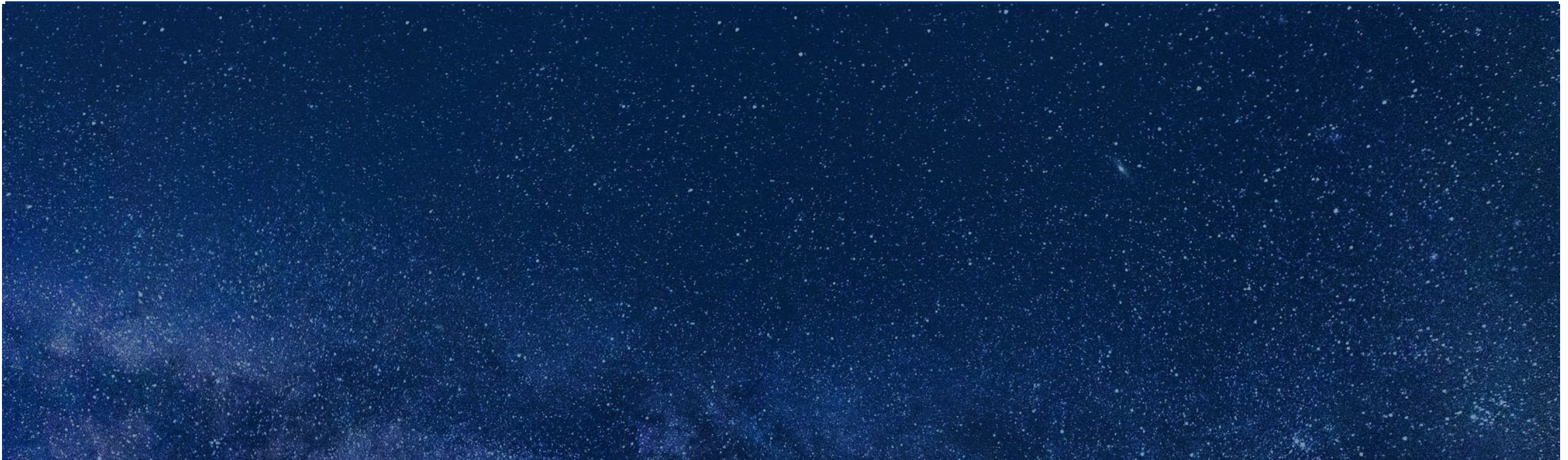


BACK TO WORK SMALL BUSINESS HIRING AND RETENTION PROGRAM



PRESENTED BY: KEVIN PECK, CRAIG BOSTON, AND GINA COUILLARD



WHO ARE WE?

The Small Business Development Center Network:

provides advising, training, online courses and resources for businesses throughout Arizona. Our convenient statewide network of centers assist business people like you in every aspect of business development and management.

We work with businesses in every industry and at every stage of growth from start-ups to well-established companies.

We're Arizona's largest and most accessible statewide source of assistance for small businesses, opening doors to opportunity in Arizona since 1988.



Visit us at:
Azsbdc.net
For more
information



America's SBDC Clients

- > Start a new business every 32 minutes
- > Create a new job every 5.3 minutes
- > Access \$100,000 in capital every 9.4 minutes
- > Make \$100,000 in new sales every 8 minutes



SERVICES WE OFFER:

- No cost Confidential Business Counseling
- No cost to low cost Seminars & Training
- New Business Check List
- Access to Capital Loan Assistance
- Government Contracting
- And much more



WHAT IS IT?



