



## Business Recovery Grant (BRG) Round Four

Program Overview, Application & Survey

May 5, 2022

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### Section A: PROGRAM OVERVIEW

The City of West Linn is offering a fourth round of unrestricted Small Business Grants to assist West Linn businesses and non-profits adversely affected by economic conditions associated with the Covid-19 pandemic and ongoing business recovery. The first two rounds, provided in 2020, were paid for jointly by the State of Oregon and the City of West Linn. The third round of funding, provided in 2021, used Federal pass-through dollars from the Coronavirus Relief Fund (CRF). This next round of grants is funded by the American Rescue Plan Act (ARPA) of 2021.

West Linn City Council allocated \$225,000 of ARPA funds to support West Linn businesses in need of financial aid in 2022. The City of West Linn will distribute three rounds of ARPA Business Recovery Grants (each round totaling \$75,000) to eligible businesses in 2022. For this round, the City will distribute awards in the amounts equaling \$2,500 (brick and mortar) and \$1,000 (home-based businesses). Later this year, the City will offer a fifth and sixth round of grants, each totaling \$75,000. The criteria for rounds five and six will be more specific and focused on assisting businesses with marketing, technical support and façade improvements.

#### Application Process:

- Please review eligibility criteria and complete eligibility checklists.
- If eligible, please complete application, W9 and demographic survey.
- Please note: Application and survey have fillable fields. The W9 needs to be signed with real signature, scanned, and emailed back.
- Please submit application, W9, and demographic survey by email to:  
[WestLinnBusiness@westlinnoregon.gov](mailto:WestLinnBusiness@westlinnoregon.gov)
- Applications are due by: **Tuesday, May 31, 2022 at 5:00 pm**
- Grant recipients will be notified by 2<sup>nd</sup> to 3<sup>rd</sup> week of June.
- Awards will be distributed by end of June / early July 2022.

#### Commitment to Equity and Inclusion

The City of West Linn encourages applications from businesses owned by historically disadvantaged groups, and will score all applications equitably and comply with local, state, and federal law. The City of West Linn is committed to equal opportunity for all and will evaluate applications without regard to an individual's race, color, religion, national origin, age, sex, marital status, political affiliation, veteran's status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

## Section B: FUNDING & AWARDS PROCESS

The City of West Linn expects to have approximately \$75,000 available for this program (final amount may vary).

Grant awards are expected to be distributed as follows:

- \$1,000 for qualifying **Home-Based Businesses**, defined as a proprietor/operator and up to 1 employee, with an active home-based business in West Linn (on-line virtual businesses, such as selling on eBay or the like are excluded).
- \$1,000 for qualifying **Non-profit Businesses** having fewer than 25 FTE employees.
- \$2,500 for qualifying brick and mortar **West Linn Small Businesses**, including sole proprietorships, defined as having 0-25 FTE (full-time employee equivalent) employees.

These figures could increase or decrease based on the number and valuation of applications received. The City reserves the right to determine final grant award allocations and amounts.

## Section C: TIMELINE

- *May 5, 2022*: Grant process opens and announced to public through various methods. Cross-promoted by Chamber of Commerce and Historic Willamette Main Street.
- *Tuesday, May 31, 2022*: Applications due to City by 5 p.m.
- *2<sup>nd</sup> - 3<sup>rd</sup> week of June*: Announcement of awards.
- *End of June/early July*: Awards distributed

## Section D: SCORING

City of West Linn staff will review all applications and issue grant awards.

If the City receives more qualifying grant applications than can be funded, a weighting criteria system will be used to rank applications. Businesses with the most points under the following criteria will be prioritized:

- |   |          |
|---|----------|
| - Businesses who have not received previous funding from the City       | 2 points |
| - Brick and Mortar business in West Linn (as opposed to Home Business): | 1 point  |
| - Business longevity in West Linn, determined by Business License:      |          |
| o 4-8 years continuous business license:                                | 1 point  |
| o 9+ years continuous business license:                                 | 2 points |

The City reserves the right to make final award determinations, the right to reduce the total amount of funds available in this round, and the right to offer additional rounds of funding.

