



HIRE A MoVal GRAD APPLICATION

Application is hereby made by the below listed Employer to the City of Moreno Valley Financial & Management Services Department for a one-time incentive payment in accordance with the HIRE a MOVAL GRAD PROGRAM ("Program"). I understand that the City is the sole judge of eligibility in determining the approval and amount of any award incentive. Compliance with the Program requirements and submission of application is the sole responsibility of the Employer and/or his/her agent.

I certify that I am the legal owner of the below named business, or an authorized agent of the company/partnership/corporation, and named as payee.

BUSINESS NAME: _____

CONTACT NAME _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: (If different from physical address):

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CITY _____ STATE _____ ZIP _____

PHONE: _____

FAX _____

OWNER NAME _____

PAYEE NAME _____

BUSINESS LICENSE NO. _____

(If different than Owner)

FEDERAL TAX I.D. NO. _____

PARTICIPANT AGREEMENT (Please Read Carefully)

I hereby certify that I am the Sole Proprietor/Partner/Authorized Corporate Officer and/ or Agent (hereafter "Employer") doing business in the City of Moreno Valley with a business location(s) within the City limits. I further certify that I have filed for and/or possess a current valid City of Moreno Valley business license, license number listed herein.

As the authorized Employer, I certify that I have read and understand the Hire a MoVal Grad Program Participation Terms & Conditions to qualify for a potential incentive award. To be considered for an award, I understand that in addition to submitting this application, documentation as described in the Hire a MoVal Grad Program Participation Terms & Conditions, must accompany this application as proof of compliance with the Program's requirements. I further understand that submission of the application for the Hire a MoVal Grad incentive award is solely my responsibility and at my discretion. I further understand that submission of the application and related documentation does not guarantee an award.

If awarded, I understand a monetary award of \$1,000.00 per qualified new hire, hired in accordance with the Hire a MoVal Grad Program criteria, maybe awarded up to a total of no more than \$5,000.00 per Employer. Attached are the following: 1) Payrolls as proof of ongoing employment, 2) Copy of employee(s) certificate(s) and/or diploma(s) conferring a degree or program completion from a recognized and accredited educational institution, and 3) copy of my business license (or a qualified receipt) for a business license from the City of Moreno Valley.

I have read and agree with the terms and conditions contained in this form, including the Hire a MoVal Grad Program Terms and Conditions. I agree to verification of any and all information contained herein by a City of Moreno Valley representative. Falsifying any information contained in this application or related documentation will lead to my disqualification from this incentive program as well as future incentive programs sponsored by the City. I understand that details of this program are subject to change without prior notice.

I certify to the hiring and retention of the following individual(s) for a period of no less than six (6) months with starting dates of employment (Date of Hire) as listing below, and with regular employment of no less than 35 hours per week on average, as certified on the attached payrolls. I further certify that the named individual(s) is/are resident(s) of Moreno Valley having graduated and/or completed a program of study and/or certificate from an accredited educational institution in compliance with the applicable program requirements for the Hire a MoVal Grad Program. **Please print the following information.**

Employee Name	Employee(s) Full Address	Date of Hire	Degree & Institution (Name & Address)

By my signature below, I certify that I have read and understand the terms and conditions of this application and the Hire a MoVal Grad Program Participation Terms & Conditions.

EMPLOYER SIGNATURE:	DATE:
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Hire a MoVal Grad

Program Participation • Terms & Conditions

- › All eligible businesses (“Employers”) must be businesses located within the City limits of the City of Moreno Valley.
- › All eligible Employers must possess a valid Moreno Valley Business License. Business Licenses must be kept current throughout the Program. Employers that fail to keep a current Moreno Valley Business License will be automatically disqualified. **Submit a valid current copy of your City of Moreno Valley Business License or a paid receipt for a Business License to meet this requirement. Proof of a Business License must be submitted with the Hire a MoVal Grad Application.**
- › Participation in the Hire a MoVal Grad incentive is for Employers who newly hire Moreno Valley residents that have attained a degree, certificate or completed a course of study from any accredited educational institution within the past 2 years (24 months). For example, to apply for an award in fiscal year (FY) 2017/18 a new hire’s degree/certificate or certified program of study must be completed by July 1, 2015. For fiscal year (FY) 2018/19 the new hire’s degree/certificate or certificated program of study must be completed by July 1, 2016.
- › Employee’s degree, certificate or course of study must be obtained from a recognized/accredited educational institution and/or County Office of Education’s program of study. This includes, but is not limited to one or more of the following:
 1. Received a degree and/or completed a local or state approved certificate program from among any accredited university or college.
 2. Completed a vocational educational training program from among any accredited Vocational/Technical School.
 3. Completed a comprehensive CTE Course Sequence (Introduction, Concentrator, and Capstone) of no less than three courses offered through any School, School District, or County Office of Education.
- › Demonstration by Employer that new hire employees have earned their degree(s) and/or completed their program certifications within the past two years. **Submission of a copy of the degree/certificate with date of award and/or a letter from the institution where a degree or certification was earned will meet this requirement. Evidence of this requirement must be submitted with the Hire a MoVal Grad Application.**
- › Registration: Employers should register all qualified employees being considered under the program. Registration forms are available on the City’s website at www.moval.org. **Those who register will be provided program updates that may occur throughout the FY program. Registrations WILL NOT substitute for submission of an Application and supporting documentation. In the event applications are received by the City at the same time, priority will be given to those who have registered contingent upon meeting all other requirements.** If registering qualified employees, please list the name(s), home address(es), date(s) of hire and institution(s) of degree(s) or certificate(s) as required on the Hire a MoVal Grad Application. Registration forms can be submitted anytime beginning July 1, 2017.
- › Applications: Receipt of Applications for the fiscal year 2017/18 Program start September 7, 2017 (this is six months from the date the program was initially approved on March 7, 2017) and run through June 30, 2018. Applications for the fiscal year 2018/19 Program start July 1, 2018 and run through June 30, 2019. Application forms are available on the City’s website at www.moval.org
- › **Employer must retain all eligible employee(s) for a minimum of six months and the employee(s) must work a minimum of 35 hours per week. Proof of employee retention and hours worked is required. Employer must demonstrate length of employment and minimum hours of work by way of payroll records. The Hire a MoVal payroll record form must be submitted with the Hire a MoVal Grad Application and is available on the City’s website at www.moval.org**
- › **Submission of the Hire a MoVal Grad Application along with all supporting documentation, as stated herein, must be made by the submitting Employer. Submissions of all qualified applications and supporting documentation received and verified as a qualified submission will be awarded on a first come basis. Hire a MoVal Grad Applications will be accepted starting Sept 7th for fiscal year 2017/18 and July 1st of each Program year thereafter that the Program is in effect. Application submission will be accepted through June 30th of the fiscal program year.**

