

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: April 19, 2021  
Reviewed by: NA

**SUBJECT:** Agreement for Free Laundry Program Funding Support

**REPORT BY:** Anne Hsu, City Clerk  
Nicole Almaguer, City Manager

---

**SUMMARY**

This report is provided as requested by the City Council on April 5, 2021 to allocate \$4,000 from City Council Discretionary Funds to support the Free Laundry Program administered by the Diverse Housing Working Group.

**STAFF RECOMMENDATION**

That the Council adopt Resolution No. 2021-38, authorizing the City Manager to execute an agreement (Contract No. C21-39) with the Diverse Housing Working Group, c/o St. Alban's Church for funding support for the Free Laundry Program administered by the Diverse Housing Working Group.

**BACKGROUND/DISCUSSION**

Mayor Gary submitted a memorandum (Attachment 3) to City Council Members recommending that the Council fund the Free Laundry Program implemented by the Diverse Housing Working Group (DHWG) for the next year at a rate of \$1250 a month or \$15,000 for the year through Albany CARES current budget resources. At the April 5, 2021 City Council regular meeting, the Council directed staff to return with a resolution (Attachment 1) and an agreement (Attachment 2) to support this program in the amount of \$4,000 from City Council Discretionary Funds. The agreement will be entered with St. Alban's Church as the recipient and the official nonprofit sponsor for the Diverse Housing Working Group.

**FINANCIAL CONSIDERATIONS**

\$4,000 from City Council Discretionary Funds.

**SOCIAL EQUITY AND INCLUSIVITY CONSIDERATION**

The Free Laundry Program is helping those who are in need for laundry services in the community.

**Attachment:**

1. Resolution No. 2021-38
2. Agreement – Contract No. C21-39
3. Mayor Gary's Memorandum – 2021-04-05



**CONTRACT NO. C21-39**

**FINANCIAL DONATION AGREEMENT  
BETWEEN  
THE CITY OF ALBANY  
AND  
THE DIVERSE HOUSING WORKING GROUP C/O ST. ALBAN'S CHURCH  
FOR:  
FUNDING SUPPORT FOR THE FREE LAUNDRY PROGRAM  
ADMINISTERED BY THE DIVERSE HOUSING WORKING GROUP**

This FINANCIAL DONATION AGREEMENT ("AGREEMENT"), is made and entered into this \_\_\_ day of \_\_\_\_\_ 20\_\_ by and among the City of Albany, a California charter city ("CITY"), and the Diverse Housing Working Group c/o St. Alban's Church ("RECIPIENT").

In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

**SECTION 1. COMPENSATION AND METHOD OF PAYMENT.**

Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay RECIPIENT a total amount of \$4,000 to fund the Free Laundry Program administered by the Diverse Housing Working Group (the "PROGRAM"). Total compensation shall be paid directly to St. Alban's Church as the official nonprofit sponsor for the Diverse Housing Working Group. Payment shall be made on a monthly basis, pursuant to receipt of monthly invoices under Section 3 herein, by check, or any other method which is appropriate and acceptable to CITY.

**SECTION 2. USE OF FUNDS.**

RECIPIENT agrees to use funds provided by the CITY to RECIPIENT solely for the purpose of purchasing materials and supplies directly supporting the PROGRAM, including but not limited to detergent and related laundry supplies. CITY shall be entitled to determine, upon receipt of monthly invoices as set forth in Section 3, whether RECIPIENT's use of CITY funds was within the acceptable scope of this AGREEMENT. Should the CITY determine in its sole discretion that any funds given by it to RECIPIENT were improperly expended, CITY shall be entitled to recover such improperly expended funds from RECIPIENT; RECIPIENT shall remit payment of such improperly expended funds to CITY immediately upon CITY's demand.

**SECTION 3. INVOICING AND REPORTING REQUIREMENTS**

Each month RECIPIENT shall furnish to CITY a monthly invoice and expense statement with an accounting of expenses for reimbursement by the CITY. Expense report

shall include, at a minimum, all of the following information: total amount of funds spent and description of expenditures, receipts for expenditures, and number of people served.

CITY shall independently review monthly invoices and expense statements as submitted by the RECIPIENT to determine compliance with the provisions of this AGREEMENT and shall have the authority to request additional documentation and explanation on expenditures as needed. Upon satisfactory review of invoice and expense statements, CITY shall provide payment to RECIPIENT for expenses incurred for the month. Total reimbursement for all services within the scope of this AGREEMENT shall not exceed \$4,000.