## Section E: ELIGIBILITY REQUIREMENTS

### I. Eligible Applicants:

Please complete this checklist.

If you check **YES** to the following statements, you are **eligible** to apply for this grant:

- Business is located with the City of West Linn.....  Yes  No
- Business has 25 or fewer full-time equivalent employees.....  Yes  No
- Business is a for-profit or non-profit [limited to 501(c)(3) corporations]...  Yes  No
- Business has a current City of West Linn Business License.....  Yes  No

### II. Ineligible Applicants:

Please complete this checklist.

If you answer **YES** to any of these questions, you are **ineligible** to apply for this grant:

- Business is owned by a City of West Linn employee, family member of City employee, or official of the City of West Linn.....  Yes  No
- Business is located outside City of West Linn city limits.....  Yes  No
- Business is a passive real estate holding company or passive investment holding company.....  Yes  No
- Business is a non-profit entity that does not have a federal 501(c)(3) status....  Yes  No
- Business experienced a decline in revenues for reasons other than those caused by the COVID-19 epidemic (e.g. seasonal or cyclical businesses cycles).....  Yes  No
- Business is delinquent on federal, state or local taxes that were due on or before the date of this application.....  Yes  No
- Business does not comply with all federal, state and local laws/regulations....  Yes  No
- Business does not meet the eligibility requirements set forth above.....  Yes  No
- Business is not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.....  Yes  No
- Business not headquartered with principal operations in Oregon; and/or franchised businesses, unless the owner is a West Linn resident.....  Yes  No

### III. Eligible Expenses

Grant funds may be used by eligible businesses and non-profit organizations to reimburse any costs of business related to Covid-19 pandemic recovery. This may include rent, utility bills, payroll, marketing, advertising, general operating expenses.

Grant funds will not be used for expenses previously reimbursed by other local, state, or Federal grant programs, including, but not limited to, previous rounds of West Linn grants, Clackamas County Small Business and Childcare Provider Grants, the Federal Paycheck Protection Program, etc.

### Questions?

Thank you for serving the West Linn community and thank you for your interest in this program.

Please contact us with any questions:

Alena Schnarr, Business Support:

[aschnarr@westlinnoregon.gov](mailto:aschnarr@westlinnoregon.gov)

John Williams, Community Development Director:

[jwilliams@westlinnoregon.gov](mailto:jwilliams@westlinnoregon.gov)



## Section F: Business Recovery Grant Application

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Please refer to Program Overview for complete program description, guidelines, and criteria. (Pages 1-3)

### Instructions for Applicants:

- Review eligibility criteria on Page 3 to determine if your business qualifies.
- Complete application form (Pages 5 and 6)
- Certify that all criteria are met and sign (Page 7)
- Complete and W9 and demographic survey (Page 8 and 9). Please sign W9 with real signature, not typed.
- Convert application, W9, demographic survey, and any supporting materials into .PDF format. You will be submitting five pages total [Pages 5-9]).
- Email PDF application to: [WestLinnBusiness@westlinnoregon.gov](mailto:WestLinnBusiness@westlinnoregon.gov)
- Deadline to apply: no later than **Tuesday, May 31, 2022, 5:00pm**
- If you are unable to submit application via e-mail, please print and mail documents to the following address:  
City Hall  
Attn: Alena Schnarr  
22500 Salamo Road  
West Linn, OR 97068

\*Mailed submissions must be received no later than: Tuesday, May 31, 2022\*

- **Confidentiality:** Applications will be included in public materials, including City Council packet. Applicants' SSN and EIN numbers will be kept confidential. Information submitted may be subject to public records law disclosure per Oregon law.
- **Tax Implications:** Grant awards may be taxable to businesses, as described here: <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>. The City of West Linn does not provide tax advice and cannot make a determination on this issue.

