

RESOLUTION NO. 2020-48

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A
SMALL BUSINESS EMERGENCY ASSISTANCE PROGRAM
FOR BUSINESSES WITHIN FOREST GROVE CITY LIMITS
EXCLUDING FOREST GROVE URBAN RENEWAL AREA**

WHEREAS, Governor Brown has declared a public health emergency in response to the COVID-19 pandemic; and

WHEREAS, bars, restaurants, and other businesses have been ordered to close their doors or operate as carry-out facilities only; and

WHEREAS, the duration of the public health emergency is unknown; and

WHEREAS, Forest Grove small businesses will be detrimentally impacted if they cannot serve customers at their full capacity; and

WHEREAS, the Forest Grove Urban Renewal Agency offered a similar program for businesses within the Urban Renewal Area in April; and

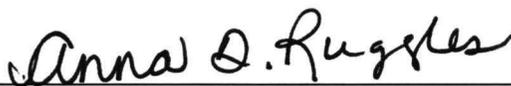
WHEREAS, the City of Forest Grove is able to offer emergency financial assistance to small businesses to help them pay their rent or mortgage.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The Forest Grove City Council hereby establishes a Small Business Emergency Assistance Program in accordance with Exhibit A for businesses within Forest Grove city limits, excluding Forest Grove Urban Renewal Area.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of May, 2020.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 26th day of May, 2020.



Peter B. Truax, Mayor

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Program Guidelines - Forest Grove Small Business Emergency Assistance Program

Introduction: In response to the COVID-19 crisis, Governor Brown has ordered many types of small businesses to close or curtail operations until further notice. This could lead to detrimental impacts to small businesses. Forest Grove recognizes that these small businesses are key competitive advantages as a place to live and work in the Portland metropolitan area. The City values small businesses that operate in Forest Grove and is offering a small business emergency assistance program for qualifying businesses.

The Program: The City will make award grants to qualifying businesses to pay their rent or mortgage for the month of May. Individual grants will be on a reimbursement basis and for up to a maximum of \$2,500 per business.

Program Criteria: Businesses that meet the following criteria are eligible to apply:

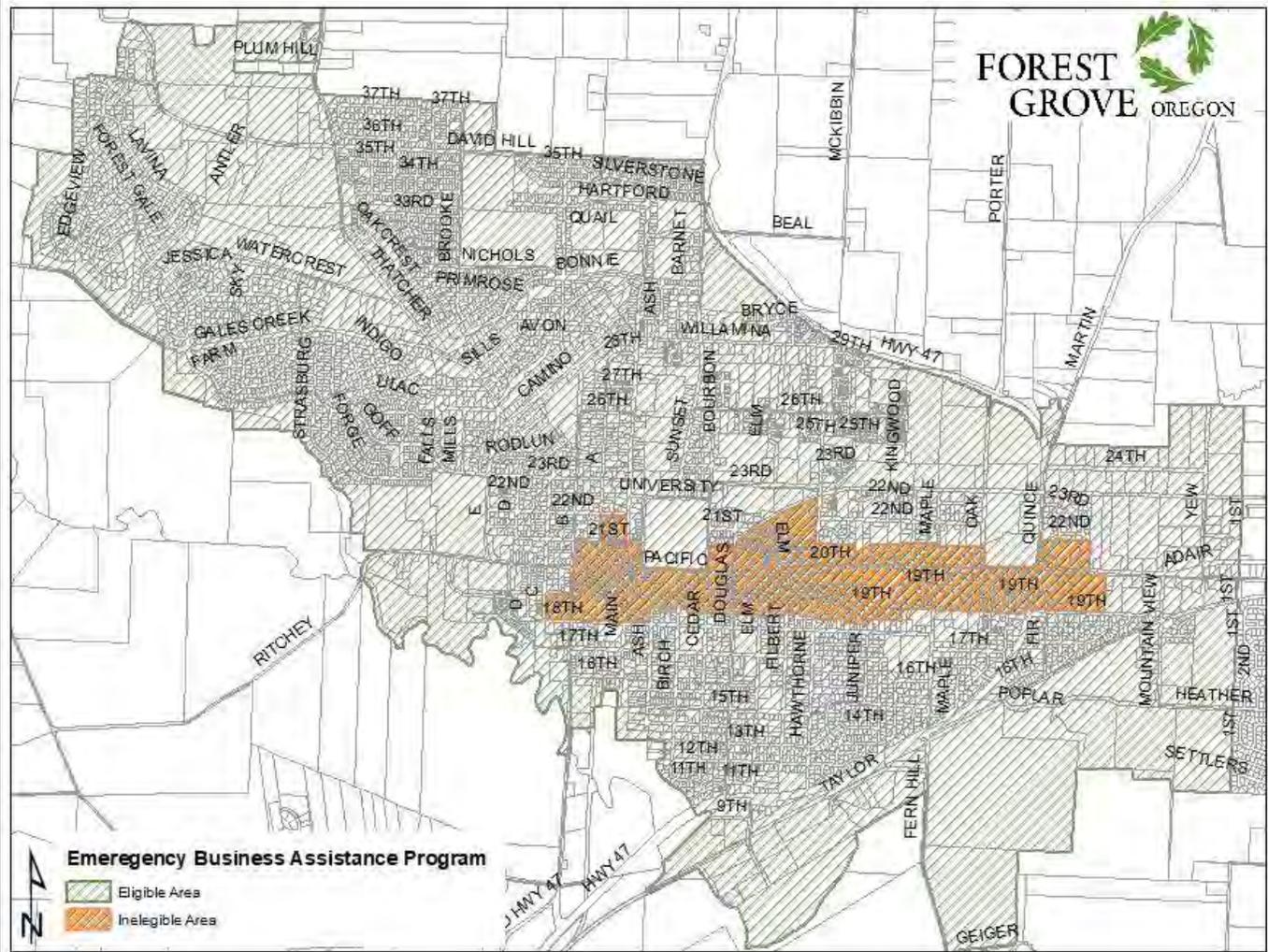
- Business must have a commercial storefront outside of the Urban Renewal Area, but within the City of Forest Grove (see map).
- Business is directly affected by a government-ordered mandatory change in service.
- Business has 25 or fewer FTE's (full time equivalent employees) in Forest Grove.
- Business has a rental or mortgage payment on their primary commercial establishment.
- Business has a Forest Grove business license.
- Business can be a locally owned franchise of a national chain.

