I Choose Chandler Business Hiring & Retention Program

Purpose
The purpose of the I Choose Chandler Business Hiring & Retention Program is to provide a direct benefit to the citizens of Chandler by supporting Chandler businesses that are keeping employees on payroll as they adjust to financial hardships due to the COVID-19 Pandemic.

Program Provisions
- Chandler for-profit businesses with 100 full-time equivalent (FTE) employees or fewer and in the following industries are eligible:
  - **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 Svcs. (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.
  - **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.

• Provide up to $10,000 to qualifying businesses that have retained or increased employment levels since December 31, 2019

• Applications will be accepted until 4 p.m. on Monday, October 5, 2020

• Grants will be awarded on a rolling basis based on date of submission until funding is exhausted or grant period closes

• Recipients may be asked to provide supporting documentation indicating how grant funds were spent

**Pre-Qualifying Questions**

• I certify that the applicant business has operated in Chandler prior to March 11, 2020 (Date of Governor Ducey’s Emergency Declaration)

• I certify that the applicant business is located within the municipal boundary of the City of Chandler

• I certify that the applicant business is not located within a residential property

• I certify that the applicant business is not operating as a Non-Profit, Not-for-Profit, 501(c)(3) or 501(c)(6)

• I certify that the applicant business has an active Business Registration through the City of Chandler’s Tax & License Division

• I certify that the applicant business has 100 full-time equivalent (FTE) employees or fewer, including all commonly owned/managed businesses. NOTE: To determine number of FTE employees, assign a 1.0 for employees who work 40 or more hours per week and 0.5 for employees who work fewer hours.

• I certify that the applicant business is not affiliated with another business under common ownership/management that has applied for grant funds.

• The applicant business is committed to remaining in Chandler beyond Dec. 31, 2020
- I understand a City of Chandler public official, manager, director, employee, and his/her immediate relatives (as defined in A.R.S. sec. 38-502(9)) are not eligible to receive an I Choose Chandler Business Hiring & Retention Program grant if the City of Chandler public official, manager, director, or employee votes on, makes substantial decisions related to, or substantially participates in the administration or establishment of the I Choose Chandler Business Hiring & Retention Program.

Grant Application Questions

Business Information
1. Business Name
   Name of Business as Listed on City Business Registration
2. City Business Registration Number
3. Start Date in Chandler
4. Business Phone (Including Area Code)
5. E-mail Address

Industry
Business must operate in one of these industries as defined by North American Industry Classification System.

6. Industry
   ▪ 72 Accommodation and Food Services
   ▪ 62 Health and Social Assistance
   ▪ 44-45 Retail Trade
   ▪ 56 Admin. and Support & Waste Mgt.
   ▪ 31-33 Manufacturing
   ▪ 71 Arts, Entertainment, and Recreation
   ▪ 81 Other Services
   ▪ 23 Construction
   ▪ 54 Professional, Scientific, and Technical Services
   ▪ 42 Wholesale Trade
   ▪ 61 Educational Services

Mailing Address & Phone Number
7. Mailing Address
8. City
9. State
10. ZIP Code
11. Additional Phone Number (Including Area Code)

**Business Owner (Applicant) Information**

12. Owner Name

13. Home Address

14. City

15. State

16. ZIP Code

17. Phone

**Employee Hiring and Retention Verification**

Qualifying businesses will receive $1,300 per full-time equivalent retained and hired since Dec. 31, 2019, up to a maximum of $10,000. Business must submit its December 2019 IRS Form 941 and most recent quarter’s Form 941 for employee hiring and retention verification.

18. December 2019 IRS Form 941

19. Please enter the number of individuals employed by the business as of Dec. 31, 2019, per Form 941

20. Most Recent Quarter IRS Form 941

21. Please enter the number of individuals employed by the business, per latest quarter’s Form 941

22. Number of Full-Time Employees in Chandler
   (working 40 hours or more per week)

23. Number of Part-Time Employees in Chandler
   (working fewer than 40 hours per week)

24. Total Number of Full-Time Equivalent (FTE) Employees Retained or Hired in Chandler
   *Both full-time and part-time employees should be counted toward this FTE total. Full-time employees count as 1 FTE and part-time employees count as 0.5 FTE.*

**NOTE:** 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. 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).

**Documentation**

25. IRS Form W-9  
Please upload a completed and signed copy of the most recent W-9. Please use the template provided [HERE](#) if you do not already have this on file.

**Business Owner (Applicant) Signature**

26. Certification: I certify that the statements made in this application are true and complete to the best of my knowledge.

27. Disclosure Acknowledgment: I acknowledge that Arizona’s Public Records Act, A.R.S. 39-101 et seq., may require disclosure of information provided in this application.

28. Name

29. Title

30. Date

**Agreement**

The following terms and conditions apply to your use of the grant funds:

**Purpose.** This grant is made to mitigate economic distress as a result of the COVID-19 pandemic, and it is agreed that these grant funds will be used only to satisfy operating expenses as a means of mitigating economic injury to the business.

**Prohibited Activities.** So that the Foundation may comply with the tax laws of the United States, it is understood that grant funds will not be used for any of the following purposes:

- To carry on propaganda, or otherwise to attempt to influence any legislation (within the meaning of Section 4945(d)(1) of the United States Internal Revenue Code);

- The influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4845(d)(2) of the United States Internal Revenue Code);

- To make grants to individuals for travel, study or other similar purposes by such individuals (such as scholarships, fellowships or grants for research), unless such grants satisfy the requirements of Section 4945(g) of the IRC;

- To make any grant to any other organization (other than to public charities or exempt operating foundations) which does not comply with the requirements of Section 4945(d)(4) of the United States Internal Revenue Code; or
• To undertake any activity for any purpose other than the charitable purposes specified in Section 170(c)(2)(B) of the United States Internal Revenue Code.

If you have further questions regarding activities that are not permitted, please contact the Foundation

**Return of Funds for Non-Compliance.** The Foundation reserves the right, in consultation with the City of Chandler, to discontinue funding and/or to demand return of funds if it determines that a grantee is receiving funds under false pretenses or misusing funds received under this agreement.

1. I understand and agree to the terms of this grant as outlined above.

2. I represent to the Foundation that I have the authority to agree to these terms on the grantee’s behalf.

3. I certify that grant funds will only be utilized to satisfy operating expenses as a means of mitigating economic injury to the business and that grant funds may not be distributed to the business’ shareholders.

4. I am willing to share my business’ story with the City of Chandler or the Arizona Community Foundation and public or media (optional).

5. I certify that all information provided in this application is true and accurate and the grantee meets all minimum qualifications. I understand not all qualifying applicants will be awarded grant funding.