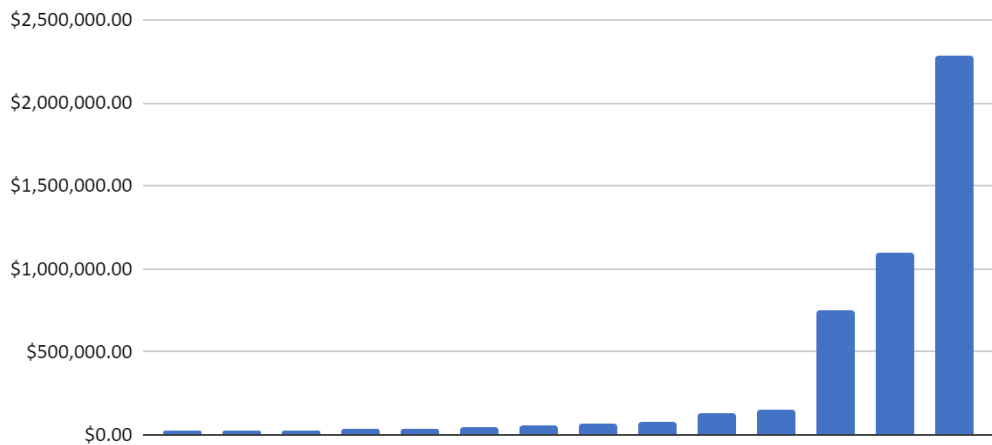
Status of PPP application?

23 responses



Amount of PPP Grant Received

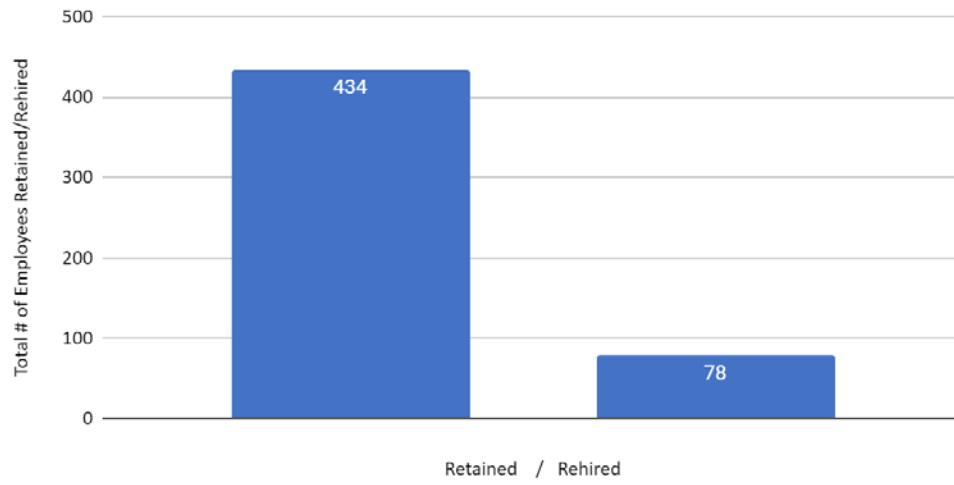
15 responses



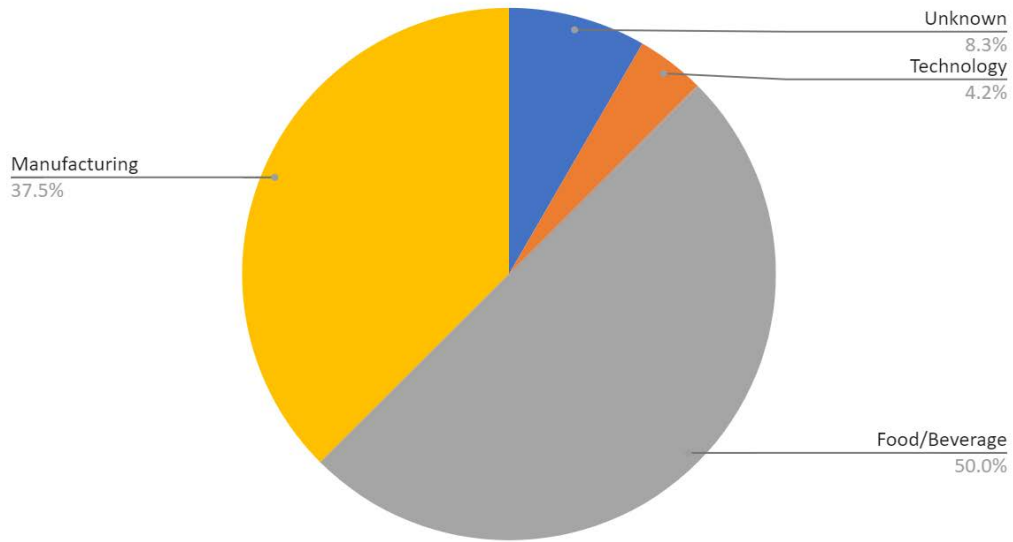
\$4,931,274.00 total received in McMinnville