Hire a MoVal Grad

Program Participation • Terms & Conditions (continued)

1. **Submissions for the fiscal year 2017/18 award must be received no later than June 30, 2018.**
2. **Submissions for the fiscal year 2018/19 award must be received no later than June 30, 2019.**

- › Hire a MoVal Grad Application submissions must be complete and include all required supporting documentation. **Submissions that are incomplete or do not meet Program requirements will be disqualified.**
- › Hire a MoVal Grad Application submissions that qualify for award will be awarded on a first come basis until funding has been depleted for the FY in which the Program is active. Validation and determination of award is based on information contained in the application and supporting documentation. Incomplete applications will not be considered. All decisions are at the sole discretion of the City.
- › Awards are limited to available funding. Submission of a Hire a MoVal Grad Application and supporting documentation is not a guarantee of award. The Program may be terminated without prior notice.
- › Following demonstrated proof of a minimum six month employment term at the minimum 35 hour per week work rate of all qualified new hires hired by Employer, an award may be made based in increments of \$1,000 per eligible employee for a maximum of five awards per business during each program year. This means an Employer may receive up to \$5,000 per Program year for eligible new hires employed.
- › If approved, incentive award will be paid to the employer of the business submitting for award. When submitting the Hire a MoVal Grad Application, **corporations must submit a resolution listing the name(s) of corporate officers eligible to sign on behalf of the corporation.**
- › The Program is a Fiscal Year Program and thus the term “annually” or “fiscal year” for this program means from July 1 to June 30 of the program year.
- › Incentive check time frame: If all program requirements are met, including validation of supporting documentation, and award is determined, the incentive check is generally mailed within 8 - 12 weeks.
- › Keep copies: Employers are advised to keep a copy of their completed MoVal Grad Application and all corresponding documentation for their records.
- › The City shall not be responsible for application submissions and/or any supporting documents not received or qualified submissions received after funding is depleted in a Program Year. It is the responsibility of the Employer to insure application submissions for awards, including all required supporting documentation is received by the City.
- › Submit all documents, including the application and supporting documentation as listed in these Program Participation Terms & Conditions, to the following address:

City of Moreno Valley
Attn: Hire a MoVal Grad Program
14177 Frederick Street
P. O. Box 88005
Moreno Valley, CA 92552-0805

Applications may be mailed or hand delivered. If by mail or courier, it is recommended that a guaranteed form of delivery be requested, such as certified return receipt to help insure/track mailer delivery. **Submission of an application or any supporting documentation by mail or other delivery service does not constitute acceptance on the part of the City. Acceptance of a submission is deemed only when the submission is received and date stamped by an agent or employee for the City.** Acceptance alone of a submission does not constitute award.

- › For questions, please contact the Financial & Management Services Department at 951.413.3021.

TAX LIABILITY—Incentives awards may be taxable. Employers are urged to consult their tax advisor concerning the taxability of incentive (monetary) awards. The City of Moreno Valley does not withhold taxes from an incentive award. The City their officers, agents and employees are not responsible for any taxes that may be imposed on the employer as a result receiving an incentive award. Taxes are the sole responsibility of the Employer that receives the incentive award.

SECTION - TO BE COMPLETED BY CITY OF MORENO VALLEY STAFF

AMOUNT OF INCENTIVE AWARDED	_____
	\$

Comments:

APPLICATION RECEIVED BY _____ DATE _____

INSPECTED BY _____ DATE _____