

Sheridan County Economic Development Workforce Incentive Program Forms Packet

Checklist - Return these initial items to SCED for Approval:

- ☐ Application (Please pick the most appropriate application)
 - Business Application
 - Remote Worker Application
 - Entrepreneur Application

Checklist

Return these items to Kerissa at the SCED upon hiring new employee:

- ☐ Proof of Residency in the surrounding area (Provided by employee)
- ☐ Written Document from the Employee confirming payment
- ☐ Incentive Agreement (1)
- ☐ Incentive Agreement (2)
- ☐ Yearly Report Agreement (To be completed by employer)

INCENTIVE AGREEMENT (1)
SCED Recruitment Incentive Program

THIS INCENTIVE AGREEMENT ("Agreement"), effective as of the last party to sign below, is between

_____("Employee") and _____(Employer).

WHEREAS, Employer owns and operates a business known as _____, located at

_____;

WHEREAS, Employer has been approved to administer workforce incentives granted to Sheridan County Economic Development by Northwest Economic Innovation Center.

WHEREAS, Employee has been hired by the above approved Employer, and is eligible for the workforce incentives administered by Sheridan County Economic Development via Northwest Economic Innovation Center.

The parties hereby agree as follows:

1. **ESTABLISHMENT OF RESIDENCY:** Employee shall establish residency in the surrounding area within three months of accepting the position with the employer and provide documentation of such residency to the Sheridan County Economic Development Corporation.
2. **Length of Employment:** Employee agrees to work with this employer for a minimum of 1 year and reside within the region, failure to comply will result in the employee returning the funds to the employer.
3. **Written Confirmation:** Employee agrees to provide a written confirmation to the Sheridan County Economic Development Corporation that they received the award from their employer.
4. **TAX DOCUMENTS:** Employer shall provide Employee with a 1099 Tax Form.
5. **ADDED BENEFITS:** Employer shall adhere to the employment requirements as laid out in the *Requirements & Qualifications* form.
6. **RETURN OF FUNDS:** Employee must return all incentive dollars received to Employer if they chose to terminate this Agreement PRIOR TO their 1-year agreement and the employer agrees to pay the money back to the Sheridan County Economic Development Corporation, should this occur.
 - a. Employer may reserve the right to withhold all incentives, including their added contributions, until the conditions of their award timeline have been met, but must begin distributing by the six (6) month mark.
 - b. If Employer chooses to terminate this Agreement at any time, Employee shall keep all incentives received, but forfeits any further incentives. Employer must return remaining incentive funds to SCED.
 - c. Employer is liable for incentive funds lost in the event of a terminated agreement and shall return all remaining incentive monies to SCED upon Employee's resignation or termination of Employee.

INCENTIVE AGREEMENT (2)
SCED Recruitment Incentive Program

ALL PARTIES IN AGREEMENT

Employer: _____ Date: _____

Employee: _____ Date: _____

Witness: _____ Date: _____

INCENTIVE AGREEMENT (3)
SCED Recruitment Incentive Program

THIS INCENTIVE AGREEMENT ("Agreement"), effective as of the last party to sign below, is between Sheridan County Economic Development ("SCED") and _____(Employer").

WHEREAS, Employer owns and operates a business known as _____, located at _____;

WHEREAS, Employer has been approved to administer workforce incentives granted to SCED by Northwest Economic Innovation Center.

The Employer hereby agrees as follows:

7. **ESTABLISHMENT OF RESIDENCY:** Employee shall establish residency in the surrounding area within three months of accepting the position with the employer and provide documentation of such residency to both the employer and SCED.
8. **TAX DOCUMENTS:** Employer shall provide Employee with a 1099 Tax Form.
9. **ADDED BENEFITS:** Employer shall adhere to the employment requirements as laid out in the *Requirements & Qualifications* form.
10. **RETURN OF FUNDS:** Employee must return all incentive dollars received to Employer if they chose to terminate this Agreement PRIOR TO their 1-year agreement.
11. **RETURN OF FUNDS:** Employee must return all incentive dollars received to Employer if they choose to terminate this Agreement prior to meeting the 1-year agreement and the employer agrees to pay the money back to the Sheridan County Economic Development Corporation, should this occur.
 - a. Employer may reserve the right to withhold all incentives, including their added contributions, until the conditions of their award timeline have been met, but must begin distributing by the six (6) month mark.
 - b. If Employer chooses to terminate this Agreement at any time, Employee shall keep all incentives received, but forfeits any further incentives. Employer must return remaining incentive funds to SCED.
 - c. Employer is liable for ALL incentive funds lost in the event of a terminated agreement and shall return all remaining incentive monies to SCED upon Employee's resignation or termination of Employee.

