



HIRE A MoVal GRAD APPLICATION

Application is hereby made 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") by the employer listed below. 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 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): _____

CITY _____ STATE _____ ZIP _____ ADDRESS _____

PHONE: _____ CITY _____ STATE _____ ZIP _____

OWNER NAME _____ FAX _____

BUSINESS LICENSE: _____ PAYEE NAME _____

FEDERAL TAX I.D. NO. _____ (If different than Owner)

PARTICIPANT AGREEMENT (Please Read Carefully)

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

As the authorized Employer, I certify that I have read and understand the terms & conditions of the Hire a MoVal Grad Program to qualify for potential incentive award. To be considered for an award, I understand that in addition to submission of 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 and submission of the application and all 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, will be awarded up to a total of no more than \$5,000.00 per submitting Employer. Attached are documented payroll terms as proof of ongoing employment, copy of employee(s) certificate(s) and/or diploma(s) conferring a degree from a recognized and accredited educational institution or letter from institution of program completion or other equivalent official document, and City of Moreno Valley Business License number or a copy of my City of Moreno Valley Business License (or qualified receipt). I have read and agree with the terms and conditions contained in this form. I agree to verification of any and all information contained herein by a City of Moreno Valley representative. Falsifying any of the 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 as listing below, and with regular employment of 20 or more 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 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 and Conditions.

EMPLOYER SIGNATURE: _____ **DATE:** _____

Hire a MoVal Grad

Program Participation • Terms & Conditions

- › All eligible businesses (“Employers”) must be 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. **Business License number must be listed on the Hire a MoVal Grad Award Application. A copy of a paid receipt for a valid current Moreno Valley Business license will also meet this requirement.**
- › Participation in the Hire a MoVal Grad incentive is for Employers who newly hire Moreno Valley residents that have attained a degree, certificate, completed a training program, or course of study from any accredited educational institution within the past 2 years (24 months) beyond a secondary (K-12) education. For example, to apply for an award in FY 2017/18 a new hire’s degree/certificate or certified training program of study must be completed by July 1, 2015. For FY 2018/19 the new hire’s degree/certificate or certificated training 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, recognized accredited and licensed training institution and/or a County or School District’s Office of Education program of study. This includes, but is not limited to one or more of the following:
 1. Received a degree and/or completed a locally 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 or an accredited training program beyond secondary (K-12) education.
 3. Completed a comprehensive CTE Course Sequence (Introduction, Concentrator, and Capstone) of no less than three courses through a County or School District’s Office of Education.
- › Demonstration by Employer that new hire employees have earned their degree(s) and/or completed their program certifications, licensing, etc. within the past two years. **Submission of a copy of the degree/certificate or other official document with date of award and/or a letter from the institution where a degree, certification, licensing or other completed program training as evidenced by another type of official document was earned will meet this requirement. Evidence of this requirement must be submitted with the Hire a MoVal Grad Award Application submission.**
- › Employers are strongly encouraged to pre-register all qualified employees being considered under the program by forwarding a letter of interest that includes employees name, home address, date of hire and institution of degree or certificate as required on the Hire a MoVal Grad Application. Applications for the fiscal year 2017/18 Program start 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 employee(s) for a minimum of six months. **All eligible employee(s) must work at least 20 or more hours per week. Demonstrate proof of employee retention and hours worked is required. Employer must demonstrate length of employment and minimum hours work by way of payrolls/payroll records, which must be submitted with the Hire a MoVal Grad Award Application. Hire a MoVal Grad Award payroll record forms are available on the City’s website at www.moval.org**
- › **Submission of the Hire a MoVal Grad Award Application along with all supporting documentation, as stated in these Program Participation Terms & Conditions must be made by the submitting Employer. Submissions of all qualified applications will be awarded on a first come, first serve basis of all qualified application submissions, including verification of supporting documentation. Hire a MoVal Grad Award Applications will be accepted starting July 1st of each Program year the Program is in effect and accepted through June 30th (12 months from the starting date).**
 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

Program Participation • Terms & Conditions (continued)

- › Hire a MoVal Grad Award Application submissions must be complete and include all requested supporting documentation. **Submissions that are incomplete or do not meet Program requirements will be disqualified.**
- › Hire a MoVal Grad Award 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 based on application and supporting documentation is at the sole discretion of the City.
- › Awards are limited. Submission of a Hire a MoVal Grad Award 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 with an average of at least 20 or more hour per week 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 Award 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, an incentive check is generally mailed within 8 - 12 weeks. Incomplete applications will not be considered.
- › Keep copies: Employers are advised to keep a copy of their completed MoVal Grad Award 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 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 – Finance & Management Services Department
14177 Frederick Street
P. O. Box 88005
Moreno Valley, CA 92552-0805

Applications may be emailed, mailed or hand delivered. If by email please scan and send to sharong@moval.org. If by mail or currier, it is recommended to 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—Rebates and incentives may be taxable. Employers are urged to consult their tax advisor concerning the taxability of incentive awards. The City of Moreno Valley, their officers, agents and employees are not responsible for any taxes that may be imposed on the employer as a result receiving an incentive (monetary) award.

SECTION TO BE COMPLETED BY CITY OF MORENO VALLEY STAFF

**AMOUNT OF
INCENTIVE
AWARDED**

\$

Comments:

APPLICATION RECEIVED BY _____ DATE _____

INSPECTED BY _____ DATE _____