- Part of Governor Doug Ducey's **Arizona Back to Work Plan**
- Designed to help small, locally owned or operated businesses hire and retain employees
- Funds **up to \$10,000** in expenditures for employee hiring and retention efforts
- Cap of \$1,000 per employee and 25 percent of the awarded amount may be utilized for other business expenses
- Special consideration will be made to businesses that are located in wildfire and flood impacted areas



ELIGIBLE APPLICANTS



- Small businesses with 5-25 employees
 - Special Consideration Business: Employee cap is increased from 25 to 50
- 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





- Owned and operated in the state of Arizona: including franchises with corporate headquarters in other states, but with locally owned franchised establishment.
- 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.
- Special Consideration Business: Up to 100% of the awarded funding can be utilized for non-personnel expenditures



APPLICANT LIMITATIONS



- 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 used**
- Individual applicants that own multiple separate business entities may not apply for multiple grants in excess of \$10,000 per individual owner



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
- Application Start Date: 8/20/21
- Application End Date: 10/03/21



ELIGIBLE EXPENSES AND DEADLINES



- Eligible expenditures include: employee hiring/signing incentives, employee retention incentives, relocation incentives, and other operating expenses which cannot exceed 25% of the total award
- Eligible expenditures must occur on or after August 11, 2021
- Incentives must be distributed to new or existing employees within three months of the award as well as the other operating expenses if applied to that purpose.



WHAT DO I NEED TO COMPLETE THE APPLICATION?



- Demographic Information including business type
- Primary Contact Person
- Amount Requested: Total funds anticipated to hire, rehire, and/or retain employees up to \$10,0000
- Are you planning to offer new hire bonuses and/or employee retention incentives?
 - What is the average anticipated bonus/incentive? How many will you give?
- A completed W-9 for processing
- Number of Full and Part time employees
 - Application will calculate the eligible number of employees by counting full-time employees as 1 and each part-time employees as 1/2



PROGRAM ATTESTATIONS:



- Attestations:
 - Applicant will use the funds to use at least 75% of the funds for employee bonuses and incentives
 - Understanding that there is a maximum cap of \$1,000 per employee
 - That the business maintains and operates a physical location in Arizona
 - Applicant is in good standing with AZ Dept of Revenue and AZ Corporation Commission
 - Applicant has applied for only one Back to Work Rehire Program Grant, regardless of the number of separate business entities the application owns.
 - Business will communicate relevant changes to their situation and respond to inquiries for additional information or outcomes
 - Business wildfire impact: must select which fire, or natural disaster flooding (description required)



WHERE DO I APPLY?



BACK TO WORK SMALL BUSINESS HIRING AND RETENTION PROGRAM

BUSINESS
GUIDANCE

FINANCIAL
RESOURCES

WORKFORCE
TOOLS

MANUFACTURING
& SUPPLY CHAIN

ESSENTIAL
INFRASTRUCTURE

◀ [COVID-19](#) / [Financial Resources](#) / Back to Work Small Business Hiring and Retention Program

BACK TO WORK SMALL BUSINESS HIRING AND RETENTION PROGRAM

As part of Governor Doug Ducey's [Arizona Back to Work Plan](#), the State of Arizona launched the Back to Work Small Business Hiring and Retention Program to help small, locally owned or operated businesses hire and retain employees. The grant program funds up to \$10,000 in expenditures for employee hiring and retention efforts. There is a cap of \$1,000 per employee and 25 percent of the awarded amount may be utilized for other business expenses. Special consideration will be made to businesses that are located in wildfire and flood impacted areas.

ELIGIBILITY

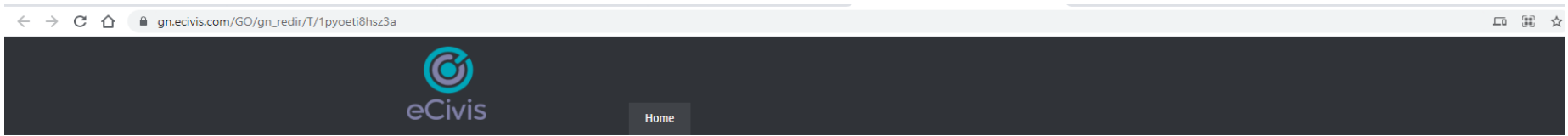
- 5 - 25 Arizona employees
- Owned and operated in the state of Arizona, including franchises with corporate headquarters in other states, but with locally owned franchised establishments
- Incorporated before January 1, 2020
- Must be renting or leasing a physical location; may not be working from home or remotely as an independent contractor


Wildfire and Flood Impacted Businesses

Special considerations for small businesses located near and impacted by recent wildfires and floods in Arizona.

