Purpose: The City of Pacific Small Business Relief and Recovery Grant Program is intended to respond to the negative economic impacts of the COVID-19 public health emergency, focusing on the identified need and impact faced by small businesses. By providing emergency grant funding to impacted local small businesses, the Program is designed to ensure the economic health of the City of Pacific, and thereby improve the public health and welfare for Pacific’s residents. The grant funded allocated hereunder is designed to help small businesses keep their doors open, protect local jobs threatened by the COVID-19 pandemic, support community recovery, and increase the resiliency of local businesses in our community. Through the program, eligible small businesses operating in the City of Pacific have the opportunity to apply for cash assistance to help mitigate the impacts of revenue reductions associated with COVID-19. The City anticipates awarding eligible small businesses with a one-time cash grant commensurate with the fiscal impact to their business, based on justifiable need and business resiliency.

Eligibility Criteria for Grant Funding:
To be eligible for grant funding, a small business must meet the following criteria:

- Business has a drop in revenue directly attributable to the COVID-19 pandemic (e.g., a decline in gross receipts, comparable to measures used to assess eligibility for the Federal Paycheck Protection Program);
- Business has 25 or fewer employees (including the business owner/worker); employee count shall be based on number of employees as of 1/1/2020
- Business is licensed to do business in the State of Washington and in the City of Pacific
- Business had been in operation for at least three months in the City of Pacific prior to March 2020
- Business is not facing any pending litigation or legal action
- Business is not suspended or debarred from the use of federal funds
- Business is physically located in the City of Pacific
- Business is not a franchise - unless that franchise is not a subsidiary of a larger corporation and is able to document that it is not a subsidiary
- Business is not a chain (unless the majority of locations are located in the City of Pacific)
- Business is not restricted to patrons over the age of 18
- Businesses in the hardest hit sectors including: restaurant/dining, retail, hospitality, arts and entertainment, and other service sector businesses will be prioritized for funding

Use of Funding Restrictions:
Awarded small businesses will only use grant funds for approved, allowable functions as broken down in the following three categories:
SMALL BUSINESS RELIEF AND RECOVERY
GRANT PROGRAM – ARPA FUNDED

- Revenue loss mitigation – Funds may be used to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Facilities – Funds may be used to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
- Business Planning – Funds may be used to obtain technical assistance, counseling, or other services to assist with business planning needs due to impacts from COVID-19

The following is a non-exhaustive list of examples of disallowable functions for grant funds:

- Paying off non-business debt, such as personal credit cards for purchases not associated with the business
- Purchase personal expenses such as buying a new family car or making repairs to a home
- Direct financing to political activities or paying off taxes and fines
- Purchase of personal items
- The purchase of drugs, tobacco, and/or alcohol
- Food and entertainment
- Bonuses
- Travel not associated with direct business operations

Awards will be made to qualified small businesses applicants on a first come, first serve basis, and through the execution of an Agreement between the grant recipient and the City. Awards will be provided in a one-time cash payment.

Awarded small businesses will be, through the Agreement, required to make available to the City evidence of expenditures and outcomes through a one-time end of program report that contains the following information:

- How the funds were utilized
- How funds helped the business survive and/or grow
- How the funds affected revenue generation

No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with the City’s funds on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief.
# SMALL BUSINESS RELIEF AND RECOVERY GRANT APPLICATION

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<tr>
<th>Legal Name of Business:</th>
<th>Opening Date of Business:</th>
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<th>Business Address:</th>
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<tr>
<th>UBI #:</th>
<th>City of Pacific Business License #:</th>
<th>Amount of Funds Requested:</th>
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<th>Applicant Contact:</th>
<th>Phone:</th>
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<tr>
<th>Number of Employees as of 01/01/2020:</th>
<th>Number of Employees as of 05/01/2020:</th>
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Provide a brief description of the business (products, services, etc.):

Provide a brief description of how business has been affected by the COVID-19 pandemic, including an estimate on the revenue impact:

Has the business applied for other Federal, State or local funding? If so, describe the source(s) and amount(s) applied for, and any awards received:

Briefly describe non-City funding sources that will provide financial support to the small business for COVID-19 relief, if any:
**SMALL BUSINESS RELIEF AND RECOVERY GRANT APPLICATION**

To be considered for funding, the applicant must align with the following categories that the City of Pacific has set forth as criteria for these funds. **Please select the appropriate category(s):**

- **Revenue Loss Mitigation** – Funds may be used to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or other utilities costs, and other operating costs.

- **Facilities** – Funds may be used to implement COVID-19 prevention or mitigation tactics, such as physical plant change to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs.

- **Business Planning** – Funds may be used to obtain technical assistance, counseling, or other services to assist with business planning needs due to impacts of COVID-19

Provide a breakdown of intended use of funds requested based on the three criteria categories above:

Provide any additional comments for consideration:

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As an applicant of the City of Pacific’s Small Business Relief and Recovery Grant Program – funded by the AMERICAN RESCUE PLAN ACT, certify that the business is not disbarred, suspended, otherwise excluded from, or are ineligible for the participation in Federal Assistance programs under Office of Management and Budget 2 CFR Parts 180 and 215. I also certify that I will not contract with a subcontractor that is debarred or suspended.

| Applicant Signature: | Print Name: | Date: |
Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Business name/disregarded entity name, if different from above.

Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership). 

Exempt payee code (if any)

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Exemption from FATCA reporting code (if any)

(Appplies to accounts maintained outside the U.S.)

Address (number, street, and apt. or suite no.) See instructions.

City, state, and ZIP code

Requester's name and address (optional)

TIN

Social security number

or

Employer identification number

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Part II

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.