

OVERVIEW

The City of Tualatin is committed to ensuring an accurate and transparent process in implementing the Business Rental Assistance Program. This document is made available to describe, in detail, the process of implementing and awarding grants from the Economic Stabilization Fund.

GENERAL APPLICATION PERIOD

OCTOBER 15, 2020 – 8:00 A.M. TO NOVEMBER 5, 2020 – 5:00 PM

The City of Tualatin will launch the Business Rent Assistance Program application on the official ESF2.0 website at 8:00 am on Friday, October 16, 2020. All licensed Tualatin businesses will receive an email notification of the program within 24 hours of application launch.

This period will allow all Tualatin-based businesses the opportunity to apply for the Business Rent Assistance Program. Applications will be in the format of an online, digital application and printable, PDF format.

During the general application period, application assistance will be available upon request of appointment by the Tualatin Business Recovery Center. The Tualatin BRC is located in the Tualatin Chamber of Commerce at 8101 SW Nyberg Street Suite 1, Tualatin OR. The City of Tualatin Economic Development Division will only be able to assist applicants in limited capacity.

If mailed applications are submitted, they can be mailed to 18880 SW Martinazzi Avenue, Tualatin, OR by application deadline.

APPLICATION REVIEW PERIOD

NOVEMBER 5, 2020 – 5:00 PM TO NOVEMBER 9, 2020 – 5:00 PM

The City of Tualatin's Economic Division will conduct the administrative review of all applications.

Each application will go through a four step review process – *completed, eligibility verification, and ranking.*

Completed – Only completed applications will be considered. Any question left blank, required documentation not attached, or signatures not affixed will be eliminated. The City of Tualatin will not reach out for application completeness until completed applications are reviewed and eligible and approved applicants are awarded.

Eligibility Verification – The City will then analyze completed applications based on general eligibility requirements. Those not meeting the basic eligibility requirements of businesses:

- Located in the municipal limits of Tualatin
- Having 25 employees or less
- Having a current Tualatin-business license
- Businesses experiencing a loss of 20% or more in revenue
- No national chains.
- Principal headquarters must be located in Oregon.
- No age restricted businesses
- Legally registered businesses or non-profits
- No passive real estate holding companies

The City of Tualatin will not dedicated additional time in efforts of verifying your application. What is presented on the application will be treated as final information for consideration.

Ranking - To alleviate bias and to provide justifiable rankings, each application will analyzed using a series of numerical ratings based on selected criteria of all applications. The ranking score is based on the following:

Select One:		Years in Operation Select 1	
Hospitality	10 points	1 year or less	5 points
Restaurant / Service	8 points	2 – 6 years	15 points
Other	5 points	7 years or more	10 points
Select One:		Loss or Revenue	
Operating at Full Capacity	0 points	20% - 50%	5 points
Operating at Reduced Capacity	10 points	51% - 75%	10 points
Not Operational	5 points	76% or more	15 points
Select Apply That Are Applicable**		Received prior assistance from local, state, or federal sources:	
Minority Owned Businesses	5 points	Yes	0
Women Owned Businesses	5 points	No	15
Veteran Owned Businesses	5 points		

Applications receiving the highest numerical ranking will have ranked consideration for assortment and award funding.

AWARD AMOUNTS

Numerical ranked applications will be awarded beginning with the highest rated applications based on the above criteria ending with the lowest rated applications. Funding will be distributed until either all applicants are assisted or program funding is exhausted.

Award determination and amounts are as follows:

Type of Business	Award Amount
Commercial Businesses	2x month rent up to \$8,000
Residential Businesses	\$1,500

AWARD NOTIFICATION

Each applicant approved for a determined award amount will be notified by electronic letter to the primary email contact provided in their application. The award letter will indicate the award amount, detailed next steps, and anticipated award disbursement date.