#### **SECTION 4. COMPLIANCE WITH APPLICABLE LAWS, PERMITS, AND LICENSES.**

RECIPIENT shall keep itself informed of and comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations, and rules in effect during the term of this AGREEMENT. RECIPIENT shall obtain any and all licenses, permits, and authorizations necessary to perform the services set forth in this AGREEMENT. Neither CITY, nor any elected or appointed boards, officers, officials, employees, or agents of CITY, shall be liable, at law or in equity, as a result of any failure of RECIPIENT to comply with this section.

#### **SECTION 5. INDEMNIFICATION.**

CITY and its elected and appointed boards, officials, officers, agents, employees, and volunteers (individually and collectively, "INDEMNITEES") shall have no liability to RECIPIENT or any other person for, and RECIPIENT shall indemnify, defend, protect, and hold harmless INDEMNITEES from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including reasonable attorneys' fees and disbursements (collectively "CLAIMS"), which INDEMNITEES may suffer or incur or to which INDEMNITEES may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss, or damages otherwise occurring as a result of or allegedly caused by the RECIPIENT's performance of or failure to perform any services under this AGREEMENT or by the negligent or willful acts or omissions of RECIPIENT, its agents, officers, directors, subcontractors, or employees, committed in performing any of the services under this AGREEMENT.

#### **SECTION 6. DEFAULT.**

In the event RECIPIENT is in default under the terms of this AGREEMENT, the funding provided by CITY to RECIPIENT shall be returned to the CITY, and CITY may immediately terminate this AGREEMENT with three days' written notice to RECIPIENT. Default under this AGREEMENT shall be deemed to have occurred if any of the following occurs, without limitation: (1) RECIPIENT fails to comply with Section 4 herein; or (2) RECIPIENT fails for any reason to continue to provide services for the PROGRAM, in

which case CITY shall be entitled to a prorated refund of its funding for the time PROGRAM was inoperative.

**SECTION 7. TERM.**

This AGREEMENT shall commence on the date it is fully executed by each of the Parties, and shall expire on the date CITY's reimbursement to RECIPIENT under this AGREEMENT totals \$4,000.00. This term shall be subject to extension or modification by written agreement of both Parties in accordance with Section 10, herein.

**SECTION 8. AUTHORITY TO EXECUTE.**

The person or persons executing this AGREEMENT on behalf of RECIPIENT represents and warrants that he/she/they has/have the authority to so execute this AGREEMENT and to bind RECIPIENT to the performance of its obligations hereunder.

**SECTION 9. BINDING EFFECT.**

This AGREEMENT shall be binding upon the heirs, executors, administrators, successors, and assigns of the parties.

**SECTION 10. MODIFICATION OF AGREEMENT.**

No amendment to or modification of this AGREEMENT shall be valid unless made in writing and approved by the RECIPIENT and by the CITY. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

**SECTION 11. W-9 FORM**

Complete the attached EXHIBIT "D", W-9 FORM", that will be removed from this contract and forwarded to our Finance Department for use during invoice processing.

**SECTION 12. ENTIRE AGREEMENT.**

This AGREEMENT, including the attached EXHIBITS "A" through "D", is the entire, complete, final, and exclusive expression of the parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between RECIPIENT and CITY prior to the execution of this AGREEMENT. No statements, representations, or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding.

**SECTION 13. SEVERABILITY.**

If any term, condition, or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void, or unenforceable provision(s).

**IN WITNESS WHEREOF**, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

**CITY OF ALBANY:**

By \_\_\_\_\_  
Nicole Almaguer, City Manager

Date \_\_\_\_\_

**RECIPIENT:**

By \_\_\_\_\_  
(Authorized Officer)

Name:  
Title:

By \_\_\_\_\_  
(Authorized Officer)

Name:  
Title:

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Malathy Subramanian, City Attorney

Date \_\_\_\_\_

**ATTEST:** (Contract No. C21-39)

\_\_\_\_\_  
Anne Hsu, City Clerk

Date \_\_\_\_\_

**CONTRACT NO. C21-39**

**EXHIBIT A – SCOPE OF AGREEMENT**

RECIPIENT agrees to use funds provided by the CITY to RECIPIENT solely for the purpose of purchasing materials and supplies directly supporting the PROGRAM, including but not limited to detergent and related laundry supplies. CITY shall be entitled to determine, upon receipt of monthly invoices as set forth in Section 3, whether RECIPIENT's use of CITY funds was within the acceptable scope of this AGREEMENT. Should the CITY determine in its sole discretion that any funds given by it to RECIPIENT were improperly expended, CITY shall be entitled to recover such improperly expended funds from RECIPIENT; RECIPIENT shall remit payment of such improperly expended funds to CITY immediately upon CITY's demand.

**EXHIBIT B – BUDGET / COMPENSATION**

Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay RECIPIENT a total amount of \$4,000 to fund the Free Laundry Program administered by the Diverse Housing Working Group (the "PROGRAM"). Total compensation shall be paid directly to St. Alban's Church as the official nonprofit sponsor for the Diverse Housing Working Group. Payment shall be made on a monthly basis, pursuant to receipt of monthly invoices under Section 3 herein, by check, or any other method which is appropriate and acceptable to CITY.

EXHIBIT D - W-9 FORM

To be completed and returned with contract

Form W-9 (Rev. November 2017) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

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

Form sections 1-7: Name, Business name, Tax classification, Exemptions, Address, City, ZIP code, List account number(s).

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.

Social security number input fields

OR

Employer identification number input fields

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... 2. I am not subject to backup withholding because... 3. I am a U.S. citizen or other U.S. person... 4. The FATCA code(s) entered on this form... 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.

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.

- 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.

- Form 1099-INT (interest earned or paid)

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



# City of Albany Finance Department

## New Vendor Form

Please complete this form and return it to the City of Albany Accounts Payable Department at the email or address below with your company's Form W-9.

Legal Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Payable to: \_\_\_\_\_

### Preferred Method of Payment:

#### CHECK

Remit to Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### EFT

Name of Financial Institution: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Checking                  Savings

Account Number: \_\_\_\_\_

ABA Routing Number: \_\_\_\_\_

### Contact Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address (required for EFT): \_\_\_\_\_

### Signature of Authorized Signer:

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (510) 528-5730

AccountsPayable@AlbanyCA.org  
1000 San Pablo Ave  
Albany, CA 94706

# ALBANY CALIFORNIA



CITY OF ALBANY  
1000 SAN PABLO AVENUE  
ALBANY, CA 94706  
[www.AlbanyCA.org](http://www.AlbanyCA.org)

DATE: 04/5/2021

## MEMORANDUM

To: Albany City Council Members

From: Mayor Ge'Nell Gary

Re: Free Laundry program

### RECOMMENDATION

That the City Council fund the Free Laundry program for the next year at a rate of \$1250 a month or \$15,000 for the year.

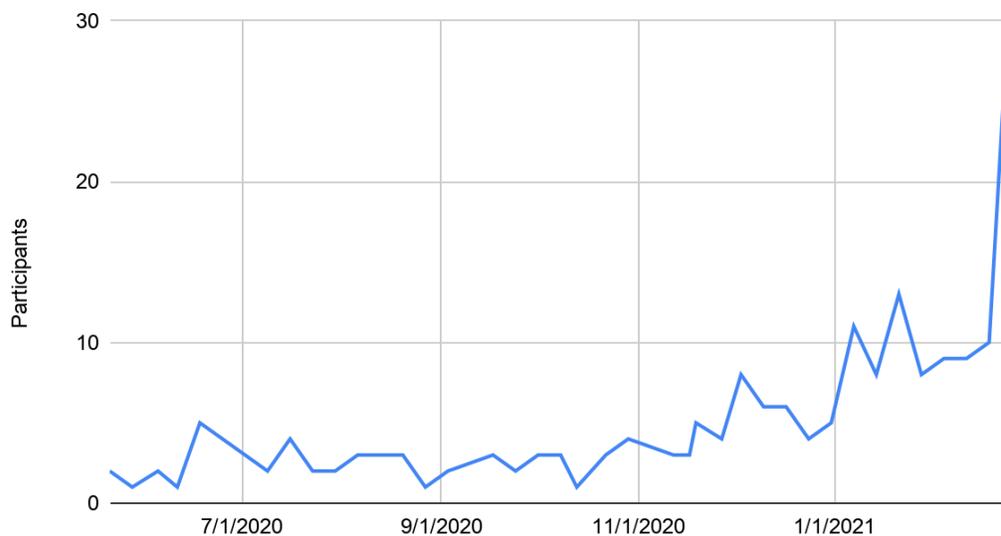
### BACKGROUND

Albany's Diverse Housing Working Group has been active since 2012 when a large community of unhoused people lived on the Albany Bulb. In 2016, DHWG members initiated a free shower program at the AUSD Aquatic Center with the support of many local churches, community organizations and businesses. The program ran successfully for four years until the Covid-19 pandemic forced the closure of the pool and locker rooms in March of 2020. In the following weeks, DHWG made efforts to get phone numbers and contact information from guests in hopes of the reopening of the shower program within the upcoming year. Since then, DHWG has implemented a free laundry program to address the current needs of the community. Unfortunately, DHWG is unable to secure adequate funding to continue this much need service. Thus, it is my recommendation that the City fully allot funding for this activity.