- Up to 50 employees
- Up to 100% of the awarded funding can be utilized for non-personnel expenditures








Arizona

Back-to-Work Small Business Hiring and Retention Program



Overview | Eligibility | Financial | Contact | Files

ID:	N/A
Title:	Back-to-Work Small Business Hiring and Retention Program
Application Start Date:	08/20/2021
Application End Date:	10/03/2021
CFDA:	21.027
Reference URL:	

Summary:

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 incentives, relocation incentives for employees that are moving to take an open position, and/or employee retention incentives. **Please note: there is a cap of \$1,000 incentive per employee.** Up to 25% of the awarded benefit amount can be utilized for other business expenses such as mortgage/rent, utility costs, etc.

Anticipated Announcement and Award Dates:

All submissions will be reviewed at the end of the stated Application End Date. Submissions will be awarded on a first-come, first-serve basis with an equitable urban and rural distribution. Applications will undergo a review process to ensure eligibility and that all documentation was submitted, is correct and verified. If any errors and/or inaccuracies, the submission will not be awarded.

* eCivis Inc. is not responsible or liable for user-generated content.

Remember to have your information needed to complete the application!



Welcome to the Portal



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(Minimum 8 chars, alphanumeric with symbol(s))

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Use your existing login above and the Grants Network® Login button.



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New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

