

**RESOLUTION NO. 1343**

**A RESOLUTION OF THE CITY OF CANBY AUTHORIZING A CITY OF CANBY SMALL BUSINESS COVID-19 GRANT PROGRAM AND CONTRIBUTION TO NON-PROFITS.**

**WHEREAS**, the City of Canby, the State of Oregon, and Clackamas County, have all declared a State of Emergency due to the devastating effects of the COVID-19 pandemic; and

**WHEREAS**, to slow the spread of the COVID-19 virus, many businesses in Canby and throughout the State were ordered to be closed by the Governor of Oregon in order to keep the public as safe as possible; and

**WHEREAS**, many citizens of Canby have been financially impacted by the COVID-19 pandemic; and

**WHEREAS**, when the City passed its Emergency Declaration it anticipated that City resources would be needed to respond to the threat of COVID-19; and

**WHEREAS**, the City Staff has made its recommendation for a Small Business COVID-19 Grant Program (“Grant Program”), attached hereto as **Exhibit A and B**, and incorporated by reference herein; and

**WHEREAS**, the City Staff has made its recommendation for contributions to local non-profits to be used for rent and utility assistance directly related to the COVID-19 pandemic; and

**WHEREAS** the City has identified up to ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for the small business grant program and up to ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for local non-profits to provide rent and utility assistance for Canby residents from Federal CARES Act funding

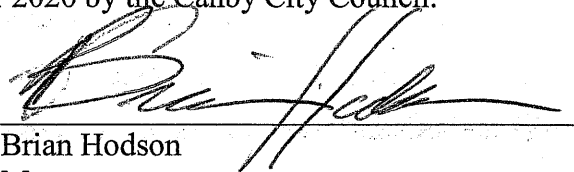
**NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:**

1. The Small Business COVID-19 Grant Program and contribution to Non-Profits is hereby authorized and adopted, utilizing the funding sources identified above.
2. The City Administrator, in consultation with the Finance Director and the Economic Development Director, is authorized to immediately begin accepting and reviewing applications for small business grant awards, as set forth in the Grant Program.

3. The City Administrator, in consultation with the Finance Director and the Economic Development Director, is authorized to immediately begin entering into agreements with local non-profits for the disbursement of funds to Canby residents for rent and utility assistance.
4. The City Administrator is authorized to disperse up to ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) to local non-profits from the Federal CARES Act funds allocated to the City of Canby.
5. At the close of the application period, the City Administrator is authorized to award up to ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for small business grants from the Federal CARES Act funds allocated to the City of Canby.

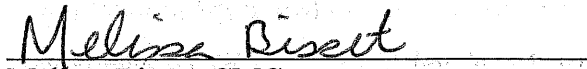
This Resolution shall take effect on November 4, 2020.

**ADOPTED** this 4<sup>th</sup> day of November 2020 by the Canby City Council.



Brian Hodson  
Mayor

ATTEST:

  
Melissa Bisset, CMC  
City Recorder



# City of Canby

Resiliency Grants

# CITY OF CANBY RESILIENCY GRANTS

*City of Canby to award up to \$300,000 in grants for COVID-19 Relief*

The City of Canby recognizes the challenges COVID-19 has created for citizens, small businesses, and the community at large. In an effort to support our community, the City has allocated up to \$150,000 of the CARES ACT funding to support a small business grant program and an additional \$150,000 to local non-profits to assist citizens who are struggling financially due to COVID-19.

## **OVERVIEW**

The City of Canby is offering a one-time grant program to assist small businesses affected by the COVID-19 pandemic. Due to these uncertain times, small businesses who have 25 FTE (full time equivalent) employees or fewer are eligible to apply for a grant through the City's Economic Development Department. The \$150,000 has been made available through CARES ACT funding. The funding is intended to be used to supplement operating costs associated with COVID-19 such as rent, operating expenses, and payroll. The Resiliency Grants to businesses are considered taxable and therefore awardees must submit a W-9 with the grant application.