Total # of Employees Retained & Re-Hired with PPP Funds

avg. 15 responses



Respondents Industry Sector





July 23, 2020

City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128

Re: Notice of Intent to Award: State of Oregon COVID-19 Emergency Business Assistance Grant Fund

Dear Heather Richards:

Thank you for the proposal submitted on behalf of City of McMinnville. As expected, there was continued interest in the program with 37 proposals seeking more than \$5.5 million in matching funds.

On July 14, 2020, the Oregon Emergency Board approved additional funding for the COVID-19 Emergency Business Assistance Grant Fund. Therefore, Business Oregon is pleased to offer City of McMinnville an award of \$100,000 to support small businesses in your region.

Please confirm your intent to accept this award no later than Monday, July 27, 2020 by 5:00 PM. Also, provide the name and title of individual authorized to sign the contract. Once we receive confirmation of your intent to accept, our team will begin preparing the contract and supplemental documentation for your review. Funding will occur once both parties have executed the contract. Once Business Oregon has provided full disbursement of proceeds to City of McMinnville, redeployment as grants to eligible businesses can begin in accordance with the contract.

Business Oregon will adjust the program timelines for your award to conform to the date of contract execution, including allowing up to two weeks for marketing, 45 days to deploy the funds, and with final closeout reports due within 30 days of deploying all the funds.

I will be acting as the contract administrator on behalf of Business Oregon and will be your primary point of contact for contract execution, disbursement of proceeds, contract reporting, and final loan forgiveness once all of the contract objectives and requirements have been met. My contact information is provided in the signature block below. We look forward to working with you to help Oregon's small businesses recover from this crisis.

Sincerely,

Michelle Bilberry
503-986-0142
michelle.bilberry@oregon.gov

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 \$20,000 (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 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

- | | | |
|-------------|-----------------------------|-------------|
| 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

Solicitud de Subvención de Emergencia para Empresas por COVID-19 en el Estado de Oregon

La Asamblea Legislativa de Oregon, en sociedad con la gobernadora, adjudicó \$5 millones del Fondo General del Estado, que se combinará con \$5 millones redirigidos de programas existentes en el Departamento de Desarrollo Empresarial de Oregon (Business Oregon), con el propósito de proveer asistencia financiera a pequeñas empresas que se han afectado de manera adversa por las condiciones económicas relacionadas con la pandemia COVID-19 y que no han recibido asistencia federal de emergencia conforme a la Ley CARES o a otro programa de financiamiento federal de emergencia por la pandemia.

Con el fin de llenar los huecos que no han sido cubiertos por otros programas, estos fondos estatales están dirigidos a las empresas con 25 empleados o menos, afectadas de manera adversa, que no han recibido financiamiento de la Ley CARES, incluyendo el Programa de Protección a la Nómina de la Administración para las Pequeñas Empresas, el Programa de Anticipo de Préstamo por Emergencia Económica Catastrófica u otros programas federales de financiamiento de emergencia por la pandemia hasta la fecha. Las empresas pueden usar lo recaudado para cualquier gasto relacionado con la operación del negocio.