Johnathan

Doe


██████████

Strong

Sign Up

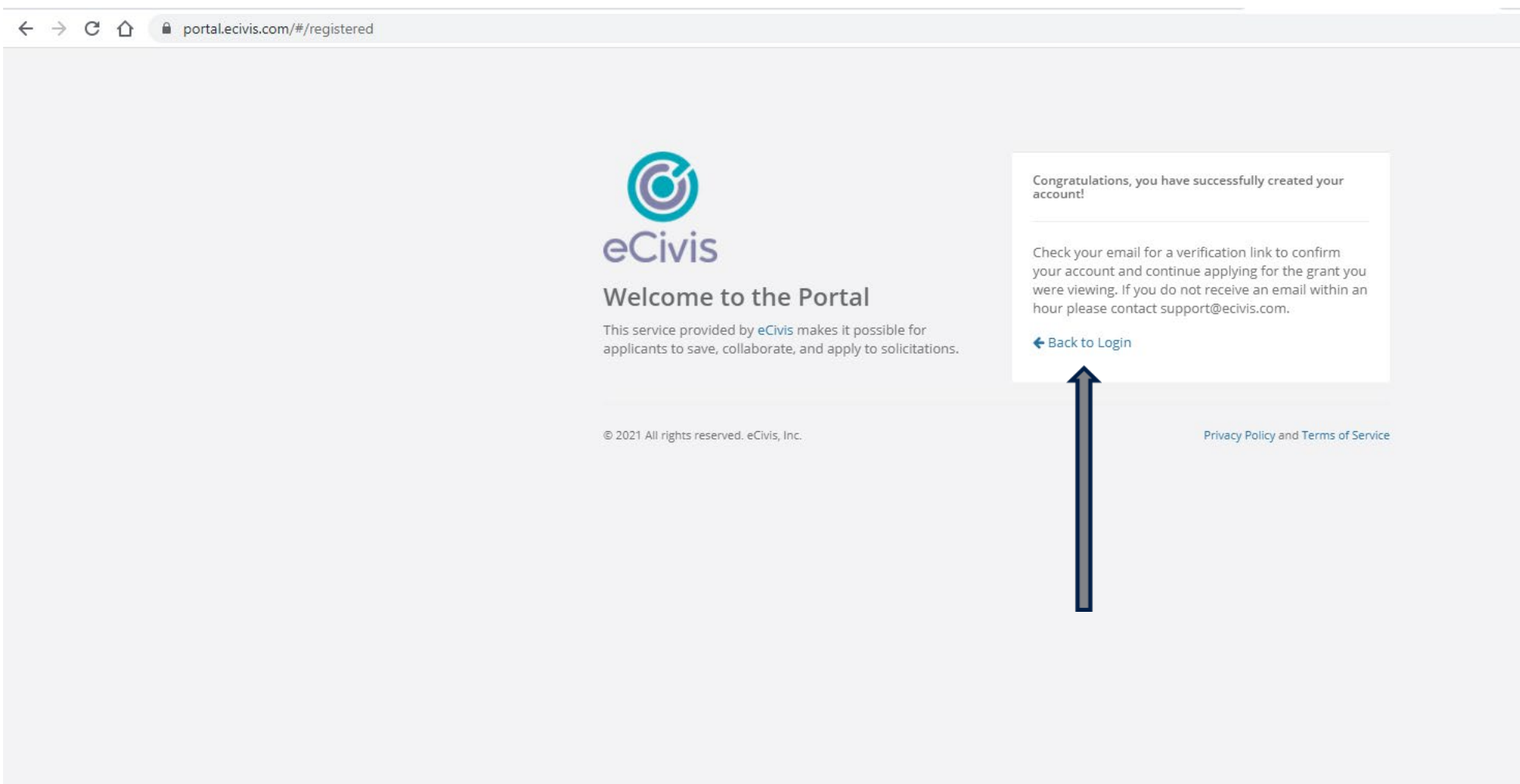
← Back to Login

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You will need to enter your name, email and create a password. Then click sign up.





You will receive
a welcome
confirmation.
Return to login
to complete
application.



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Portal Support <support@ecivis.com>

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Bing Maps

Action Items

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2:27 PM



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Thank you for signing up. Please verify your email address by clicking the following link:

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If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

eCivis, Inc. / Portal
418 N Fair Oaks Ave Ste 301, Pasadena, CA 91103

You are receiving this email because you are signing up for access to the Portal. If you did not make this request, please contact us by replying to this mail.

You will need to verify your account by confirming your email.



✓ Thank you for confirming your email. Please log in using your new Portal account. ✕

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Recently Viewed Programs

Clear Recent Programs

Show 10 entries

Search:

Grant Application	Last Viewed	Solicitation Link
Back-to-Work Small Business Hiring and Retention Program Arizona, GVA - Grants and Federal Resources Team	8/26/21 2:26 PM	Q

Showing 1 to 1 of 1 entries

Previous 1 Next

My Applications

Show 10 entries

Search:

Program Solicitation	Due Date	Status	Actions
No applications have been saved or submitted			

Showing 0 to 0 of 0 entries

Previous Next

Reload



Click on Back-to-Work Small Business Hiring and Retention Program



- My Applications
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Arizona

GVA - Grants and Federal Resources Team

Back-to-Work Small Business Hiring and Retention Program

My Applications

Create New Application

Show
10
entries

Search:

Grant Application	Create Date	Status	Actions
No applications have been saved or submitted			

Showing 0 to 0 of 0 entries

Previous
Next

Reload



Click Create New Application





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Arizona

GVA - Grants and Federal Resources Team
Back-to-Work Small Business Hiring and Retention Program

For any questions related to this program solicitation please contact sbrw@az.gov

Application Submission

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Log in with your credentials again to access your application's account



Click Log In
with credentials

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Application Submission

Please confirm your account before applying

Portal Login

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Confirm
your
Account





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Application Submission

Portal

LOG IN >

Jane Doe [Log](#)





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Application Submission

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.

Profile

Action Required

Open

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Click
Open





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Back-to-Work Small Business Hiring and Retention Program

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Application Submission

Profile ▾

Save Draft

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Applicant Information

Tell us about you.

First name *

Jane

Last name *

Doe

Email *



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Back-to-Work Small Business Hiring and Retention Program

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Application Submission

Title

Partner

Company

Jane Doe Enterprises

Company Website

City

Flagstaff

State

Arizona

Organization Information

Tell us about your organization.

