

EMERGENCY ASSISTANCE FAQ

Q. What do businesses need to provide as part of the application?

A. Businesses will need to provide the following:

- Document the federal assistance amount they have received as of the date of application from the Small Business Administration's Paycheck Protection Program (PPP); Economic Injury Disaster Loan Emergency Advance program (EIDL); or other federal programs for emergency pandemic funding. (Awards must be reduced by the amounts received from those programs.)
- Self-certify that their business incurred COVID-pandemic impacts between 1 March 2020 and 30 December 2020 (CARES Act funding restriction).
- Demonstrate:
 - o That they were prohibited from operation as directed by Executive Order No. 20-12; or
 - o That the for-profit business had a one month decline in revenue decrease of 50% or more due to the COVID-19 pandemic in the month of March, April, May, June, July or August 2020, as compared against the sales or revenues of January or February, or for companies with cyclical or seasonal sales, compared with the comparable month in 2019, or a non-profit business had a revenue decline of 50% or more due to the COVID-19 pandemic in one of the months of March, April, May, June, July or August 2020 as compared against revenue in the month of January 2020 or February 2020, or for non-profits with cyclical or seasonal revenues, the comparable month in 2019.
- Demonstrate they are headquartered and have 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 sufficient to determine and verify eligibility (including whether or not business is owned by a Sole Proprietor).

Q. I received PPP/EIDL funds, am I eligible for these funds?

A. Yes, however the amount you received in PPP and EIDL funds will be subtracted from your eligible amount of these funds.

Q. If I received funds from another similar program, such as the Willamette Workforce Partnership or Yamhill County, does my business qualify for these funds as well?

A. No, if you received funds from an Emergency Business Assistance Grant program that was funded with Biz Oregon funds and the CARES act you are not eligible for this program. If you are not certain if the program you received funds from disqualifies you, please call Sean Kelso at 503-434-7311, or ask the program from which you received your funds if it was a Biz Oregon supported program. Every program reports who they

provided funds to, and the state will not allow businesses to participate in more than one.

Q. My business lost more than 50% of revenue in one of the eligible months and since then recovered less than the 50%. Am I eligible for these funds?

A. Yes, you are required to show just one P&L from any of the qualifying months of March, April, May, June, July, and August 2020. You may choose which month to submit.

Q. My business is outside City limits but has a McMinnville address, is my business eligible for these funds?

A. No, your business must be within City limits for these funds. You may contact Yamhill County or your jurisdiction for similar programs.

Q. How will I know if my application has all required documents?

A. You may contact Sean Kelso at 503-434-7311 or sean.kelso@mcminnvilleoregon.gov with any questions regarding the application. Your application will be reviewed by city staff for completeness before the deciding committee makes a decision. You will be contacted if the application is missing required documents.

Q. When will the funds be distributed?

A. The deciding subcommittee will make a decision On September 21, with grant disbursements on **September 25, 2020.**

Q. Why does the application include a W9 form?

A. the W9 is required to receive payment. Accounting must set your business up as a vendor to issue payment.