



CAPITAL REGION

**Capital Gains: Part of Virginia's Return to Earn Effort**

*Offering funding for hiring incentives to help small businesses in the City of Richmond and Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan*

**Note: Before completing, please read conditions on page 2 carefully!. If you are not registered as a supplier with Henrico County, you must also provide a recent W-9 and Business Classification Form in order to receive funding.**

<b>Business Name</b>				
<b>Employer ID # (FEIN)</b>				
<b>Type of business/NAICS Code if known</b>				
<b>Business Contact Name</b>				
<b>Contact Phone and Email</b>				
<b>Physical Address</b>				
<b>Jurisdiction (City or County)</b>				
<b>Mailing Address if Different</b>				
<b>Total number of employees (must be fewer than 100)</b>				
<b>Number of hires to receive bonus (no more than 25)</b>				
<b>Amount Requested for Reimbursement (No more than \$500 per eligible hire)</b>				
<b>Position Title(s) and Hourly Wage(s) – must be at least \$15/hour</b>	<b>Position Type</b>	<b>Full or Part Time</b>	<b>Number to be filled</b>	<b>Hourly Wage</b>

**Return to Earn Grant Guidelines**

- 1) The initiative will match up to \$500 that a qualifying small business pays directly to a new employee hired after May 31st, 2021, with a maximum of 25 new hires per employer. (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- 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 Capital Region Workforce Partnership on behalf of the named business. I further attest that I understand and agree to the following:

- Each employee hired to receive a hiring bonus will attest they were unemployed at hiring.
- Our business is not currently disbarred from receiving federal or state funds and is current on all state obligations.
- 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 or Full Time), the total amount provided to the employee as incentive to hire and over what time period (with proof of payment) and the attestation that they were unemployed at time of hire.
- 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.

<b>Business Name</b>	
<b>Typed Name of Signatory</b>	
<b>Title</b>	
<b>Date</b>	
<b>Signature</b>	

***For Capital Region Workforce Partnership: Brian K. Davis, Executive Director***

\_\_\_\_\_ **Date** \_\_\_\_\_