



April 10, 2020

Dear Port Managers,

Business Oregon is announcing a payment relief effort specifically for Oregon's public ports impacted by COVID-19. Business Oregon, working under the direction of Governor Kate Brown, is providing support to ports in the wake of the current economic crisis stemming from the coronavirus health crisis.

Our agency recognizes this is an immensely difficult time for ports - commissioners, management, employees, tenants, and customers alike. Over the past few weeks, we have seen port managers working hard to respond to emergency declarations and adjust to perpetually evolving circumstances. We have appreciated your efforts to communicate with Business Oregon and the Economic Recovery Councils established across the state. We want to work with you now, and as the coming months unfold, to ensure ports continue to serve as our valued economic development partners.

Up to this point, Business Oregon has encouraged ports to document and quantify impacts, as a time would come to apply for grace similar to what has been extended to port tenants. Attached please find a "Payment Relief Request Form." We are requiring ports with existing Business Oregon loans to complete this report, attach any relevant supporting documentation and submit it on a weekly basis.

The aim of the form is to ascertain how adjustments to port business models have impacted the corresponding revenue streams. Please tell us your story. Business Oregon will review this information, ask clarifying questions, and may issue payment relief - actual relief will be determined on a case-by-case basis. Payment relief terms will be re-evaluated incrementally, as reports are received and time passes, to ensure we remain nimble together in the face of challenges.

Our ability to communicate and collaborate into the future is necessary to accomplish our shared economic development mission on the ground and within the intergovernmental arena. If your port is not a borrower with Business Oregon, we would still appreciate your participation in this weekly reporting effort. The more real time and centralized information we have about ports the better able we are to analyze port interests and inform ports collectively, policy-setters and decision-makers.

Thank you again for your partnership with Business Oregon. We hope this effort fosters a sense of self-efficacy and provides some certainty in your work ahead. Please direct questions and return completed forms to Stephanie Prybyl, Ports Program Policy Coordinator (503-949-1710; stephanie.prybyl@oregon.gov).

Respectfully,

Chris Cummings
Interim Director

Business Oregon – Payment Relief Request Form

Section 1. Port’s Report

<i>Port Name:</i>	<i>Week of:</i>
<i>Port Manager:</i>	<i>Date Submitted:</i>

Section 2. Quick Context: Please tell us your story. Identify business models, adjustments taken to date, and the overall estimated impact(%) to your port. All relevant details are appreciated. Confirm if supporting documentation is being attached to the report upon submittal.

(Expand the narrative as necessary to best document impacts and tell your story)

Section 3. Charting Action(s):

Entry	Named Business Model <i>(Marine, Marina, Airport, Industrial Lands, RV Park, Recreation, etc.)</i>	COVID19 Adjustments <i>(Modified Hours of Operation, New Technology, Tenant Payment Relief, Closed Amenity, Incurred Cleaning Costs, Reduction in Staff, etc.)</i>	Revenue Stream Impact <i>(Refunded \$X to RV patrons, lost \$X in moorage leases, Unbudgeted expense of \$X on signage and cleaning supplies, etc.)</i>
1			
2			
3			
4			
5			

(Add rows as necessary to best document impacts and tell your story)

Section 4. Financial Snapshot:

Unrestricted Cash Available:	Available Lines of Credit:
Estimated Monthly Shortfall (Revenue-Expenses):	Other Assistance (Lenders/Stimulus, etc.):

Thank you – This information will help Business Oregon evaluate payment relief terms for your port.
Return completed forms to Stephanie Prybyl: stephanie.prybyl@oregon.gov