Eligible Expenses: Mortgage or lease payments only.

Application Process:

- Business submits an application to smallbizassist@forestgrove-or.gov or by calling (503) 992-3227 to arrange a drop-off appointment during business hours (Monday – Friday, 9am to 5pm).
- If the application is approved, a notice of award will occur within 72 hours. Awards will be made on a first-come, first-serve basis. After notification of award, businesses submit proof of payment of rent or mortgage for April and grant funds will be dispersed within two weeks.
- The program reimburses actual rental or mortgage expenses up to a total of \$2,500 after any rental or mortgage abatement has been deducted from the rental or mortgage payment. Reimbursement will be awarded to the tenant.
- The program is in effect during the City of Forest Grove's declared state of emergency and while funds are available.

Questions? Contact (503) 992-3227



Emergency Business Assistance Program

-  Eligible Area
-  Ineligible Area



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: 9.

MEETING DATE: 05/26/2020

FINAL ACTION: RESO 2020-48

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *May 26, 2020*

PROJECT TEAM: *Bryan Pohl, Community Development Director
Jeff King, Economic Development Manager*

SUBJECT TITLE: *Resolution Authorizing the Establishment of a Small Business Emergency Assistance Program within the City Limits, but outside of the Forest Grove Urban Renewal Area*

ACTION REQUESTED:

<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Order	<input checked="" type="checkbox"/>	X	Resolution	<input type="checkbox"/>	Motion	<input type="checkbox"/>	Informational
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X all that apply

BACKGROUND: In response to the COVID-19 crisis, Governor Brown issued orders for numerous types of small businesses to close or curtail operations. For example, bars and restaurants are limited to carry out and many other businesses, such as hair salons, gyms, dance studios and spas, have been required to close. These requirements are in effect until such time the Governor lifts them. These closures and curtailments could have a detrimental impact to the small business community. In response, staff is proposing a limited duration small business assistance program.

In a special meeting on March 26, 2020, The Urban Renewal Agency authorized an Emergency Business Assistance Program (EBAP). This program authorized grants of up to \$2,500 for businesses directly impacted by the Executive Orders in order to pay the rent or mortgage of small businesses within the Urban Renewal Area (URA). However, this program was unable to aid businesses outside of the Urban Renewal Area, due to the requirement that any funds from the URA must be spent within the boundaries of the URA.

The proposed program guidelines are attached. With the exception of the proposed area, these are exactly the same guidelines as those used within the Urban Renewal Agency. In general, if a small business qualifies, the program would reimburse them for May's rent or mortgage payment. In a preliminary analysis, staff has determined that approximately 15 businesses would be eligible for the grants, given the program guidelines. However, it is unknown at this time what the size of grant requests might be. Therefore, it is difficult to arrive a forecasted amount for total grant requests.

FISCAL IMPACT: This program proposes to offer grants up to \$2,500 per business, with a total budget of no more than \$25,000. Qualifying businesses would only be reimbursed for May's rent or

mortgage. For example, if rent is \$1,000, the business would receive \$1,000, not \$2,500. Staff is proposing to fund this through the general fund.

STAFF RECOMMENDATION: Staff recommends that the Council consider the proposed resolution directing staff to implement the Small Business Emergency Assistance Program for the area outside of the URA.

ATTACHMENT(s):

- A. Program Guidelines
- B. Resolution