### **Business must demonstrate they were affected in one of the following ways:**

- Demonstrate a one-month decline in sales of 10% or more between March 2020 and October 2020 compared to January or February 2020, or,
- Demonstrate a one-month decline in sales of 10% or more between March 2020 and October 2020 compared to the same period of time in 2019.

Furthermore, a total of up to \$150,000 is being allocated to local non-profits to be distributed directly to Canby citizens for rent and utility assistance directly related to COVID-19.

This program has been established to continue support measures the City of Canby has already implemented including the "Open Air Canby" program allowing businesses to expand into private parking lots and the updated Sidewalk Café Permit, where the fees have been waived. Additionally the City has waived all late fees through December 2020 on utility and transit tax bills.

## **ELIGIBLE BUSINESSES**

To be eligible for this small business grant program the business must meet all of the following requirements:

- Be located within the Canby City Limits
- Have 25 or fewer FTE (full time equivalents, including sole proprietors) for February 2020
- For franchises or chain restaurants the owners must live within Canby City Limits
- Have a current Canby Business License that was also in effect on March 1<sup>st</sup>, 2020

## **INELIGIBLE BUSINESSES**

Ineligible businesses include those that are:

- Permanently closed
- Located outside of the Canby City Limits
- Non-profits
- Virtual/on-line only
- Passive real estate holding companies
- Businesses that do not comply with all federal, state and local laws and regulations

## **APPLICATION**

In order to establish eligibility, businesses must complete an application and W-9. The application will include business information, verification of COVID-19 related financial hardship, and business owner information. Completed applications will be accepted from November 5<sup>th</sup>, 2020 through November 30<sup>th</sup>, 2020.

## **AWARDS**

Business are eligible based on number of employees to apply for up to \$10,000 for COVID relief that is related to expenses incurred due to the pandemic. The amount of funding available per business is dependent on the amount of eligible applications the City of Canby receives.

Businesses that closed voluntarily to reduce the spread of COVID-19 or were shut down by the Governor's Orders will be given preference for the grant. Additionally, preference will be given to businesses that have been unable to access federal CARES ACT funding such as Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL), or other federal programs to date for emergency pandemic funding. All other eligible applications will be put into a lottery to award the remaining funds. See application for full details.

## **PROJECT TIMELINE**

The completed application is due to the City of Canby by **Monday, November 30<sup>th</sup>, 2020 at 5:00 p.m.**

All funds from the City of Canby will be dispersed by Wednesday, December 30<sup>th</sup>, 2020.

## **FOR MORE INFORMATION, CONTACT:**

**Jamie Stickel**

Economic Development Director

City of Canby

503.266.0701 | [StickelJ@CanbyOregon.gov](mailto:StickelJ@CanbyOregon.gov)

# City of Canby Small Business COVID-19 Resiliency Grant Application

The City of Canby recognizes the challenges COVID-19 has created for citizens, small businesses, and the community at large. In an effort to support our community, the City has allocated up to \$150,000 of the CARES ACT funding to support a small business grant program.

## INSTRUCTIONS

- Completed application packets must be received by 5:00 p.m. on Monday November 30, 2020.
- Applications can be mailed to City of Canby, Attn: Jamie Stickel, PO Box 930 Canby, OR 97013 or emailed to [stickelj@canbyoregon.gov](mailto:stickelj@canbyoregon.gov)
- Returned packets must include a completed application, W-9, and verification documentation if needed, based on the grant amount option chosen on page 2.

## ELIGIBLE BUSINESSES

This application is for a business that meets all of the following eligibility requirements:

- The Business is located within the Canby city limits
- The Business must have a current Canby Business License that was also in effect on March 1<sup>st</sup>, 2020.
- The business has 25 or fewer FTE (including sole proprietors) in the month of February 2020 (to calculate FTE, take the total hours worked by all employees in February 2020, divide by 173.34, this is your total FTE for the month)
- For-profit businesses that can demonstrate a one-month decline in sales greater than 10% in the months of March through October 2020 as compared against sales in the month of January or February 2020 or the same time period in 2019.
- For franchises and chain restaurants, the owners must live within Canby City Limits

