



Hire DFB Incentive Program Guidelines

Purpose:

The purpose of this program is to encourage the hiring and retention of Deerfield Beach residents to new jobs in the City and to help offset onboarding costs. This incentive is also intended to attract and retain businesses in Deerfield Beach.

Applicant Eligibility:

Applicants must meet all the following requirements to be eligible to receive assistance:

1. Be a new or existing non-retail business located within City limits that has not received other type of Economic Development incentive within the past 2 years. See Appendix A for a list of non-eligible businesses.
2. Applicants must possess a valid city and county business license. Business licenses must be kept current throughout the program. Employers that fail to keep a current Business licenses will be automatically disqualified.
3. A business must either own the property or have an executed multi-year lease. (3-year minimum)
4. The new jobs offered by the Applicant shall add to the City's total job base and/or result in a net increase in the number of employees of the non-retail business.

Terms:

- The program is subject to the City's funding cycle, which begins October 1st of each year and applications are accepted and reviewed on a first come, first eligible, first complete basis, subject to the availability of funds.
- All new jobs must be on site at a facility located within City limits.
- Existing employees on current payroll are not eligible.
- Employer must offer a minimum of 5 new jobs within City Limits, with a minimum pay of \$14.00 per hour, excluding commissions and tips. All eligible employees must work at least 35 or more hours per week.
- 25% of the new employees must be comprised of residents in a low-income census tract in Deerfield Beach. (refer to Appendix B) If, after making a good-faith effort, Employer is unable to comply with the 25% requirement, employment of residents of low-income census tracts, then employer's new workforce may be comprised of residents of other census tracts within the City of Deerfield Beach.
- New jobs must be created within three (3) months of approval of application.

- Employer must retain employee(s) for a minimum of six months. Demonstrated proof of employee retention and hours worked is required by way of quarterly payrolls/payroll reports accompanied by proof of employee residence. Recommendations for acceptable residency documentation can be found in Appendix C.
- An award may be made based in increments of \$500 per eligible employee for a maximum of 50 awards per business. This means an Employer may receive up to \$25,000 per program year for eligible new hires employed.
- City Commission shall have the discretion to increase the maximum number of awards per applicant, and in fact may award beyond \$25,000 per applicant contingent to the scope of the impact on the City's economic base.
- Payments will occur in two installments of 50% each for the total new jobs.
 - First installment of 50% of the full amount approved, two weeks after letter of approval is issued to employer.
 - Second installment the remaining 50% following demonstrated proof of a minimum six-month employment term with an average of at least 35 or more hours per week of all qualified new hires hired by Employer.
 - Only two installments are allowed.
- If a qualifying job is not retained for the minimum six-month period, the \$500 incentive will be revoked in full.
- Employer may qualify for this program only one time.

Application:

Application submissions must be complete and include all requested supporting documentation. Submissions that are incomplete or do not meet program requirements will be disqualified.

Application submissions that qualify for award will be awarded on a first come first served 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 an Application and supporting documentation is not a guarantee of award. The program may be terminated without prior notice.

Required documentation:

- a. Completed application
- b. Copy of paperwork proving active business entity Florida Department of State Division of Corporations papers and current business tax receipts (City and County).
- c. Copy of executed multi-year lease (3-year minimum) or proof of facility ownership (warranty deed).

- d. Copies of the business' Florida Department of Revenue Employer's Quarter Report (RT-6) for the past 4 quarters.
- e. Listing of and bios for business owner(s) and/or executive-management team.
- f. Listing of jobs (job title, and salary) planned to be offered.

The City reserves the right to request additional information about the business and/or Business Owner(s) that may be needed to process the grant application.

Appendix A

Non-Eligible Businesses

Businesses that are involved in the Retail Trade Sector, as defined by the North American Industry Classification System (NAICS), are not eligible to apply for funds under this program.

The retail trade sector consists of these subsectors:

- Motor Vehicle and Parts Dealers: NAICS 441
- Furniture and Home Furnishings Stores: NAICS 442
- Electronics and Appliance Stores: NAICS 443
- Building Material and Garden Equipment and Supplies Dealers: NAICS 444
- Food and Beverage Stores: NAICS 445
- Health and Personal Care Stores: NAICS 446
- Gasoline Stations: NAICS 447
- Clothing and Clothing Accessories Stores: NAICS 448
- Sporting Goods, Hobby, Book, and Music Stores: NAICS 451
- General Merchandise Stores: NAICS 452
- Miscellaneous Store Retailers: NAICS 453
- Non-store Retailers: NAICS 454

This list includes store and non-store retailers.

