

City of Junction City

Business Pandemic Impact Support Program



Last Modified: July 14, 2020

Program Overview

On March 8, 2020, Governor Kate Brown declared an emergency under ORS 401.165 et seq. due to the public health threat posed by the novel infectious coronavirus (COVID-19).

On March 23, 2020, Governor Kate Brown ordered Oregonians to "Stay Home, Save Lives," directing individuals to stay home to the greatest extent possible, ordering the closure of specified retail businesses, requiring social distancing measures for other public and private facilities, and imposing requirements for outdoor areas and licensed childcare facilities.

This grant program was developed to help provide support to the local business community during the COVID-19 pandemic. It does not require the applicant to repay the funds if awarded and program conditions are met. This program has a limited scope and is intended to supplement, not replace, other available federal, state, and local programs.

Entity Eligibility Requirements

To be eligible for this program, the following criteria apply:

Applicants must be:

- A for profit or 501(c) business organization that employed 10 or fewer employees prior to the Governor's Executive Order 20-12, located within Junction City limits.
- A going concern on or before March 1st, 2020, evidenced by a business registration or tax ID number.

The City reserves the right to modify these eligibility requirements as it deems necessary, in City's sole discretion.

Eligible Expenses

The following are the only expenses that are eligible for this program:

- Rent or Lease
- Utility Bills
 - Water
 - Sewer
 - Garbage
 - Electricity
 - Gas
 - Telecommunications (including phone, internet, and security subscriptions)
- Building insurance premiums or Renter's Insurance premiums.
- Equipment Leases

The City reserves the right to modify these eligible expenses as it deems necessary, in City's sole discretion.

Program Limitations & Restrictions

Due to the limited amount of funding available, this program will be administered on a first come, first served basis. The following limitations and restrictions apply:

1. All expenses must be incurred no earlier than April 1st, 2020. Subject to the maximum award amount set by Section 4, expenses incurred and already

- paid by applicant on or after April 1st to the date of application will be reimbursed to the applicant, if the applicant can provide proof of payment.
2. All applications must be for the current month's incurred and invoiced expenses. The City will not prepay any anticipated eligible expenses.
 3. With the exception of #1 above, the City will not pay any funds directly to the applicant. The City will either provide the applicant with a check made out to each intended payee or waive one or more incurred expense in the event that City is the intended payee, as determined in City's sole discretion. It is applicant's responsibility to mail the issued payment check to the intended payee.
 4. To maximize the City's available funds, City will limit awards per applicant to \$2,500 per application.
 5. The City will accept only one application per eligible business per month.

Program Eligibility End Date

The City will accept program applications for 30 days after the Governor of Oregon's Executive Order 20-12 ends, unless available funds are depleted or the program is otherwise ended sooner by the City Council.

Requests Greater than Maximum Award Amount

The City realizes that maximum program awards may be insufficient in some instances. In that case, applicants may:

- Follow the normal application process.
- Include a letter to the City Council explaining the additional funding request amount and the hardship to be incurred in the case of non-payment.

Please note that additional funding requests will take longer to process than normal requests. The City reserves the right not to fund any additional funding request in its sole discretion. If the additional funding request is denied, the applicant remains eligible to receive funds up to the maximum award limit.

Processing Timeline

The City will make every effort to process all applications in a timely fashion, subject to application volume.

Business Pandemic Impact Support Program Application Instructions

1. Fill out the City of Junction City Business Pandemic Impact Support Program Application. Please ensure that the application includes:
 - a. A valid daytime number where applicant can be reached during business hours.
 - b. Applicant's current mailing address.
 - c. All bills that are the subject of the funding request. Please ensure attached bills are for the proper funding time period. (For example, if assistance is sought for May bills, be sure the May bill is attached – not another month.)

2. Sign and date the completed application prior to submittal. The City will not process any unsigned applications.

3. Submit completed and signed applications to the City via:
 - a. Mail to:

City of Junction City
Business Pandemic Impact Support Program
PO Box 250
Junction City, OR 97448

 - b. Hand-delivery to the drop box at City Hall, 680 Greenwood Street, Junction City.

 - c. Call City Hall for delivery arrangements. Please call (541)998-2153, Monday through Friday, 8 am to 5 pm.

 - d. Email scanned and completed applications to: bizrelief@ci.junction-city.or.us , Subject Line: "Business Pandemic Impact Support Program."

City of Junction City

Business Pandemic Impact Support Program Application

Applicant Information

Full Legal Name of Company		Telephone Numbers Business: _____ Home: _____		
Number of Employees	Primary Contact			
Street Address	City	County	State	Zip Code
Billing Address (If different from above)	City	County	State	Zip Code

Funding Request Information

Please make sure to attach a copy of each bill you are requesting funding for

Bill #1 Information	
Company Name	
Amount Requested	
Bill #2 Information	
Company Name	
Amount Requested	
Bill #3 Information	
Company Name	
Amount Requested	
Bill #4 Information	
Company Name	
Amount Requested	
Bill #5 Information	
Company Name	
Amount Requested	
Bill #6 Information	
Company Name	
Amount Requested	

If you have more than six (6) bills you are requesting funding for, please use an additional sheet of paper as necessary.

AGREEMENT

* By signing below, you certify that all the information you have given in this application is true and complete. You agree to provide additional information that we may require, if any, to process this application.

Authorized Signature

Print Name, Title

Street Address

City

State

Zip Code