

**RESOLUTION NO. 2812**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING A CITY OF WILSONVILLE SMALL BUSINESS COVID-19 GRANT PROGRAM.**

WHEREAS, the City of Wilsonville, the State of Oregon, Clackamas County, and Washington 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 Wilsonville 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, 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 Council appointed a three-person task force (“Task Force”) to study existing small business relief programs offered by other local jurisdictions and to provide a recommendation to City Council on relief options that the City of Wilsonville could offer to its local small business owners; and

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

WHEREAS the City has identified up to TWO HUNDRED THOUSAND DOLLARS (\$200,000) in Transient Lodging Tax funds available to fund the Grant Program.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Small Business COVID-19 Grant Program is hereby authorized and adopted, utilizing the funding sources identified above.
2. The City Manager, in consultation with the Finance Director and the Economic Development Manager, is authorized to immediately begin accepting and reviewing applications for Grant awards, as set forth in the Grant Program.
3. At the close of the application period, the City Manager is authorized to award up to TWO HUNDRED THOUSAND DOLLARS (\$200,000) in Transient Lodging

Tax funds for Small Business Grants, as set forth in the Grant Program.

4. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20<sup>th</sup> day of April 2020, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Stevens

Councilor Lehan

Councilor West

Exhibit:

A. Small Business COVID-19 Grant Program

# Wilsonville Small Business COVID-19 Relief Grants Program

## Overview

The City of Wilsonville recognizes the devastating effect of the COVID-19 pandemic crisis on many of our community's local businesses and their employees, and is committed to identifying solutions that provide relief and restore the economic health of our greater community.

As a component of the City's response to the COVID-19 emergency, the Wilsonville City Council has approved a limited, one-time program of taxpayer-funded financial assistance, totaling up to \$400,000. The funding sources are as follows: \$200,000 from Urban Renewal Program Income funds and \$200,000 from the City's Transient Lodging Tax ("TLT"). The grant funds will be allocated in accordance with Oregon law and City policies pertaining to use of those funds. For example, grants to lodging and tourism/entertainment related businesses will come from TLT funding set aside for those categories of businesses.

The objective of the Wilsonville Small Business COVID-19 Relief Grants Program is to provide emergency financial assistance to small businesses brought about by the COVID-19 crisis. This temporary program is in addition to other measures the City has taken, including a \$20,000 ["One Wilsonville" Gift Card Purchase Program](#) to support residents and local restaurants in need of financial relief, as well as an additional \$60,000 contribution to Wilsonville Community Sharing to assist residents in need of help with food, medical, rent and utilities.

## Included Businesses

The Wilsonville Small Business COVID-19 Relief Grants Program was developed to offer emergency one-time financial assistance to three hotels and to three categories of businesses: 1) Home Based Business; 2) Micro-Business; and 3) Small Business, all as more particularly described below:

## Grant Recipients and Grant Size

The Wilsonville Small Business COVID-19 Relief Grants Program is designed to award grant funds as follows:

- \$1,000 grants to qualifying Home Based Businesses, defined as a proprietor/operator and up to 1 employee, with an active home based business in Wilsonville (on-line virtual businesses, such as selling on E Bay or the like are excluded).
- \$2,000 grants to qualifying brick and mortar Wilsonville Micro-Businesses, including sole-proprietorships, defined as having 0-5 FTE (full-time employee equivalent) employees.
- \$4,000 grants to qualifying brick and mortar Wilsonville Small Businesses, defined as having 6-20 FTE employees.
- \$10,000 grants to three Clackamas County Hotels located in Wilsonville, as more particularly described below.

## Grant Allocation

1. Up to 28 Home Based Business Grants
2. Up to 85 Micro-Business Grants
3. Up to 43 Small Business Grants

## Hotel Grants

The Washington County Visitor's Association awarded \$10,000 grants, using, TLT funds, to all Washington County hotels, including all Wilsonville hotels located in Washington County. Clackamas

County, however, has not and does not plan to have a grant program for Clackamas County hotels. Therefore, for equity sake, Wilsonville will award a \$10,000 grant, using TLT funds, to the three Wilsonville hotels located in Clackamas County that did not receive a \$10,000 grant from a county source. The following Clackamas County hotels will therefore each receive a \$10,000 grant from Wilsonville TLT funds: 1) Snoozinn; 2) Best Western Wilsonville Inn & Suites; 3) GuestHouse Wilsonville.