## INELIGIBLE BUSINESSES

The following Businesses are ineligible to apply for or receive funding under the Program:

- Businesses that are permanently closed
- Businesses located outside of the Canby city limits
- Non-profit entities
- Virtual/on-line only
- Passive real estate holding companies and other entities holding passive investments
- Businesses that do not comply with all federal, state and local laws and regulations

## AWARDS

Business are eligible to apply for up to \$10,000 for COVID relief that is related to losses incurred due to the pandemic. The amount of funding available is dependent on the amount of eligible applications the City of Canby receives. Preference will be given to:

- Businesses that were shut down by the Governor's Orders or closed voluntarily to reduce the spread of COVID-19
- Businesses that have been unable to access federal CARES Act funds including:
  - The Paycheck Protection Program (PPP)
  - Small Business Administrations' (SBA) Economic Injury Disaster Loan Economic Injury Disaster Loan Emergency Advance program (EIDL) or
  - Other federal programs to date for emergency pandemic funding

All other eligible applications will be put into a lottery to award the remaining funds.

# City of Canby Small Business COVID-19 Resiliency Grant Application

**BUSINESS INFORMATION:**

Business Name:		Federal EIN:	
Contact Name:		Title:	
Contact Phone:	Contact Email:		
Street Address:	City:	State:	Zip:
Mailing Address if different:			

**AWARD AMOUNTS**

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 full time equivalent (FTE) employees before the COVID-19 crisis (as of February 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:

Check one of the boxes below based on FTE\* for the month of February 2020.

- 1-5 FTE
  - \$1,000 (no verification required)
  - up to \$2,000 (verification of 60-day fixed expenses)
- 6-10 FTE
  - \$2,000 (no verification required)
  - up to \$4,000 (verification of 60-day fixed expenses)
- 11-15 FTE
  - \$3,000 (no verification required)
  - up to \$6,000 (verification of 60-day fixed expenses)
- 16-20 FTE
  - \$4,000 (no verification required)
  - up to \$8,000 (verification of 60-day fixed expenses)
- 20-25 FTE
  - \$5,500 (no verification required)
  - up to \$10,000 (verification of 60-day fixed expenses)

**ADDITIONAL INFORMATION AND DOCUMENTATION**

- \*FTE Calculation      Total hours worked in Feb. 2020 \_\_\_\_\_ / 173.34 = \_\_\_\_\_ FTE
- Attach a copy of Profit & Loss, Income Statement or Sales reports demonstrating 10% or more sales decline as detailed on Page 1 of this application
- If your claim is for fixed expense attach a copy of bills such as: rent/lease agreement or business mortgage statement, recent business utility bills, i.e. electricity, water, sewer, natural gas, phone/cell phone, garbage, or broadband/internet
- Was the business determined to be a non-essential business in accordance with the Governor's Executive Order 20-12, or closed voluntarily to reduce the spread of COVID-19 Yes \_\_\_ No\_\_\_
- The applicant has \_\_\_ or 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

# City of Canby Small Business COVID-19 Resiliency Grant Application

## 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.

The applicant business certifies that:

- The applicant business was adversely impacted as a direct result of the COVID-19 crisis
- The applicant business had 25 or fewer FTE as of February 2020
- The applicant business is located within the Canby city limits
- The applicant has a current Canby Business License that was also active on March 1, 2020
- 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 understands that these grant awards are taxable to the business
- The applicant business will only use these proceeds to support business-related expenses to maintain operations and that these grant proceeds will not be used for personal purposes

Failure to comply with eligible use of proceeds, or making a material misrepresentation about the business and its operations to qualify for an award will be a provision of default of the award and subject the award to recapture. Failure to repay or cure a default will result in any and all collection actions permissible by law, including third party collection services. The applicant agrees to allow the City of Canby to pursue such collection actions. The City of Canby reserves the right to request additional documentation from the applicant to verify the accuracy and authenticity of the information provided.

## 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 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.

Signature:	Date:
Printed Name:	Printed Title: