



## BUSINESS SUSTAINABILITY PROGRAM APPLICATION

Welcome to the ***Pinal County Business Sustainability Program*** created by the Pinal County Board of Supervisors to assist local businesses negatively impacted by the “Stay Home, Stay Healthy, Stay Connected” Executive Order issued by Governor Ducey to help contain the spread of COVID-19 and experienced a 25% or more reduction in revenue.

The ***Business Sustainability Program*** is a one-time reimbursement of up to **\$30,000** to newly qualifying businesses or up to an additional \$15,000 for past recipients for rent, mortgage and/or utilities expenses for a three-month period. **Qualifying expense periods are either:**

- **March-April-May 2020**
- **April-May-June 2020**
- **May-June-July 2020**
- **June-July-August 2020**
- **July-August-September 2020.**

Applications will be accepted starting on **August 17 and will be accepted up to 5pm on October 16, 2020.** Funding will be awarded on a first come first served basis to qualifying small businesses in unincorporated areas of Pinal County, so applicants are encouraged to apply early.

To qualify, applicants must be a for-profit business, located at a physical, commercial address in an unincorporated area of Pinal County. Individual Arizona franchised business locations may qualify if the applicant location is within unincorporated Pinal County and the individual franchise location is not owned by a national chain or out-of-state corporation. At this time, non-profit organizations and home-based businesses are not eligible. Applicants must have been negatively impacted by the Covid-19 pandemic. To check if your business is located in an unincorporated area, visit: <https://pinal.maps.arcgis.com/apps/webappviewer/index.html?id=2fdb99a3bebc40b5b4fbb101a32b6337>.

This application is intended to provide basic eligibility information so the County can begin processing and verification to provide assistance as quickly as possible. Follow-up information or clarification of incomplete data may be necessary. The County reserves the right, at its sole discretion to limit or discontinue funding at any time to any applicant. Please note: to verify eligibility, the application process requires the submittal of certain supporting documents that contain protected personal information. *You will be notified after your application is received of supporting documentation needed.*

To the extent possible, Pinal County recommends applying for assistance through its online application at: <https://www.pinalcountyaz.gov/PINAL-WORKS/BRC/Pages/BusinessSustainabilityProgram.aspx>, which uses an encryption process to help secure the information you submit. If you submit a paper application for assistance, please provide all supporting documents in a sealed envelope to assist in safeguarding your personal information. Once received, Pinal County will exercise reasonable care when processing to lessen the possibility of an unauthorized disclosure of any protected personal information. Regardless of whether you submit an electronic or a paper application, all applications will be considered on a first-come, first-served basis.

Paper applications and supporting documents can be mailed to:

Pinal County Economic and Workforce Development Department  
***Pinal County Business Sustainability Program***  
P.O. Box 827  
Florence, AZ 85132



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**Please read the application carefully and complete Sections A-E**

The COVID-19 crisis has impacted us all. Pinal County is here to help you. If you have any questions, you can contact us by email: [BusinessResourceCenter@pinal.gov](mailto:BusinessResourceCenter@pinal.gov) or call the Pinal County Citizen Contact Center at (520) 509-3555 or (888) 431-1311, Monday - Friday 8 a.m. to 5 p.m. It will assist our Contact Center staff if you have your documents available.

Items indicated by an asterisk \* will be treated as protected confidential financial information. All other information will be treated as a public record available for public review.

### Section A. OWNER INFORMATION

A1	<b>First Name</b>	
A2	<b>Last Name</b>	
A3	<b>Home Address*</b>	
A4	<b>Telephone Number*</b>	
A5	<b>Email Address*</b>	

### Section B. BUSINESS INFORMATION

B1	<b>Business Name</b>	
B2	<b>Number of Years in Business</b>	
B3	<b>Business Physical Address</b> (Include Zip Code)	
B4	<b>Business Mailing Address</b> (if different than business physical address)	
B5	<b>Tax ID Number or EIN*</b> Applicants must submit a complete and signed W-9* available at: <a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a>	
B6	<b>Business Telephone Number</b>	
B7	<b>Business Website Address</b>	