### DISCUSSION

The laundry program was initiated in May of 2020. Initial contacts were made to the shower guests, and DHWG was able to schedule just a few people a week by phone. However, community residents were never turned away unless they failed to abide by the rules regarding wearing masks and having their temperature taken while utilizing the facilities. Weekly participants are charted below. We peaked at 27 but generally have around 10 people a week.

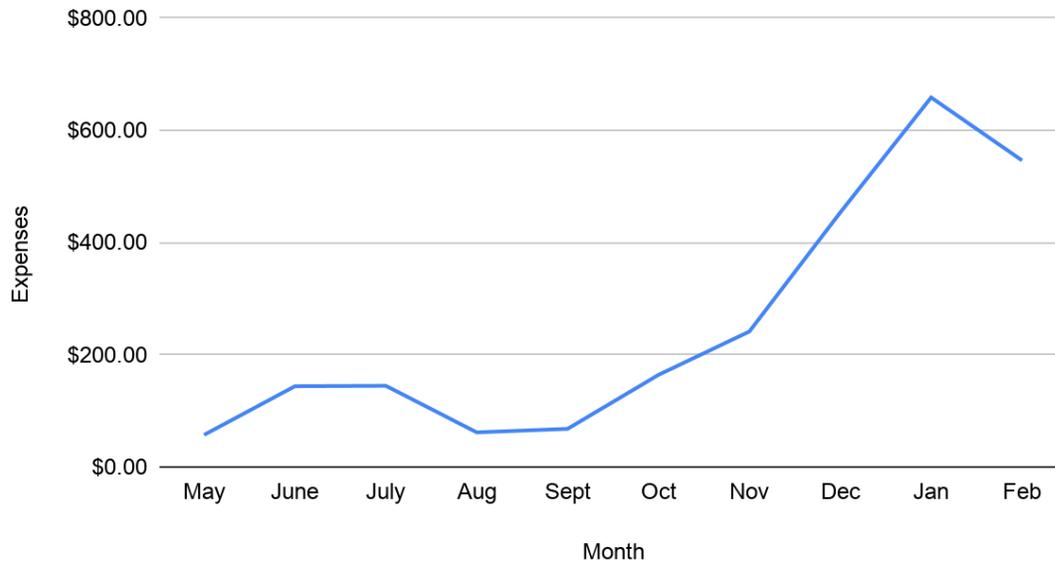
## Participants



Additionally, DWHG was made aware of the laundry needs of people living in University Village through Brian Doss and his support of the food program operations. DHWG invited the students and families in with open arms in hopes representing community outreach efforts well. Thus, the need and time allocated has increased recognizing the need for increased funding to support laundry services and supplies.

The expenses for laundry services within last eight months of 2020 were \$1335. To date, DHWG has spent \$1204 in the first two months of 2021. Here's a graph of our expenses by month:

## Expenses vs. Month



The initial funding for the laundry program was reimbursed by the Albany Community Foundation. The Albany Community Foundation provided grants totaling \$3600 which covered the following items: the utilization of washer & dyers, laundry soap, fabric softener, hand sanitizer Covid-19 protection and facilities clean-up supplies.

### **SUSTAINABILITY CONSIDERATIONS**

DHWG laundry program services are provided by the Solano Cleaning Center, a local business making every effort to put minimal pressure on the environment.

### **SOCIAL EQUITY AND INCLUSIVITY CONSIDERATIONS**

DHWG has found that the laundry program has offered opportunities for offsetting the financial burdens. Presently we have two volunteers, who help with the laundry operations and follow through of services i.e. sanitizing measures.

### **CITY COUNCIL STRATEGIC PLAN INITIATIVES**

The City Council Strategic Plan Initiatives under the caption of Engaging Community should include these services that proportionally address the needs of Albany residents.

## **FINANCIAL CONSIDERATIONS**

St. Albans has allowed the DHWG to utilize their 5013© as a fiscal agent to receive donations. However, I am requesting that this free laundry program be funded through Albany Cares current budget resources.