Organization Name

Jane Doe

Log out

Coconino Community College

Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES_{SM}

ARIZONA COMMERCE AUTHORITY

EASTERN ARIZONA COLLEGE

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SBA

U.S. Small Business Administration



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Arizona

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Application Submission

Jane Doe Enterprises

Employer Identification Number (EIN)

[Redacted]

DUNS

[Redacted]

Authorized Representative

[Redacted]


Business/Finance Representative

[Redacted]

Organization Address




← → ↻ 🏠 portal.ecivis.com/#/index/submissionApplication 🔑 ☆ ⚙️ ☰ 6 ⋮



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Back-to-Work Small Business Hiring and Retention Program

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Application Submission

Address

Address 2

City

State

County

Congressional District/Region

Zip



It is easy to
google your
congressional
district





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Application Submission

Zip

86004

Phone

9285267644

Phone Extension

Fax

Authorized Representative (if different from above)

Name


Jane Doe

Title

Partner

Email






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Application Submission

Partner

Email

Phone

Business/Finance Contact (if required)

Name

Title

Email

Phone



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Application Submission

Title

Partner

Email

Phone

9285267644

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Save Draft

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Application Submission

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Profile Complete Edit

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Application Submission


To begin, click the "Application Process" button below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.

Untitled

Created on 08/29/2021

Application Process


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Log out



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Application Submission

Untitled

Order by: Newest to Oldest

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Applications

The button will update to reflect how you can interact with this step.

There are 37 days remaining to submit this.

Submit

Action Required

Open

Click
Open



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Jane Doe Log out



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Application Submission

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

1. Application/Project Title *

BACK TO WORK SMALL BUSINESS HIRING AND RETENTION PROGRAM

2. Business Legal Name *

Jane Doe Enterprises

Entity (Business) Legal Name as established with the Internal Revenue Service (IRS)


3. Business Owner Name *

Jane Doe



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Application Submission

4. Business Street Address *

3000 N Fourth Street

List the primary physical address of the business. If there is a Suite # or additional address information, Please list it in the Business Street Address 2 field.


5. Business Street Address 2

6. Business City *

Flagstaff

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Application Submission

7. Business State *

AZ

8. Business Zip Code *

86004

9. Business County *

Cochise

10. Employer Identification Number (EIN) *

06-753090



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Application Submission

11. Primary Contact person *

Jane Doe

This person will act as the primary contact for any needed follow-up

12. Primary Contact Person email *

[Redacted]

Best email address for the Primary Contact person

13. Primary Contact Person phone number *

9285267644

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Application Submission

14. Year the Business was Established *

1992

List the calendar year (e.g. 2015) that the business was established

15. Type of Business *

Finance and Insurance

Select only 1 value that best describes your business

16. Current Number of Full-time Employees *

9

Provide the number of full time employees (those that work 32 or more hours a week)

17. Current Number of Part-time Employees *

2

Provide the number of part time employees (those that work less than 32 hours a week)



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Application Submission

18. Eligible Employees (calculated from full and part time employees entered above)

10

19. Amount Requested *

\$ 10,000

Dollar value of award you are seeking to provide bonuses/incentives to new and current employees

20. Do you plan to provide a hiring incentive? *

No

Note: 75% or your requested award must go to current or future employees unless your business was negatively impacted by recent wildfires (see question and list later on this form). There is a cap of \$1,000 per employee.

21. Do you plan to provide a retention incentive to any existing employee? *

Yes

Note: 75% or your requested award must go to current or future employees. There is a \$1,000 cap per employee.

21a. If yes, how many employees are expected to receive an incentive? *

10

Provide a single expected number of employees your business would like to provide a retention bonus/incentive

Jane Doe Log out



It will be important to determine how you will use the funds to complete the application





- My Applications
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Jane Doe Log out



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Back-to-Work Small Business Hiring and Retention Program

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Application Submission

21b. If yes, what is the anticipated average amount for a retention incentive? *

\$ 750

Expected dollar amount that each targeted existing employee might receive (there is a \$1,000 per employee). We understand that this may vary across employee types (role, seniority, criticality, etc.) and in that case, please use an average amount.