For a complete list of Retail Trade Sector not eligible for this program, visit <https://www.naics.com/six-digit-naics/?code=44-45>

Also not eligible are not-for-profit organizations, firearm sales, adult entertainment, adult arcade, kava tea bars, alcohol and/or drug rehabilitation centers/housing, medical research centers/housing, massage/personal services, convenience stores, churches, take-out foods, liquor stores, vapor cigarette or e cigarette stores, pawn shops, and tattoo shops/body piercing/body art shops.

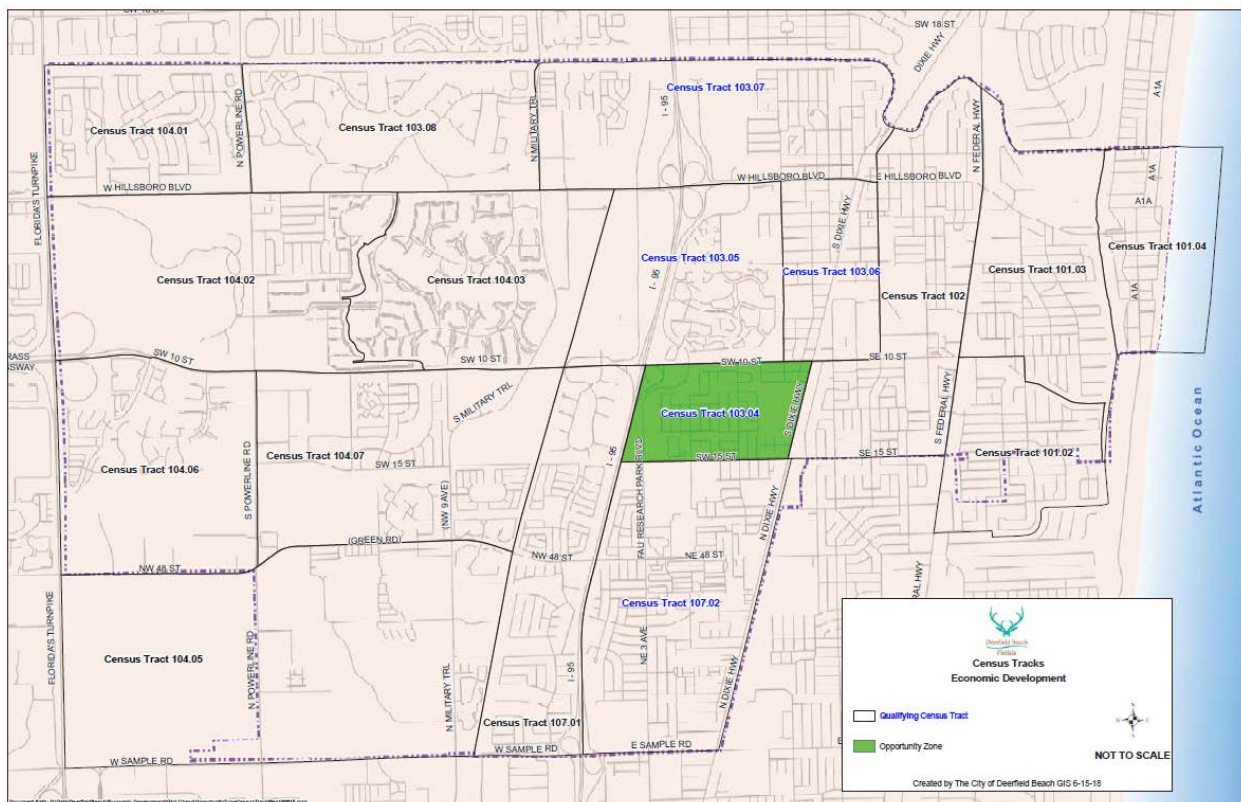
Source: Bureau of Labor Statistics, <https://www.bls.gov/iag/tgs/iag44-45.htm>

Appendix B

Low Income Census Tracts List & Map

The qualifying census tracts to comply with the 25% of the new employees' residency requirement are the following:

- 103.04
- 103.05
- 103.06
- 103.07
- 107.02



Appendix C Documentation for Residence Verification

Employer must provide copy of the new hire's Florida I.D. or Driver's License and one of the following:

ITEM	DESCRIPTION
Original Utility Bill	Original mailed copy of a monthly gas, landline telephone, gas, electric, cable or other utility bill
Original Charge Account Statement	Original mailed copy of a monthly major credit card or store card bill.
Mortgage Statement	Original mailed copy of a monthly mortgage statement.
Rent receipt on letterhead	Original rent receipt printed on landlord's professional letterhead.
Voter registration	Proof of voter registration with full name and address.
Motor vehicle insurance receipts or ID card	Receipts of payment for motor vehicle insurance and/or an original insurance identification card as provided by carrier.