Esta solicitud es para empresas que cumplen con todos los requisitos que aparecen a continuación:

- La Empresa mantiene sus oficinas generales en Oregon y opera principalmente en Oregon.
- La Empresa está registrada en la Secretaría del Estado de Oregon para operar si éste es un requisito legal en Oregon.
- La Empresa tiene 25 empleados o menos.
- La Empresa se ha afectado de manera adversa de alguna de las siguientes dos maneras:
 - Empresas comerciales o empresas no lucrativas –limitado a corporaciones 501(c)(3)– a las que se les prohibió operar como se ordena en el Decreto 20–12.
 - Empresas comerciales que puedan demostrar un mes de reducción en sus ventas mayor al 50% en los meses de marzo o abril, en comparación con las ventas de los meses de enero o febrero de 2020. Aquellas empresas no lucrativas –limitado a corporaciones 501(c)(3)– que puedan demostrar una reducción en su ingreso mayor al 50% durante el periodo de marzo y abril de 2020, en comparación con el mismo periodo de tiempo en 2019.
- Empresas que no han podido tener acceso a los fondos de la Ley CARES federal, incluyendo:
 - Programa de Protección a la Nómina (PPP);
 - Programa de Anticipo de Préstamo por Emergencia Económica Catastrófica (EIDL, por sus siglas en inglés) de la Administración para Pequeñas Empresas (SBA, por sus siglas en inglés); u
 - Otros programas federales de financiamiento de emergencia por la pandemia hasta la fecha.

Las Empresas que no reúnen los requisitos para solicitar o recibir financiamiento bajo el Programa son las siguientes:

- Compañías con una cartera pasiva de bienes raíces y otras entidades con carteras pasivas de inversiones.
- Entidades no lucrativas que no tienen estatus federal 501(c)(3).
- Empresas morosas en sus impuestos federales, estatales o locales vencidos el 1 de abril de 2020.
- Empresas que no cumplen con todas las normas y leyes federales, estatales o locales.
- Empresas que ya han recibido fondos de subvención a través de este programa de Subvención de Emergencia para Empresas por COVID-19 del Estado de Oregon.
- Empresas que de alguna otra manera no hayan reunido los requisitos presentados arriba.

Los otorgamientos a las empresas que reúnan los requisitos se harán a manera de subvención. La cantidad de la subvención será lo que sea mayor de los montos a continuación: el primero con base en el número de empleados antes de la crisis del COVID-19 (desde el 29 de febrero de 2020); o el segundo con base en el monto documentado de gastos fijos de operación por el periodo de 60 días entre el 1 de enero y el 29 de febrero de 2020:

- 1–5 empleados
 - \$2,500, ó
 - gastos fijos por 60 días, hasta un máximo de \$5,000.
- 6–10 empleados
 - \$5,000, ó
 - gastos fijos por 60 días, hasta un máximo de \$10,000.
- 11–15 empleados
 - \$7,500, ó
 - gastos fijos por 60 días, hasta un máximo de \$15,000.
- 16–20 empleados
 - \$10,000, ó
 - gastos fijos por 60 días, hasta un máximo de \$20,000.
- 20–25 empleados
 - \$12,500, ó
 - gastos fijos por 60 días, hasta un máximo de \$25,000.

Los únicos empleados que se considerará que reúnen los requisitos al calcular el número de empleados serán los que estén reportados al Departamento de Empleo de Oregon en el formulario 132, para el cuarto trimestre (Q4) de 2019 o el primer trimestre (Q1) de 2020.

La información de la empresa, información del (la) propietario(a) y la información demográfica se reportarán al estado para todas las solicitudes que se presenten y revisen, ya sean aprobadas o denegadas. La información reportada incluye, sin limitarse a ello:

- Nombre de la compañía
- Número de Identificación del Empleador (EIN)
- Número de Identificación de Empresas en Oregon (BIN)
- Domicilio de la compañía
- Industria/NAICS
- Monto otorgado
- Estructura legal de la empresa

- Número de empleados hasta el 29 de febrero de 2020
- Número de empleados que espera retener si se le otorga esta subvención

Sección 1: Información de la Empresa

Nombre de la Empresa

Tipo de Empresa

Sociedad

de Propietario Único

Corporación

LLC

501(c)(3)

Teléfono

Calle

Ciudad

Estado

Código Postal

Condado

Número de Identificación del Empleador (EIN federal)