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<p><b>B8</b></p>	<p><b>Industry Classification</b>  <i>(NAICS = North American Industry Classification System):</i></p> <p><b>How do I find my NAICS code?</b>          You can use the search feature at <a href="http://www.census.gov/naics">www.census.gov/naics</a>.</p>	<p>From the following list, please indicate which industry most closely represents your business</p> <table border="1"> <thead> <tr> <th>"X" Here</th> <th>NAICS</th> <th>Industry Description</th> </tr> </thead> <tbody> <tr><td></td><td>11</td><td>Agriculture, Forestry, Fishing and Hunting</td></tr> <tr><td></td><td>21</td><td>Mining, Quarrying, and Oil and Gas Extraction</td></tr> <tr><td></td><td>22</td><td>Utilities</td></tr> <tr><td></td><td>23</td><td>Construction</td></tr> <tr><td></td><td>31</td><td>Manufacturing</td></tr> <tr><td></td><td>42</td><td>Wholesale Trade</td></tr> <tr><td></td><td>44</td><td>Retail Trade</td></tr> <tr><td></td><td>48</td><td>Transportation and Warehousing</td></tr> <tr><td></td><td>51</td><td>Information</td></tr> <tr><td></td><td>52</td><td>Finance and Insurance</td></tr> <tr><td></td><td>54</td><td>Professional, Scientific, and Technical Services</td></tr> <tr><td></td><td>55</td><td>Management of Companies and Enterprises</td></tr> <tr><td></td><td>56</td><td>Administration Waste Management/Remediation</td></tr> <tr><td></td><td>61</td><td>Education Services</td></tr> <tr><td></td><td>62</td><td>Health Care and Social Assistance</td></tr> <tr><td></td><td>71</td><td>Arts, Entertainment and Recreation</td></tr> <tr><td></td><td>72</td><td>Accommodation and Food Services</td></tr> <tr><td></td><td>81</td><td>Other Services (Except Public Administration)</td></tr> <tr><td></td><td>99</td><td>Unclassified Industry</td></tr> </tbody> </table>	"X" Here	NAICS	Industry Description		11	Agriculture, Forestry, Fishing and Hunting		21	Mining, Quarrying, and Oil and Gas Extraction		22	Utilities		23	Construction		31	Manufacturing		42	Wholesale Trade		44	Retail Trade		48	Transportation and Warehousing		51	Information		52	Finance and Insurance		54	Professional, Scientific, and Technical Services		55	Management of Companies and Enterprises		56	Administration Waste Management/Remediation		61	Education Services		62	Health Care and Social Assistance		71	Arts, Entertainment and Recreation		72	Accommodation and Food Services		81	Other Services (Except Public Administration)		99	Unclassified Industry
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### Section C. COVID-19 IMPACT & DESCRIPTION OF NEED

<p><b>C1</b></p>	<p><b>Was the business considered non-essential by Governor's Executive Order</b> (yes/no)</p>	
<p><b>C2</b></p>	<p><b>Briefly describe how COVID-19 has impacted your business and reduced revenues 25% or more</b></p> <p>(attach an additional sheet if needed)</p>	



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C3	<b>Business Status as of application date</b>  Enter "X" next to the category that applies	<input type="checkbox"/>	Fully Open
		<input type="checkbox"/>	Partially Open
		<input type="checkbox"/>	Opened but reduced hours
		<input type="checkbox"/>	Not yet reopened [Date of anticipated re-opening: _____ ]
C4	<b>Have you or your business received any other Federal CARES Act funding or COVID -19 assistance?</b>	NO: _____ YES: _____ Source: _____ Amount received: _____	

### Section D. REQUEST FOR ASSISTANCE

Please note funding cannot exceed \$15,000 for any one three month period. However, as a new applicant you can submit an application covering two three month periods (total of six months) not to exceed a total of \$30,000 for qualifying expenses.

D1	<b>Monthly rent or business mortgage assistance requested</b>  <b>Online Only Note:</b> you will be asked after your application has been received to submit a bill or statement dated <b>after March 1, 2020</b> evidencing your mortgage or rental payment. <i>The address must match the business physical address.</i>	\$ _____
D3	<b>Monthly utilities</b>  <b>Online Only Note:</b> you will be asked after your application has been received to submit a bill or statement dated <b>after March 1, 2020</b> evidencing your utility payment amount for each utility, for each month requested. <i>The address must match the business physical address.</i>	\$ _____
D6	<b>REQUEST TOTAL</b>	\$ _____



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### Section E. CONFIRMATION AND SIGNATURE:

Please initial to confirm the following:

\_\_\_\_\_ I confirm my business is in unincorporated Pinal County and is up to date in payment of all state and local taxes which may be due.

\_\_\_\_\_ I confirm that the information I have provided is true and accurate and agree that the use of these funds will be directly utilized for eligible business purposes or expenses.

\_\_\_\_\_ I agree and understand that any knowingly false, misleading or fraudulent information provided may subject me or my business to repay all or part of any assistance awarded by Pinal County and may be punishable under Arizona statutes.

\_\_\_\_\_ I certify that I meet the criteria of this program for an eligible business.

\_\_\_\_\_ I certify that within the last three years I, as principal owner of 50% or more of the business, have not been convicted of, nor am I currently indicted for, any felonies related to fraud, misrepresentation, bribery or embezzlement.

\_\_\_\_\_ I certify that I am not party to legal actions against or from Pinal County, including code enforcement liens.

\_\_\_\_\_ I agree that nothing herein shall create any cause of action by or on behalf of the Applicant against Pinal County, its officers, elected officials, employees or agents.

**My signature acknowledges that I fully understand and agree with the terms and conditions stated above.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **FOR PINAL COUNTY USE ONLY** -----

Date Application Received: \_\_\_\_\_

Received By: \_\_\_\_\_