

URA RESOLUTION NO. 2020-02

**RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
AUTHORIZING CREATION OF AN EMERGENCY BUSINESS ASSISTANCE PROGRAM**

WHEREAS, Governor Brown has declared a public health emergency in response to the COVID-19 pandemic; and

WHEREAS, bars, restaurants, and other businesses have been ordered to close their doors or operate as carry-out facilities only; and

WHEREAS, the duration of the public health emergency is unknown; and

WHEREAS, Forest Grove small businesses will be detrimentally impacted if they cannot serve customers at their full capacity; and

WHEREAS, the City of Forest Grove Urban Renewal Agency (Agency) values the small business that operate within the Urban Renewal District; and

WHEREAS, the Agency is uniquely positioned to offer emergency financial assistance to small businesses within the district to help them pay their rent or mortgage; and

WHEREAS, a mortgage and rental assistance program for small businesses in the Urban Renewal Area would be consistent with the blight elimination and business retention goals of the City of Forest Grove Urban Renewal Plan.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE RESOLVES AS FOLLOWS:

Section 1. The Urban Renewal Agency Board does hereby direct the Executive Director, or designee, to implement the Forest Grove Emergency Business Assistance Program in accordance with Attachment A.

Section 2. This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

PRESENTED AND PASSED this 26th day of March, 2020.



Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a special meeting thereof this 26th day of March, 2020, and filed with the Forest Grove City Recorder this date.



Peter B. Truax
Urban Renewal Agency Chair



Forest Grove Small Business Emergency Assistance Program

Introduction: In response to the COVID-19 crisis, Governor Brown has ordered many types of small businesses to close or curtail operations until further notice. This could lead to detrimental impacts to small businesses. Forest Grove recognizes that these small businesses are key competitive advantages as a place to live and work in the Portland metropolitan area. The Agency values small businesses that operate within the district and is offering a small business emergency assistance program for qualifying businesses.

The Program: Beginning in April, 2020, the URA will make award grants to qualifying businesses to pay their rent or mortgage for the month of April. Individual grants will be on a reimbursement basis and for up to a maximum of \$2,500 per business.

Program Criteria: Businesses that meet the following criteria are eligible to apply:

- Business operates out of a commercial storefront within the Urban Renewal Area (see map).
- Business is directly affected by a government-ordered mandatory change in service.
- Business has 25 or fewer FTE's (full time equivalent employees) in Forest Grove.
- Business has a rental or mortgage payment on their primary commercial establishment.
- Business has a Forest Grove business license.
- Business can be a locally owned franchise of a national chain.

Eligible Expenses: Mortgage or lease payments only.

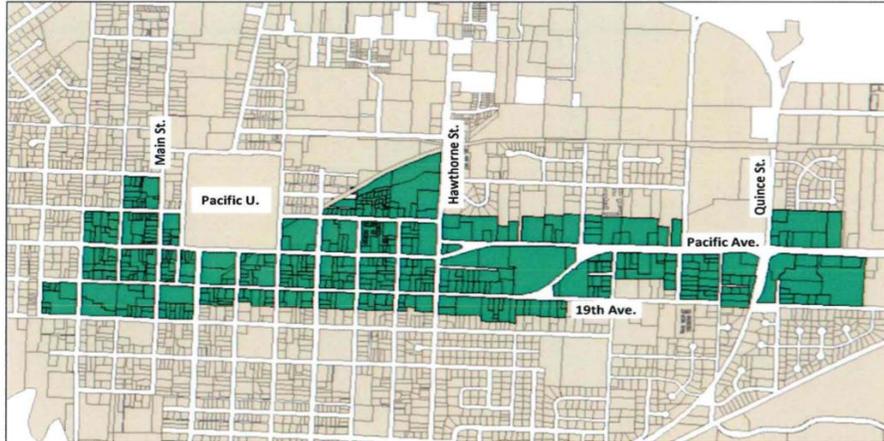
Application Process:

- Business submits an application to smallbizassist@forestgrove-or.gov or by calling (503) 992-3227 to arrange a drop-off appointment during business hours (Monday – Friday, 9am to 5pm).
- If the application is approved, a notice of award will occur within 72 hours. Awards will be made on a first-come, first-serve basis. After notification of award, businesses submit proof of payment of rent or mortgage for April and grant funds will be dispersed within two weeks.
- The program reimburses actual rental or mortgage expenses up to a total of \$2,500 after any rental or mortgage abatement has been deducted from the rental or mortgage payment. Reimbursement will be awarded to the tenant.
- The program is in effect during the City of Forest Grove's declared state of emergency and while funds are available.

Questions? Contact (503) 992-3227

ATTACHMENT A

Figure 1: Forest Grove Urban Renewal Area





<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	6.
MEETING DATE:	03/26/2020
FINAL ACTION:	URA RESO 2020-02

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *March 26, 2020*

PROJECT TEAM: *Bryan Pohl, Community Development Director
Jeff King, Economic Development Manager*

SUBJECT TITLE: *Resolution Authorizing the establishment of a Small Business Emergency Assistance Program*

ACTION REQUESTED:

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	X	Resolution	Motion	Informational

X all that apply

BACKGROUND: In response to the COVID-19 crisis, Governor Brown has issued orders for numerous types of small businesses to close or curtail operations. For example, bars and restaurants are limited to carry out and many other businesses, such as hair salons, gyms, dance studios and spas, have been required to close. These requirements are in effect until such time the Governor lifts them. These closures and curtailments could have a detrimental impact to the small business community. In response, staff is proposing a limited duration small business assistance program.

The proposed program guidelines are attached. In general, if a small business qualifies, the program would reimburse them for April’s rent or mortgage payment. Staff has discussed this program with the City Attorney who affirms the program is consistent with the Agency’s goals and objectives and therefore an allowable expense. Prior to launching the program, staff will finalize a program flyer, application, and assure all forms are in Spanish.

FISCAL IMPACT: The program proposes to offer grants up to \$2,500 per business, with a total budget of no more than \$100,000. Qualifying businesses would only be reimbursed for April’s rent or mortgage. For example, if rent is \$1,000, the business would receive \$1,000, not \$2,500. Staff is proposing to fund this through higher than expected property tax revenue and by potentially suspending future storefront façade, public art, and parklet programs, depending upon future tax revenue. This determination will be made during the budget process. Existing storefront and public art proposals will not be impacted. Staff will offer a more detailed financial analysis at the meeting.

STAFF RECOMMENDATION: Staff recommends that Agency Board consider the proposed resolution directing staff to implement the Small Business Emergency Assistance Program.

- ATTACHMENT(s):**
- A. Program Outline
 - B. Resolution