Número de Identificación de la Empresa (emitido por el Departamento de Empleo de Oregon)

Código NAICS (como aparece en la más reciente declaración de impuestos de la empresa)

Descripción del (los) producto(s) o servicio(s) que ofrece:

Sección 1A: Información de contacto de la Empresa

Nombre

Título

Número telefónico

Correo electrónico

Sección 2: Detalles de la Empresa

Directores de la compañía

Nombre

Título

Porcentaje de participación

Nombre

Título

Porcentaje de participación

Nombre

Título

Porcentaje de participación

Nombre

Título

Porcentaje de participación

Total de los porcentajes de participación

Monto solicitado

¿Cuántos empleos retendrá tu empresa si recibes la subvención? (Incluye los empleos perdidos desde el 29 de febrero de 2020 que ahora podrán retenerse gracias a la subvención.)

Número de empleados:

Marca uno de los cuadros de abajo con base en el número de empleados al 29 de febrero de 2020.

1–5 empleados

- \$2,500 (no se requiere verificación)
- Hasta \$5,000 (verificación de gastos fijos por 60 días)

6–10 empleados

- \$5,000 (no se requiere verificación)
- Hasta \$10,000 (verificación de gastos fijos por 60 días)

11–15 empleados

- \$7,500 (no se requiere verificación)
- Hasta \$15,000 (verificación de gastos fijos por 60 días)

16–20 empleados

- \$10,000 (no se requiere verificación)
- Hasta \$12,000 (verificación de gastos fijos por 60 días)

21–25 empleados

- \$12,500 (no se requiere verificación)
- Hasta \$25,000 (verificación de gastos fijos por 60 días)

Verificación de cumplimiento de requisitos sobre gastos y empleo (si es que aplica)

(Marca todos los adjuntos)

Copia del contrato de renta o alquiler

Copia de facturas recientes de servicios públicos de la empresa

Luz

Agua y drenaje

Gas natural

Teléfono

Basura

Banda ancha

Teléfono celular

Estado de cuenta de hipoteca de la empresa

Otro:

Formulario 132 del Departamento de Empleo de Oregon

* Si la empresa tiene más de 5 empleados, proporciona una copia del formulario 132 del Departamento de Empleo de Oregon para el Q4 de 2019 o el Q1 de 2020 (omitiendo los nombres y Números de Seguro social de los empleados)

Sección 3: Certificaciones y Representaciones

La información en esta solicitud, incluyendo todos los documentos adjuntos y certificaciones, son ciertos y están completos y actualizados. La solicitud presenta de buena ley las condiciones de elegibilidad del abajo firmante. La intención de lo recaudado con la subvención es únicamente con el propósito de mantener operaciones y gastos de reapertura de la empresa solicitante. Pon una rúbrica en todas las certificaciones que apliquen:

- La empresa solicitante ha sido golpeada de manera adversa como resultado directo de la crisis de COVID-19.
- La empresa solicitante tenía 25 empleados o menos al 29 de febrero de 2020.
- La empresa solicitante:
 - Ha sido definida como una empresa no imprescindible de acuerdo con el Decreto 20-12 de la gobernadora, o
 - Ha sufrido por lo menos un 50% de reducción de ventas como resultado de la crisis del COVID-19.
- La empresa solicitante no ha recibido financiamiento federal de alivio económico por medio de la Ley CARES de 2020 (Programa de Protección a la Nómina o Programa de Préstamo por Emergencia Económica Catastrófica) ni de ninguna ley federal subsecuente que proporcione financiamiento de emergencia por la pandemia a la fecha de la solicitud.
- La empresa solicitante está al corriente con todos sus impuestos federales, estatales y locales a la fecha de la solicitud.
- La empresa solicitante tiene sus oficinas generales en Oregon y opera principalmente en Oregon.
- La empresa solicitante está actualmente registrada en la Secretaría del Estado de Oregon para operar en Oregon si este registro es obligatorio.
- La empresa solicitante cumple con todas las leyes federales, estatales y locales.
- La empresa solicitante está de acuerdo en proporcionar la información empresarial, financiera y de propietario(s) necesaria para determinar y verificar la elegibilidad.
- La empresa solicitante usará lo recaudado únicamente para gastos relacionados con la empresa, de manera que le permita mantener operaciones o reabrir, y que no usará para su uso personal lo recaudado mediante el Programa de Subvención de Emergencia para Empresas.
- A menos que se ordene lo contrario por Decreto, la empresa solicitante está abierta o ha reabierto sus puertas para operar.