INCENTIVE AGREEMENT (4)
SCED Recruitment Incentive Program

ALL PARTIES IN AGREEMENT:

Employer: _____ Date: _____

SCED Representative: _____ Date: _____

Witness: _____ Date: _____

YEARLY REPORT AGREEMENT

(Employer-SCED Agreement)

I, _____ agree to submit a yearly report, The yearly report is due 12 months after its receipt, to the Sheridan County Economic Development (SCED) for the purpose of providing the following:

1. Proof of wages/salary to date for the grantee(s)
2. Receipt of all Incentive Funds to date
3. Employment confirmation

It has been stated to me that none of my personal information, nor the information of my business, will be used maliciously, and my privacy will be protected to the greatest extent by SCED.

Employer Name _____ Date: _____

SCED Representative _____ Date: _____

SCED Rep. Signature _____ Date: _____



SHERIDAN COUNTY RECRUITMENT INCENTIVE PROGRAM OVERVIEW & GUIDELIENS

PURPOSE

The Sheridan County Recruitment Incentive Program aims to provide incentive funds to attract and retain new employees and business professionals from outside the Northwest Kansas region. This initiative targets positions that are challenging to fill and are vital to the economic and community development of Sheridan County. Our goal is to foster growth and enhance the strength of the Sheridan County community.

INCENTIVE AMOUNT & DETAILS

Incentives will not exceed \$10,000 per individual or Business in a 12 month period. A business can provide several awards, but is only available to receive up to \$10,000 per 12-month period which commences effective upon a first award.

The incentives awarded under this program are for hard to fill, full-time jobs with the employment position and/or business location being in Sheridan County, Kansas. Award priority will be given to our priority employment areas which include: Agriculture, Education, Healthcare, Service, Administration, and Government; in addition to entrepreneurs and business professionals looking to start or relocate their business in Sheridan County. However, all positions in this county are eligible for consideration.

FUNDING MADE AVAILABLE BY

Sheridan County was awarded \$60,000 from the Northwest Kansas Economic Innovation Center Inc. grant program to provide recruitment incentives to the Sheridan County community, allowing us to strengthen our communities & businesses.

APPLICATION DEADLINES

Applications will be reviewed as they come in, and award notifications made within 30 days upon application approval. This incentive will remain open until the funds are depleted or unless otherwise noted.

NON-DISCRIMINATION

The Sheridan County Economic Development's policies of equal opportunity and non-discrimination are intended to assure equal opportunities to every person, regardless of race, religion, sex, color, age, disability, or national origin, in securing a recruitment incentive for which the person and/or business is qualified, as provided by the Sheridan County Recruitment Incentive Program's Goals and Objectives and Priority Areas.



REQUIREMENTS & QUALIFICATIONS

1. Position Status and Wages

- Minimum of \$15.50/hr \$32,500/year required
- Full Time 40hrs or more
- Have moved from outside the surrounding 26 counties.
- Post educational institutional partnerships are exempt

2. Business Must be in Sheridan County or Employee plans to live in the county.

3. Employee Residency

Recipient employees must establish residence within any one of the following contingent counties within 3 months of accepting an approved position should they be unable to find adequate housing in Sheridan County:

- i. Approved Counties: Sheridan, Thomas, Decatur, Graham, Gove.