### Excluded Businesses

The following categories of businesses are unable to participate in the Wilsonville Small Business COVID-19 Relief Grants Program:

- Non-profits
- Virtual/on-line-only

### Mandatory Eligibility Criteria

Following are basic essential criteria to qualify for the Wilsonville Small Business COVID-19 Relief Grants Program:

- Business must be negatively impacted financially by COVID-19 pandemic emergency and possess a current City of Wilsonville business license.
- Business must have a physical facility (home for Home Based; brick and mortar for Micro and Small) located in the City of Wilsonville.
- Business owner, or managing entity, must be based within 25 miles of Wilsonville and within the State of Oregon (applies to local independent businesses and franchises).
- If the business is part of a chain, the franchise must be owned by an Oregon resident who resides within 25 miles of Wilsonville.
- A W-9 form must be submitted with application.
- Only Home Based, Micro and Small Businesses, as defined above, with 0-20 FTE qualify.
- Business must have a current Wilsonville business license that was in effect on March 1, 2020. The employee count for grant eligibility will be determined by the Wilsonville business license 2019 record.

### Additional Considerations

Assuming Wilsonville may receive more qualifying grant applications than it has funds, Wilsonville will apply certain weighted criteria in review of the applications received. The following additional considerations are used as “weighted criteria” in application review for the Wilsonville Small Business COVID-19 Relief Grants Program. The businesses with the most point will have award priority:

- Business longevity in Wilsonville (determined by Business License record) 4-8 years: **1 Point**
- Business longevity in Wilsonville (determined by Business License record) 9 + years: **2 Points**
- Certified Minority/Women Business Enterprise (M/WBE) **1 Point**
- Certified Disadvantaged Business Enterprise (DBE and ACDBE) **1 Point**
- Certified Service Disabled Veteran (SDV) **1 Point**
- Businesses Restricted by Governor’s Executive Order **1 Point**
- Businesses completely Closed by Governor’s Executive Order **2 Points**
- Businesses that have not received federal, state, county relief funding **1 Point**

## **Awards**

Because it is anticipated there will be insufficient funds to make awards to all qualifying applicants, the above point system will be used to prioritize awards. The businesses with highest points in each category will be awarded first, in descending order of the number of points. If there are insufficient funds to award to all businesses who fall into the lowest point category remaining, a lottery will be used to make the award. If funds remain after all businesses with points have received awards, a lottery will be held to award to those qualifying businesses that had no extra point.

## **Additional Information**

When applying for financial assistance from the Wilsonville Small Business COVID-19 Relief Grants Program, the applicant must certify as authorized to sign the application on behalf of the applicant business and that statements and information provided are true, accurate and complete. Information submitted to the Wilsonville Small Business COVID-19 Relief Grants Program is subject to public records disclosure as per Oregon law. The City of Wilsonville uses City business license data to verify basic application eligibility. Grant funds are limited; therefore, there is no guarantee that every application deemed eligible will be awarded a grant. Grant funds are considered income under the Internal Revenue Service (IRS) Code and may be subject to tax. Applicant should discuss tax ramifications, if any, with applicant's tax advisor.

## **Program Application and LINK**

**Application submission period: April 24 through April 29 at 5pm.**

**PLEASE FILL OUT THE APPLICATION FORM USING THIS LINK HERE: \_\_\_\_\_**

Grant awards will be dispersed as soon as possible thereafter.

Only complete applications that include a W-9 form in their submission can be considered.

For questions, please contact Jordan Vance, City of Wilsonville Economic Development Manager at 503-826-7500 or [vance@ci.wilsonville.or.us](mailto:vance@ci.wilsonville.or.us).