El incumplimiento en el uso de lo recaudado o la falsedad sustancial sobre la empresa y sus operaciones implicará que se estipule la suspensión de la subvención, y quedará sujeta a devolución. El Estado de Oregon se reserva el derecho de solicitar documentación adicional al solicitante para verificar la certeza y autenticidad de la información proporcionada.

Si el estado determinare que existe una falsedad que implica suspensión, se perderá el derecho a la subvención, misma que estará sujeta a devolución. El no devolver o remediar una suspensión resultará en cualquiera o todas las acciones permisibles por la ley, incluyendo a través de servicios de cobranzas externos o del Departamento de Recaudación de Oregon. El solicitante está de acuerdo en permitir que el estado ejerza dichas acciones de cobranzas.

Debido a que estos fondos son proporcionados por el Estado de Oregon, Business Oregon y agencias estatales afiliadas podrían usar a tu compañía para promociones futuras de sus programas y servicios.

Certificación general

Certifico que toda la información contenida en esta solicitud, incluyendo todos los documentos adjuntos y certificaciones, es válida y certera según mi pleno conocimiento. Además, certifico que, según mi pleno conocimiento:

1. La solicitud ha sido revisada y aprobada por el (la) propietario(a) autorizado(a), los gerentes con autoridad delegada adecuada y de acuerdo con el acta constitutiva de la organización, el acta de organización o su reglamento y
2. Se verifica la autoridad firmante.

Marca uno:

Sí, estoy autorizado a presentar en representación del solicitante, dentro de la autoridad a mí otorgada en el acta constitutiva del solicitante, el acta de organización o en su reglamento (por ejemplo, presidente, secretario, funcionario ejecutivo o director, presidente del consejo directivo, etc.)

No, no estoy autorizado a presentar en representación del solicitante, dentro de la autoridad otorgada en el acta constitutiva del solicitante, el acta de organización o en su reglamento, por lo que he adjuntado documentación que verifica mi autoridad para firmar en representación del solicitante.

El departamento solamente aceptará solicitudes con la documentación adecuada de autoridad firmante.

Firma

Fecha

Nombre en letra de molde

Título en letra de molde

Programa de Subvención de Emergencia para Asistencia a Empresas por COVID-19 en el Estado de Oregon



Cuestionario Demográfico

Es necesario que todos los propietarios con con una participación del 20% ó mayor llenen este cuestionario.

Te pedimos atentamente que contestes voluntariamente las preguntas demográficas a continuación. Tus respuestas nos ayudarán a rastrear resultados del programa y mejorar las oportunidades económicas de avance para todas las personas en Oregon. Las respuestas sólo se reportarán en conjunto. Si no deseas revelar tu raza, grupo étnico o género, puedes seleccionar "Prefiero no contestar". Las decisiones de otorgamiento de las subvenciones ya han sido tomadas, por lo que no serás sujeto a una decisión adversa por proporcionar información demográfica o por negarte a hacerlo. Por favor, ten en cuenta que esta información podría estar sujeta a que se revele públicamente, de conformidad con la Ley de Registros Públicos de Oregon.

¿Cuál es tu nombre?

¿Cuál es tu porcentaje de participación en la empresa?

¿A qué raza perteneces? (selecciona una):

- Indígena estadounidense o indígena de Alaska
- Asiático subcontinental
- Negro
- Indígena hawaiano o isleño del Pacífico
- Blanco
- Otro
- Prefiero no contestar

¿Cuál es tu grupo étnico? (selecciona uno):

- Hispano/Latino
- No hispano/Latino
- Prefiero no contestar

¿Cuál es tu género? (selecciona uno):

- Femenino
- Masculino
- Otro
- Prefiero no contestar

Firma del propietario de la empresa