4. General Application Rules

- a. Businesses may apply for funding as needed to incentivize candidates within hard-to-fill roles; however, businesses will not be awarded more than \$10,000.00 total within a 12-month period, beginning upon approval of the first incentivized position.
- b. No more than \$10,000.00 total can benefit one (1) position/individual employee, however a business is able to apply for several grants for various new employees not to exceed the total business allocation.
- c. The incentivized funds cannot be used as working capital or to pay the regular wages of the employee. The funds must be paid directly to the employee at a schedule determined by the Employer and structured as some type of incentive(s), e.g. Sign-on bonus, probationary bonus, relocation assistance, down payment assistance, etc.
 - i. The Employer and Employee will be responsible for all applicable local, state, and federal laws.
- d. Funds can only be used for NEW employees only who move into the region, not existing employees.



- e. Application to this program is not a guarantee of funding both in full and in part.
- f. Sheridan County is serving as the fiscal agent for this program in care of the Sheridan County Economic Development Corporation.
 - i. Sheridan County will issue a 1099(s) to the Business recipient as applicable for year-end tax purposes for the duration of the grant.
 - ii. Business recipient(s) is required to issue appropriate tax documentation to the incentivized employee(s) as required by all local, state, and/or federal laws.

5. Grant Funding Disbursements

- a. Sheridan County will make the grant disbursements within 30 days of application approval.
- b. Businesses can apply for a vacant position(s) within their business or once they have a candidate in mind, however the business has 6 months to fill the position once the grant money has been disbursed or the funds must be returned.

6. Recruitment Requirements and Recommendations

- a. The business is the PRIMARY RECRUITER for all positions awarded a recruitment incentive. Businesses will need to post jobs publicly and can seek assistance through the Sheridan County Economic Development Corporation and Sheridan County Community Foundation for recruitment.
- b. All positions to be considered will need to be posted on Connect NWK (<https://connectnwk.org>) and encouraged to post positions, including details of the incentives, if awarded (or others provided by the business), to other area job boards including Kansas Works (<https://www.kansasworks.com/>).

7. Additional Benefits/Incentives

- a. While not a requirement, businesses are encouraged to consider providing additional recruitment incentives of their own.
- b. Sheridan County is designated as a Rural Opportunity Zone (ROZ) and eligible for "City, Employer, and Foundation Sponsorships only."
 - i. Employers who sponsor positions in the ROZ program in turn create opportunities for potential employees to receive Student Loan Repayment Assistance and/or 100% State Income Tax credits.



- ii. Please visit the ROZ Program website for full details:
<https://www.kansascommerce.gov/program/taxes-and-financing/rural-opportunity-zones-roz/>.

8. Grant Agreement

- a. A Grant Agreement between the business, the employee and the Sheridan County Economic Development Corporation, must be signed outlining the requirements for repayment of the incentive by the employee and business if that employee leaves the business within twelve months of employment.
- b. Employer will be responsible for providing SCED with a report:
 - i. Report is due twelve months after the award is granted, to use a bench mark for future grants (Please see below under reporting requirements).

9. Employer-Employee Agreement

- a. Incentives awarded will require a signed, binding "Employer-Employee Agreement" between the business and the new employee.

10. Return of Funds

- a. The Employee and Employer, respectively, may be liable to return ALL or part of the incentivized funds to Sheridan County Economic Development Corporation should a termination of employment of some type occur during the grant cycle as detailed in the "Grant Agreement" and/or "Employer-Employee Agreement," which is left up to the employer to write.

11. Inability to Fill Incentivized Positions

- a. If a Business is unable to fulfill the incentivized position, they must contact the Sheridan County Economic Development Program Officer, Kerissa Payne.
- b. If the business applies for the grant and receives the award without a specific candidate in mind, and the business is unable to find an employee for that position after 6 months of holding the funds, the funds must be returned.
- c. Businesses will remain eligible to apply for funding for other hard-to-fill positions, adhering to all previously mentioned requirements and qualifications.



12. Reporting Requirements

- a. Must complete an end of year report and email it to the Sheridan County Economic Development office. The form will be provided.
- b. Must have employee submit in writing they received the grant.
- c. Employee must show proof of residency
- d. Employer must show proof the funds were disbursed to the employee and the employees position meets the requirements set forth in this document.

For more information, please contact Sheridan County Economic Development Director Kerissa Payne at the information below.