22. Do you plan on using any portion of this award towards other operating expenses? *

Yes

22a. If yes, what amount are you anticipating to utilize on allowable operating expenses? *

\$ 2,500

This number may only represent 25% or less of the requested award amount.

Note: If your business has been negatively impacted by recent wildfires (see question and list below). This number may be up to 100%.

23. Was your business negatively impacted by any of the recent wildfires listed below in Arizona? *

Yes

23a. If yes, select which wildfire *

Rafael Fire/Yavapai and Coconino Counties - Jun 18, 2021



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Arizona

GVA - Grants and Federal Resources Team

Back-to-Work Small Business Hiring and Retention Program

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Application Submission

24. Was your business damaged or otherwise negatively impacted by natural disaster flooding in2021 in Arizona? *

Yes

Natural disaster flooding is defined as the inundation of land or property by water in a built environment caused by rainfall or flash flooding overwhelming the capacity of drainage systems.

24a. If yes, please describe the specific natural disaster flood (including the date), and the impact that the flood had on your business *

Museum Fire Scar, July 2021-August 2021. Flooding of structure severe.

25. I attest the owner(s) and business applying is and has applied for only ONE award from this program, regardless of the number of separate business entities the applicant owns. *

☒ I agree

☐ I do not agree

26. I attest the owner(s) and business applying is in good standing with the Arizona Department of Revenue and the Arizona Corporation Commission. *


☒ I agree

☐ I do not agree



scvis.com/#/index/submissionApplication

Jane Doe Log out

 **Arizona**
GVA - Grants and Federal Resources Team
Back-to-Work Small Business Hiring and Retention Program
For any questions related to this program solicitation please contact sbrw@az.gov

Application Submission

27. I attest the owner(s) and business applying will use a minimum of 75% of the funds to provide hiring incentives to new hires and/or retention incentives for existing employees *

If your business was negatively impacted by a wildfire event, select 'I agree'. You will have an exception to utilize up to 100% for Other Business Expenditures

☒ I agree
☐ I do not agree

28. I attest the owner(s) and business maintains and operates a physical location in the State of Arizona *

☒ I agree
☐ I do not agree

29. I attest that no individual employee will receive more than \$1,000 total from funds awarded by this program *

☒ I agree
☐ I do not agree

30. I attest the owner(s) and business applying will not seek duplicative benefits from any source for these same expenses *


☒ Yes
☐ No

31. I attest that the owner(s) and business will communicate any relevant and appropriate changes in information provided back to the program. *

If details around your planned bonuses/incentives (i.e. number of employees impacted or average size of bonuses) are significantly altered. Example: Your business planned on hiring 5 new staff but were not able to hire any.

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Jane Doe Log out

 **Arizona**
GVA - Grants and Federal Resources Team
Back-to-Work Small Business Hiring and Retention Program
For any questions related to this program solicitation please contact sbrw@az.gov

Application Submission

☒ I agree
☐ I do not agree

32. I attest that the owner(s) and business will agree to respond to inquiries and requests for information in an effort to demonstrate the outcomes of this program *

At the end of this program we may reach out to you to collect information to gain some understanding around the success and/or impact of this specific program.

☒ I agree
☐ I don't agree

W-9 Attachment *
Upload the completed W-9 form

Last saved at 3:20:32 PM

[Save Draft](#) [Mark Complete](#) [Close](#)



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Arizona

GVA - Grants and Federal Resources Team

Back-to-Work Small Business Hiring and Retention Program

For any questions related to this program solicitation please contact sbrw@az.gov

Application Submission

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

There are 37 days remaining to submit this.

Submit

Applications

The button will update to reflect how you can interact with this step.

Complete

Edit

Jane Doe
Log out



Once your application is complete don't forget to click submit



LINKS AND RESOURCES



[Back to Work Solicitation](#)

[Application Submission User Guide](#)

[W-9](#)



QUESTIONS?



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