

RETURN TO EARN BUSINESS APPLICATION

OFFERING FUNDING FOR HIRING INCENTIVES TO HELP SMALL BUSINESSES

NOTE: BEFORE COMPLETING, PLEASE READ CONDITIONS ON PAGE 2 CAREFULLY!

Business Name:				
Employer ID # (FEIN):				
Type of Business/NAICS Code if known:				
Business Location Jurisdiction: (City or County)				
Point of Contact Name:				
Total number of employees (must be fewer than 100):				
Telephone:				
Email:				
Physical Address:				
Mailing address if different from physical:				
Number of hires to receive bonus (no more than 25)* :				
Amount requested for reimbursement (no more than \$500 per eligible hire):				
<ul style="list-style-type: none"> ✓ Position Title(s) ✓ Full-Time or Part-Time ✓ Number of Positions ✓ Hourly Wage(s) (must be at least \$15/hour) <p>(Use supplemental sheet if submitting more than seven)</p>	Position Title	Full-Time or Part-Time	Number of Positions to be Filled*	Hourly Wage (Must be at least \$15/hour)
				\$
				\$
				\$
				\$
				\$
				\$
				\$

***Each new employee receiving bonus as referenced here, must complete Attachment A. A completed copy of Attachment A must be included with each Employer’s Funding Request.**

HRWC RETURN TO EARN GRANT GUIDELINES

- 1) The Return to Earn Program will reimburse qualifying small business 50 percent of the funds provided to a **new employee hired after May 31, 2021**, but only up to \$500 per new hire, i.e. if a business gives employee a \$600 incentive, the Return to Earn Program will reimburse employer \$300. A maximum of 25 new hires per employer. Employer must make entire hiring incentive payment(s) to new employee, but can request reimbursement, **up to a maximum of \$500**, as long as the requested amount represents a 50% match of what has already been paid by the employer to the employee. So an employer would have to pay a new hire \$1,000 in order to get the full \$500 match. (Qualifying small childcare businesses, who may be facing particularly challenging workforce shortages, may qualify for up to \$500 per new hire without the requirement to match).
- 2) Employer must initially cover the full amount of hiring bonus and provide the funds directly to new hires. This can be in either one lump sum or in installments to cover the ongoing costs of childcare, transportation, or other barriers to re-employment. Verification of how funds are used by the new hire is not required.
- 3) **Only employers with fewer than 100 employees** across all Virginia locations may qualify for funds. The employment facility where new hires will be placed must be located in the Commonwealth of Virginia, and the employer must also be incorporated in Virginia.
- 4) **Wages for new hires must be a minimum of \$15.00 per hour**. The position must be W-2 employment but can be part-time or full-time. Funds may only be provided to new employees hired by the employer, and the individual hired must be currently unemployed (as attested by the individual).

SIGNATURES AND CERTIFICATIONS

By my signature below, I certify that I am authorized to enter into this agreement with the Hampton Roads Workforce Council on behalf of the named business. I further attest that I understand and agree to the following:

- 1) Each employee hired to receive a hiring bonus will attest they were unemployed at hiring.
- 2) I have reviewed all of the qualifying criteria as listed on this page and attest to my businesses' and the subject employee(s') eligibility.
- 3) Our business is not currently disbarred from receiving federal or state funds and is current on all state obligations.
- 4) We will keep and provide records of employees hired who received funding support through the Return to Earn initiative, including hiring date, hourly wages, position title and classification (part-time or full-time), the total amount provided to the employee as incentive to hire and over what time period.
- 5) I understand that the funds will be rescinded and collection action will be initiated if future audit activity determines violation of any terms of the agreement, including any false statements.

FOR THE BUSINESS:

Signature: _____ Date: _____

Print Name: _____

Title: _____

Business Name: _____

FOR THE HAMPTON ROADS WORKFORCE COUNCIL:

_____ Date: _____

Shawn Avery, President and CEO

The Hampton Roads Workforce Council is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities. TDD-VA Relay: 711. This project is 100% funded through a WIOA Title I grant provided by the U.S. Department of Labor. The program does not receive financial support from non-governmental sources.

ATTACHMENT A

RETURN TO EARN *EMPLOYEE VERIFICATION*

OFFERING FUNDING FOR HIRING INCENTIVES TO HELP SMALL BUSINESSES

Date of Request:	
Business Name:	

Employee Name:	
Position Title:	
Hire Date:	
Hourly Wage:	
Classification:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

EMPLOYEE SELF-ATTESTATION:

By my signature below, I certify that I received hiring support (i.e. incentive, bonus, etc.) in the amount of \$ _____ from the above-named business. I also self-attest that **I was unemployed prior to starting employment** with the above-name business:

Signature: _____

Date: _____

Print Name: _____

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