Sheridan County Economic Development
721 Main, PO Box 445
Hoxie, KS 67740
C: 785-657-7679

E: SDCCF - Kerissa Payne: programs@growsheridancounty.org
W: www.sheridancountyks.gov/ecodevo



BUSINESS APPLICATION

Note: Business can either apply to recruit candidates once a position has been made available, or once they have a candidate in mind. However, the business has 6 months to fill the position, or the funds must be returned to Sheridan County Economic Development Office.

Completed applications can be emailed to Kerissa Payne SCED
Email: programs@growsheridancounty.org or dropped off in person.

APPLICATION

BUSINESS NAME _____

BUSINESS CONTACT _____

CURRENT ADDRESS _____

PHONE _____

EMAIL _____

Position you are looking to fill?

What are the benefits or additional incentives, if any are you offering? (examples include bonus, health benefits, business bucks, moving bonus, housing exc.)

Where have you posted the Job?

Do you need help reaching more candidates?

How will this help your business?



APPLICATION FOR:
POTENTIAL EMPLOYEES OF A Sheridan COUNTY BUSINESS
AND
REMOTE WORKERS LOOKING TO RELOCATE TO Sheridan COUNTY

Employer/Business Name:

Employer Phone:

Employer Email:

Position Title:

Approximate Hours Worked per Week:

Hourly Wage or Annual Salary:

Employee Benefits? (Such as health insurance, life insurance, 401k, etc.) *Circle one:*
YES or NO



Is your employer offering you any additional incentives for recruitment or retention?

Certifications, Licensure, Education, and/or Work Experience Required:

Does this position have supervision responsibilities? Circle one: YES or NO

What are your plans for housing and childcare and how can we help?

What else do we need to know? Please describe below. Attach additional documents if necessary.



**APPLICATION FOR:
POTENTIAL BUSINESS PROFESSIONALS OR ENTREPRENEURS**

Business

Name: _____

Business Contact Info such as Website, Phone, or Email, if available:

Certifications, Licensure, Education, and/or Work Experience Required:

Do you plan to have employees? Circle one: YES or NO or OTHER:

Do you plan to reside in the area? Yes or No if no explain

Tell us about your business and business plans. Where do you plan to conduct business? What will your approximate hours be each week?

What else do we need to know? Please describe below. Attach additional documents if necessary.



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Sheridan County Economic Development

721 Main, PO Box 445

Hoxie, KS 67740

C: 785-657-7679

E: SDCCF - Kerissa Payne: programs@growsheridancounty.org

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BUSINESS NAME _____

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CURRENT ADDRESS _____

PHONE _____

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What are the benefits or additional incentives, if any are you offering? (examples include bonus, health benefits, business bucks, moving bonus, housing exc.)

Where have you posted the Job?

Do you need help reaching more candidates?

How will this help your business?



APPLICATION FOR:
POTENTIAL EMPLOYEES OF A Sheridan COUNTY BUSINESS
AND
REMOTE WORKERS LOOKING TO RELOCATE TO Sheridan COUNTY

Employer/Business Name:

Employer Phone:

Employer Email:

Position Title:

Approximate Hours Worked per Week:

Hourly Wage or Annual Salary:

Employee Benefits? (Such as health insurance, life insurance, 401k, etc.) *Circle one:*
YES or NO



Is your employer offering you any additional incentives for recruitment or retention?

Certifications, Licensure, Education, and/or Work Experience Required:

Does this position have supervision responsibilities? Circle one: YES or NO

What are your plans for housing and childcare and how can we help?

What else do we need to know? Please describe below. Attach additional documents if necessary.



**APPLICATION FOR:
POTENTIAL BUSINESS PROFESSIONALS OR ENTREPRENEURS**

Business

Name: _____

Business Contact Info such as Website, Phone, or Email, if available:

Certifications, Licensure, Education, and/or Work Experience Required:

Do you plan to have employees? Circle one: YES or NO or OTHER:

Do you plan to reside in the area? Yes or No if no explain

Tell us about your business and business plans. Where do you plan to conduct business? What will your approximate hours be each week?

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