

# THE CITY OF TUALATIN BUSINESS RENT ASSISTANCE PROGRAM APPLICATION

## OVERVIEW

To provide additional support to business affected by COVID-19 through capital to create a financial buffer during the “slow winter months.”

## BUSINESS ELIGIBILITY

- Located in Tualatin
- 25 or less employees.
- Must have a current Tualatin business license.
- The business was adversely affected in either one of the following two ways:
  - o Prohibited from operation as directed by [Executive Order 20-12](#).
  - o Decline in sales of 25% or more, incurred by the COVID-19 pandemic, beginning in the month of March 2020 up to the date of this application as compared against the same period of time in 2019.
- No national chains. National chains are defined as franchises/for-profit corporations that are not headquartered in the State of Oregon; except in the case where the franchisee or brand has a Tualatin-based owner.

## BUSINESS INELIGIBILITY

- Business that received funding from the **Economic Stabilization Fund 2.0 Program**
- Businesses outside the municipal limits of Tualatin, Oregon.
- Businesses that are restricted to patrons 18 years or older.
- Passive real estate holding companies and other entities holding passive investments.
- Non-profit entities that do not have federal 501(c)(3) status.
- Businesses that are delinquent on federal, state or local taxes that were due before April 1, 2020.
- Businesses that do not comply with all federal, state and local laws and regulations.
- Businesses that do not otherwise meet the eligibility requirements sets forth above.

## APPLICATION PROCESS AND METHODOLOGY

The application period for the Business Rent Assistance Program is as follows:

- |                     |                      |
|---------------------|----------------------|
| October 16, 2020    | - Application Opens  |
| November 5, 2020    | - Application Closes |
| November 10, 2020   | - Award Notification |
| Applicant Dependent | - Award Disbursement |

To alleviate bias and to provide justifiable rankings, each completed application of eligible businesses will be analyzed using a series of numerical ratings based on the following criteria:

Select One:		Years in Operation: (Select One)	
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	5 points	25% - 50%	5 points
Operating at Reduced Capacity	10 points	51% - 75%	10 points
Not Operational	0 points	76% or more	15 points
Select All 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		

## AWARD DISBURSEMENT

Commercial based businesses: Two months-worth of rent up to \$8,000

Residential-based businesses: \$1,500

## APPLICATION ASSISTANCE

If you need application assistance, please contact the Kathy Bazan at the Tualatin Business Recovery Center – [brconsultant@tualatinchamber.com](mailto:brconsultant@tualatinchamber.com). Translation services are available.

## APPLICATION SUBMISSION

The application deadline for the Business Rent Assistance program is **5PM on November 5, 2020**.

Apply online at [tualatinoregon.gov/economicdevelopment](http://tualatinoregon.gov/economicdevelopment) or mail in this application to the following address:

**Business Rent Assistance Program  
18880 SW Martinazzi Avenue  
Tualatin, OR 97062**

**Official Use Only:**

Date of Review: \_\_\_\_\_ Completed: \_\_\_\_\_

Score: \_\_\_\_\_ Award Amount: \_\_\_\_\_

Reviewed By (Signature): \_\_\_\_\_

**SECTION 1: GENERAL BUSINESS INFORMATION**

Name of Business (*as it appears on your W-9*):

DBA (*if applicable*):  Federal Tax ID/EIN:

Type of Business (*6-digit NAICS code*):

Business Street Address:

City:  State:  Zip Code:

Do you have a current Tualatin business license?

Number of years business has operated in Tualatin?

Is this business considered a part of a national chain? (Excludes local owned franchises)

**SECTION 2: ECONOMIC IMPACT**

Was your business prohibited for operation as a result of [Executive Order 20-12](#)?

Did your business experience a 25% decrease in revenue from March-September 2020 versus 2019?

What is the current status of your business operations?

How many FTEs (or equivalent) does your business currently have?

Monthly base rent or mortgage? (After any negotiated abatement or reductions):

Did your business receive any local, county, state or federal assistance since March 1<sup>st</sup>, 2020?

If yes, please check corresponding program and amount received. (*Check all that apply and state amount*)

Paycheck Protection Program:

Emergency Injury Disaster Loan Program:

Other Programs:

### SECTION 3: BUSINESS OWNER DEMOGRAPHICS

Please check all that apply:

Race/Ethnicity

Caucasian

Pan-Asian

Hispanic

Other

Gender:

Male

Female

Other

Veteran Status:

Veteran

Non-Veteran

### SECTION 4: BUSINESS CONTACT INFORMATION

Name:

Email:

Title:

Phone:

### SECTION 5: REQUIRED SUPPORTING DOCUMENTATION

The following documentation is required to process your grant application. (Check when attached.)

Business W-9

Profit and loss statements for March-September 2020 with for comparable 2019 months

Copy of 2020-2021 Lease or Mortgage

Copy of receipts for paid rent for September/October 2020.

## SECTION 6: STATEMENT OF UNDERSTANDING & CERTIFICATION

I certify to the best of my knowledge that all information contained in this portion of the application, including all attachments, is valid and accurate. That I am an authorized agent of the applicant within the authority granted by the applicant's articles of incorporation, articles of organization or bylaws to submit this application.

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. The City of Tualatin reserves the right to request additional documentation from the applicant to verify the accuracy and authenticity of the information provided.

Should the City determine a misrepresentation exists creating a default, the award may be forfeited and/or subject to repayment. Failure to repay or cure a default will result in any and all collection actions permissible by law, including through third party collection services or the Oregon Department of Revenue. The applicant agrees to allow the City to pursue such collection actions.

Signature

Date

Printed Name

Printed Title