### Questions?

Please contact:

Alena Schnarr, West Linn Business Support: [aschnarr@westlinnoregon.gov](mailto:aschnarr@westlinnoregon.gov)

## Section F: Business Recovery Grant Application Form

**Applicant Contact & Business Information:** Please complete all sections.

Business Name:	
Business Address:	
Primary Contact Name:	
Primary Contact E-mail:	
Phone #:	
Website:	
Type of Business:	
Employer Identification Number (EIN):	
Oregon Business Identification Number (BIN):	
West Linn Business License Number:	
Legal Business Structure:	
Number of Full Time Equivalent Employees as of 3/1/20:	
Number of Full Time Equivalent Employees as of 5/1/22:	

## Section F: Business Recovery Grant Application continued...

### Additional Questions

1. Did your business receive a grant in Rounds 1 or 2 of West Linn’s Grant program (2020)?  
 Yes  No
2. Did your business receive a grant in Rounds 3 of West Linn’s Grant program (2021)?  
 Yes  No
3. Is this a home-based business?  Yes  No
4. Do you have a physical storefront (“brick and mortar” business)?:  Yes  No
5. Are you a sole proprietor?:  Yes  No
6. How long has your business been operating in West Linn?  
 0-3 years  4-8 years  9 or more years
7. Please briefly describe the impact the pandemic has had on your business.  
Feel free to attach any additional information that you would like us to review.

8. Please explain how funds will be spent to help your business continue to recover from the pandemic:

9. Please provide any additional information to support your application:

## Section F: Business Recovery Grant Application continued...

### **Certifications and Eligibility**

The information in this application, including all attachments and certifications, are, to the best of the knowledge of the undersigned, complete, current and accurate.

#### **Your signature on this application certifies the following:**

- My business was adversely impacted as a direct result of the COVID-19 pandemic.
- My business has 25 or fewer full-time equivalent employees.
- My business is located within the City of West Linn.
- My business has a West Linn Business License.
- My business is current on all federal, state and local taxes as of the application date.
- My business and its operations are compliant with all federal, state and local laws.
- I agree to provide business, financial and ownership information as necessary to determine and verify eligibility.
- My business will only use these proceeds to support business-related expenses, to maintain operations and assist with pandemic recovery. Grant proceeds will not be used for personal purposes.
- I certify that I am the duly certified owner or authorized representative of the aforementioned business and that all the information provided above is truthful and certifiable. I know that this program may be audited locally or by the Federal government.
- I certify that any grant funds will only be used for the intentions outlined for this program.
- I certify that my business meets all program eligibility requirements and that I am not an ineligible applicant as described in Section E: Eligibility Requirements.
- Expenses being applied for have not been funded through other grant programs including the CARES Act of 2020 or any other federal, state, county, or City of West Linn programs (including PPP, EIDL or other federal programs to date for emergency pandemic funding).
- I will supply the City of West Linn any necessary documentation or information requested to comply with this Business Recovery Grant (BRG) Program. If awarded funds, I agree to enter into a grant agreement if required by the City of West Linn.
- I understand that 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. Should the City or other officials determine a misrepresentation exists, the award may be forfeited and subject to repayment. Failure to repay or cure a default will result in any and all collections actions permissible by law. The applicant allows the City to pursue such collection actions.

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date



## Section G: DEMOGRAPHIC SURVEY



### Business Recovery Grant Round Four – Demographic Survey

All business owners with 20% or more ownership are required to complete this demographic survey as part of a Business Assistance Grant Application. If you do not wish to disclose your race, ethnicity and/or gender you may select "Prefer not to answer."

The City of West Linn is committed to equal opportunity for all and will evaluate applications without regard to an individual's race, color, religion, national origin, age, sex, marital status, political affiliation, veteran's status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

We encourage you to answer the voluntary demographic questions below. Responses will help track our work to assist every part of our business community and advance economic opportunity for all. Responses will only be reported in aggregate.

Responses will not be viewed prior to awards being issued. Therefore, providing the information or declining to provide the demographic information will not subject you to any adverse treatment.

Business Name

Your name:

% of business ownership:

Race: How do you identify? (American Indian or Alaskan Native; Black; Hawaiian or Pacific Islander; Asian; White; Other; Prefer Not To Answer)

Ethnicity: How do you identify? (Hispanic/Latino; Non-Hispanic/Latino; Prefer Not To Answer)

Gender: How do you identify? (Female; Male; Non-binary; Self-identify; Prefer Not To Answer)

Language: What is your primary language?

***Thank you!***