I Choose Chandler Business Hiring & Retention Program—Frequently Asked Questions

What is the “I Choose Chandler Business Hiring and Retention Program?”
The City of Chandler is providing qualifying businesses with $1,300 per employee retained or hired since Dec. 31, 2019, up to a maximum of $10,000. These funds are intended to provide a direct benefit to the citizens of Chandler by supporting Chandler businesses that are keeping employees on payroll as they adjust to revenue losses and business disruptions caused by COVID-19.

How much funding is available?
Approximately $9.5 million is available.

Who can qualify for a grant?
The initial application period, which ran from August 17, 2020, to September 7, 2020, was limited to businesses in the following industries that have been most affected by COVID-19, based on unemployment insurance claims reported by the State of Arizona and anticipated job losses following the Governor’s Executive Order requiring gyms and fitness clubs to pause operations. These industries are still eligible to apply during the current application period, scheduled to run until October 5, 2020:

- **Accommodations and Food Services (NAICS Sector 72)** - Includes hotels, motels, restaurants, bars.
- **Health Care and Social Assistance (NAICS Sector 62)** - Includes hospitals, clinics, offices of physicians, offices of dentists, establishments providing social assistance to individuals and families, home health care services, medical and diagnostic labs, nursing care facilities, child day care services.
- **Retail Trade (NAICS Sector 44-45)** - Includes motor vehicles and parts dealers, furniture stores, electronics stores, food and beverage stores, health and personal care stores, clothing stores, gas stations, sporting goods stores, book stores, hobby stores, gift shops, music stores.
- **Administrative & Support and Waste Mgmt. & Remediation Svs. (NAICS Sector 56)** - Includes businesses that specialize in providing support activities to clients, such as office administration, hiring and placing of personnel, document preparation and clerical services, collections, security and surveillance, cleaning, and waste disposal.
- **Manufacturing (NAICS Sector 31-33)** - Includes businesses that transform materials or components into new products.
- **Arts, Entertainment, and Recreation (NAICS Sector 71)** - Includes gyms, fitness centers, recreation centers, golf clubs, bowling alleys.
In addition, businesses in the following industries are now eligible to apply:

- **Other Services (NAICS Sector 81)** - Includes automotive repair, car washes, computer and appliance repair, barber shops, nail salons, laundries and drycleaners.

- **Construction (NAICS Sector 23)** - Includes businesses engaged in building construction, utility system construction, street and highway construction, and construction contractors.

- **Professional, Scientific, and Technical Services (NAICS Sector 54)** - Includes law offices, accounting and tax preparation, architecture firms, engineering firms, graphic design, marketing and advertising agencies, veterinary services, scientific research and development.

- **Wholesale Trade (NAICS Sector 42)** - Includes businesses engaged in wholesaling merchandise to other businesses. Wholesalers normally operate from a warehouse or office that is not intended to solicit walk-in traffic from the general public.

- **Educational Services (NAICS Sector 61)** - Includes sports and recreation instruction (e.g. martial arts, swimming, gymnastics, cheerleading), flight training, exam preparation and tutoring, language schools, cosmetology and barber schools.

**What other criteria must businesses meet in order to apply?**

- Private, for-profit business located in the City of Chandler;
- 100 full-time equivalent (FTE) employees or fewer, including all commonly owned/managed businesses. To determine number of FTE employees, businesses should assign a 1.0 for employees who work 40 or more hours per week and 0.5 for employees who work fewer hours.
- Business must agree to submit a copy of its December 2019 **IRS Form 941** (Employer’s Quarterly Federal Tax Return) and the latest quarter’s Form 941 showing employee hiring and retention verification.
- Business must submit a copy of its **IRS Form W-9**;
- Not affiliated with another business under common ownership/management that has applied for the job retention/hiring grant;
- Is not a home-based business; business must own or lease non-residential property;
- If the business leases a property, the business must commit to remain in Chandler through Dec. 31, 2020;
- A start date prior to March 11, 2020 (Date of the Governor’s Emergency Declaration); and
- Registered business with the City of Chandler.

**What information will I need to provide?**

Businesses should complete the program application found at [www.azfoundation.org/ICC](http://www.azfoundation.org/ICC), a completed IRS **Form W-9**, and IRS **Form 941** for the quarter ending December 2019 and the latest Form 941 showing job hiring or retention verification.
What if I have hired additional employees since filing my latest Form 941?
If you have hired employees since your latest Form 941 filing, please attach alternative payroll documentation showing your current employee count along with your latest Form 941.

What if my business is not required to file Form 941?
If your small business is organized as an LLC and is not required to file Form 941, we will accept alternative documentation demonstrating employment. Multi-member LLCs can attach Schedule SE (Form 1040) or Schedule E (Form 1040) for each member of the LLC. If you are operating the business as a one-member LLC/sole proprietor, you can attach Schedule C (Form 1040).

What is the source of funds for these grants?
The Chandler City Council has allocated Arizona Coronavirus Aid Relief and Economic Security Funds to support Chandler businesses that are keeping employees on payroll as they adjust to revenue losses and business disruptions caused by COVID-19.

Do the grants need to be paid back?
No

What is the application review and decision-making process?
The Arizona Community Foundation will review applications to confirm eligibility. The Foundation will review applications on a rolling basis, notify applicants of the status of their application, and disburse funds within 15 business days of receipt of completed applications.

When will the application be available?
The online application is currently available at azfoundation.org/ICC in both English and Spanish.

Is there a deadline to apply?
The deadline to apply is Monday, October 5, 2020. Grants will be awarded on a rolling basis based on date of submission until funding is exhausted or the grant period closes.

When can my business expect to receive funds if awarded?
Grant payments will be issued by check within 15 business days of the award notification to the recipient. Recipients will receive communications via email through the online application portal at azfoundation.org/ICC.

Will all qualified applicants receive a $10,000 grant?
Awards will be calculated based on number of FTE employees retained and hired since December 31, 2019. Eligible businesses qualified to receive grants will receive $1,300 per FTE up to $10,000. Both full-time and part-time employees will be counted toward this FTE total. Full-time employees count as 1 FTE and part-time employees count as 0.5 FTE.
What if I have more questions?
Applicants may contact the Arizona Community Foundation at ICC@azfoundation.org for additional assistance.