

**CITY OF SHERWOOD**  
**EMERGENCY SMALL BUSINESS GRANT PROGRAM**  
**DUE TO GOVERNOR’S STATE-WIDE TWO-WEEK FREEZE**

**PROGRAM OVERVIEW**

On March 23, 2020, as a result of COVID-19, Governor Kate Brown issued Executive Order 20-12 which ordered Oregonians to “Stay Home, Save Lives” and the closure of certain businesses and restrictions on other businesses for which close personal contact is difficult or impossible to avoid. Since then, the Governor has taken steps to ease those restrictions allowing the re-opening of businesses on a gradual basis. In response to the rising case numbers, on November 13, 2020, Governor Brown issued Executive Order 20-65 establishing a state-wide freeze from November 18<sup>th</sup> through December 2<sup>nd</sup> in an effort to help curb the rapid spread of COVID-19. It is our understanding that some counties that are in COVID-19 hotspots should plan to remain in the freeze for longer than two weeks. The objective is to reduce the number of people we interact with and the frequency of those encounters and to preserve hospital capacity.

The Two-Week Freeze measures include the following: (1) Restaurants are restricted to delivery and take-out only; and (2) Gyms, fitness facilities and indoor entertainment venues are forced to close. In the case of indoor entertainment facilities which include bowling alleys and skating rinks, this is on top of the fact that such facilities were only allowed to open in late October 2020 and are now closed again but have significant overhead costs such as rent/mortgage and property taxes. As of this time, retail establishments and grocery stores may continue to operate but must comply with applicable Oregon Health Authority guidance and are limited to 75% capacity. Personal service businesses and child care businesses can continue to operate under previous guidance issued by the Oregon Health Authority.

The Governor’s Two-Week Freeze is having a significant impact on the affected businesses. As a result, the City of Sherwood has received a grant of approximately \$160,000 in Federal CARES Act funding from the State of Oregon distributed to us through Washington County. The City intends to utilize these funds to provide grants to financially-impacted businesses located in the jurisdictional boundary of Sherwood which have been impacted by the Two-Week Freeze. **All qualified business located in the City of Sherwood will be eligible to receive a flat grant in the amount of up to \$4,000 from the City of Sherwood regardless of the size of the business.** Depending on the number of qualified applications received, the City may choose to allocate less than the above amount in order to provide grant funds to all eligible applicants.

Please note: **Unlike previous grant programs, this City small business grant program is not limited to 25 or fewer full-time employees (FTE).** Qualified businesses with a larger employee count are eligible to apply for this grant. Businesses that previously received COVID-19 related grant funds may apply again under this program provided that they self-certify in their application that previous federal, state, county or city COVID-19 funds that the business received are for a different expenditure than the grant being requested in this application.

In accordance with the State of Oregon grant award provisions, the City intends to make these grant funds accessible to all eligible businesses in Sherwood, including to members of historically-underserved population groups (including, but not limited to, Asian, Pacific Islander, Black, Native American, Indigenous, and all People of Color and women), service-disabled veteran-owned, emerging small businesses, and to small businesses with less than 100 employees. Various requirements in the program are based on State and County requirements.

## **PROGRAM REQUIREMENTS**

### **Eligible Businesses**

- Eating and Drinking Establishments.
- Gyms and Fitness Businesses.
- Indoor Entertainment Businesses (such as facilities that include bowling alleys and skating rinks).
- Other Hospitality Businesses.

### **Ineligible Businesses**

- Passive real estate holding companies and entities holding passive real estate.
- 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 on or before the date of application.
- Businesses that do not comply with all federal, state and local laws and regulations.
- Businesses that have closed and do not intend to reopen.
- National chains or non-locally owned franchises.
- Home-based businesses

### **Mandatory Criteria**

- Business must be headquartered in Oregon and have its principal operations in Oregon.
- If required by Oregon law to be registered with the Oregon Secretary of State to do business in Oregon, the business is so registered.
- Only one application may be submitted per business.
- Business must demonstrate that they meet the eligibility criteria and how they have been adversely impacted by COVID-19 either by being: (1) Forced to close as a result of the Two-Week Freeze or (2) Restricted in their operations as specified in the Two-Week Freeze.
- Business must have a current City of Sherwood business license.
- Business must have a physical business facility/brick and mortar business space located within the [City of Sherwood](#)
- Business applications must provide a W-9, Federal Tax ID number and their Sherwood business license number with their application.
- Businesses may be a for-profit or an entity which is under section 501 (c) (3) of the Internal Revenue Code.
- If business is part of a chain, business must be a locally-owned franchise.
- Businesses may use the grant funds for any business operational purpose relating to the Freeze up to December 30, 2020. Business operational expenses must be related to COVID-

19 and can include but are not limited to the following expenses which will allow the business to reopen and operate safely once the Two-Week Freeze has been lifted:

- Business lease/mortgage and business utility expenses;
  - Business payroll;
  - One time capital expenditures needed to winterize/weatherize the business;
  - PPE/cleaning and disinfectant supplies and equipment;
  - Physical protective barriers/screens;
  - Marketing and signage;
  - Furnishing/equipment;
  - Creation/expansion of outdoor seating/dining/waiting/patio areas;
  - Physical improvements needed to expand indoor capacity;
  - Tents and heaters that meet Fire District requirements;
  - Advanced apps/reservation/ordering/payment systems;
  - Other similar expenses needed to directly protect the customers, employees and community and improve customer confidence that the business has instituted all feasible procedures to operate safely once the Two-Week Freeze is over.
- Expenditures may only cover the period up to December 30, 2020 and the business must self certify in their application that the expense to be paid under this grant will not have already been reimbursed by any other public funds such as previous federal, state, county or city grant COVID-19-related programs

### **Grant Award Size**

Awards to eligible businesses will be made in the form of a grant. The grant will be a fixed amount up to \$4,000 regardless of the size of the business.

### **Application Process and Time Frames**

The City understands that businesses are being significantly impacted by the Two-Week Freeze and will make a maximum effort to quickly review applications and expedite the disbursement of funds, following notification of grant award and receipt of required materials.

- **Program Announced via Social Media on Wednesday, December 2, 2020**
- **Applications will be accepted starting at 9:00 AM on Friday, December 4th on the [City of Sherwood website](#). Applications will not be available on the website until 9 AM of December 4<sup>th</sup>.**
- **Applications will close at 5:00 PM on Friday, December 11, 2020.**
- Applicants will be encouraged to apply on-line as indicated on the application form, but the City will also accept applications received at the Planning Department counter at City Hall, 22560 SW Pine Street, if special arrangements have been made in advance, provided that the application meets the deadline.
- Business will be required to submit a demographic information form with their application in order to help track program outcomes and advance economic opportunities for all eligible Sherwood businesses. This will include questions about the race, ethnicity and gender of

the business owner. Businesses may choose to respond “Prefer Not to Answer” and this will not impact in any way the review/approval process of the application.

All questions should be addressed to Bruce Coleman, Economic Development Manager at the City of Sherwood at 503.625.4206 or [colemanb@sherwoodoregon.gov](mailto:colemanb@sherwoodoregon.gov).