

# Back-to-Work Small Business Hiring and Retention Program

## Overview

The *Back-to-Work Small Business Hiring and Retention Program* is designed to assist small, locally owned or operated businesses hire and retain employees. The program will fund up to \$10,000 in expenditures for employee hiring/signing bonuses, relocation bonuses for employees that are moving to take an open position, and employee retention bonuses. **Note: There is a cap of \$1,000 per employee.** Up to 25% of the awarded amount can be utilized for other business expenses such as mortgage/rent, utility costs, etc.

## Anticipated Announcement and Award Dates:

All applications will be reviewed at the end of the submission period. Applications will be awarded on a first come, first serve basis with an equitable urban and rural distribution. Applications will undergo a peer review process to ensure all documentation is submitted and verified.

## Reporting Requirements

1. Your business may receive a request for information on how the award was utilized (i.e. survey, email, or phone call).

## Eligibility

### Eligible Applicants:

- Small businesses with 5 – 25 employees
- Owned and operated in the state of Arizona: including franchises with corporate headquarters in other states, but with locally owned franchised establishment.
- Incorporated before January 1, 2020: Intended to ensure that only established businesses are eligible for funding
- Must be renting or leasing a physical location; may not be working from home or remotely as an independent contractor.
- Must be open to the general public and in good standing with the Arizona Department of Revenue.
- Employees that receive a bonus that is funded by this program may not include the business-owner.
- At least 75% of the awarded funds must go to current or new employees in the form of bonuses. There is a cap of \$1,000 per employee. Up to 25% of the awarded funds can go to other business expenditures such as mortgage/rent, utilities, etc.
- Applicants may receive 1 award, up to \$10,000 for eligible expenditures. The \$10,000 of expenditures may be used at multiple locations. Applicants should submit one application -- regardless of the number of locations at which the funds will be.
- Individual applicants that own multiple separate business entities may not apply for multiple grants in excess of \$10,000 per individual owner.

**Special considerations for small businesses impacted by wildfire or natural disaster flooding**

- Employee cap is increased from 25 to 50
- Up to 100% of the awarded funding can be utilized for non-personnel expenditures

**Allowable Expenses:**

- Eligible expenditures include: employee hiring/signing bonuses, employee retention bonuses, relocation bonuses, and other business expenses (other business expenses are not to exceed 25% of the total award).
- Eligible expenditures must occur after July 15, 2021

**What an Application Should Include:**

Applicants will be required to complete the following sections of the online application:

1. Demographic information: Name of Applicant; Name of Business; Address of business including County; Year business was established. Employer or Taxpayer Identification Number (EIN/TIN)
2. Business Type (select best possible option)
3. Primary Contact Person information (Name, phone and email)
4. Number of Full and Part time employees. Note: The application will calculate the Eligible number of employees by counting each Full-time employee as 1 and each Part-time as ½. This number will need to be between the 5-25 full time equivalent (FTE) (or 5-50 for qualified wildfire impacted businesses)
5. Amount Requested: Total funds anticipated to hire, rehire, and/or retain employees. Up to \$10,000.
6. Are you planning to offer new hire bonuses and/or employee retention incentives? If yes, what are the desired number of employees and the average anticipated bonus/incentive?
7. Attestation that the applicant will use the funds to use at least 75% of the funds for employee bonuses and incentives.
8. Attestation understanding that there is a maximum cap of \$1,000 per employee
9. Attestation that the business maintains and operates a physical location in Arizona.
10. Attestation that applicant is in good standing with the Department of Revenue and the Arizona Corporation Commission
11. Attestation that the applicant has applied for only one Back to Work Rehire Program Grant, regardless of the number of separate business entities the applicant owns.
12. Attestation that the business will communicate an relevant changes in their situation and respond to additional inquiries for additional information or outcomes.
13. If the business was impacted by a recent Arizona wildfire (required to select which fire) or natural disaster flooding (description required)
14. A completed W-9 for payment processing

**Financial:**

Total Award Amount: \$5,000,000.00  
 Funding Source: American Rescue Plan  
 Max. Award Amount: \$10,000.00