



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 September 30, 2020, 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 \$5.5 million is available for the current application period.

What 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 September 2020 [IRS Form 941](#) (Employer's Quarterly Federal Tax Return) and December 2020 Form 941 verifying employee hiring and retention;
- ✓ 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 Business Hiring & Retention Program;
- ✓ 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, 2021;
- ✓ Registered business with the City of Chandler. If you are not sure if your business is registered, contact the City's Tax & License Division at licensing@chandleraz.gov.

Can I apply again if I received funding through the program in 2020?

Yes. Businesses that were previously funded through the program in 2020 can submit a new application and receive additional relief funding up to the \$10,000 maximum.

What information will I need to provide?

Businesses should complete the program application found at www.azfoundation.org/ICC, provide a completed IRS [Form W-9](#), and IRS [Form 941](#) for the quarter ending September 2020 and quarter ending December 2020 verifying employee hiring and retention.

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. This will ensure that your business receives the appropriate funding amount based on your actual employee hiring/retention.

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).

If your business uses a professional employer organization (PEO) and therefore does not individually file Form 941, attach a note stating that you use a PEO along with payroll reports for September 2020 and the latest pay period.

Can I apply for relief funds if my business uses 1099 workers/independent contractors?

Yes, however this part of the program is being administered by the City of Chandler. Do not submit an application through the Arizona Community Foundation online portal for use of independent contractors. Instead, visit chandleraz.gov/icc to download an application and submit it via email to icc@chandleraz.gov. Qualifying applicants will receive \$1,300 for every \$40,000 in compensation paid to 1099-eligible independent contractors during 2020, up to a maximum of \$10,000.

Qualifying businesses can apply for funding support for both employee retention/hiring (through ACF) and use of independent contractors (through the City). However, the maximum amount of funding a business can receive is capped at \$10,000.

What is the source of funds?

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.

Does funding provided to a business need to be paid back?

No

Can my business apply for funding if it received a Paycheck Protection Program loan?

Yes. The City of Chandler's Business Hiring & Retention Program is not connected to any federal COVID-19 relief programs. Moreover, any funding you receive through the City's program will not impact your ability to apply for federal programs.

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 Thursday, February 25, 2021. Funding will be provided to qualifying applicants on a rolling basis based on date of submission until funding is exhausted or the application period closes.

When can my business expect to receive funds if my application is approved?

Payments will be issued by check within 15 business days of the approval notification to the recipient. Recipients will receive communications via email through the online application portal at azfoundation.org/ICC.

Will all qualified applicants receive the \$10,000 maximum funding amount?

Funding will be calculated based on number of full-time equivalent (FTE) employees retained and hired since September 30, 2020. Eligible businesses qualified to receive funding 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.