



ARPA SMALL BUSINESS WORKFORCE TRAINING IMPROVEMENT PROGRAM OVERVIEW

The ARPA Small Business Workforce Training Improvement program is focused on providing grant funds to Phoenix-based organizations with small business training programs and/or demonstration projects that benefit Phoenix entrepreneur / small business community. Organizations can apply for up to \$250K to expand / enhance their offerings.

Eligibility:

- Program and/or demonstration project must operate in Phoenix
- Proof of concept to include the following:
 - History of proposed program and/or demonstration project
 - One-year proven success rate for program or equivalent experience in project industry

Application Requirements:

- Description of program and/or demonstration project including history and information regarding one-year success rate or experience in project industry (attachment must be included with application)
- Provide three quotes for requested equipment or physical improvements; must include justification for why specific vendor was selected
- Provide the number of small businesses/ entrepreneurs who will benefit over the next year
- Provide a W9 (grant recipient will be issued an IRS Form 1099 from City of Phoenix)
- Submit application and supporting documents to: phoenix.business.center@phoenix.gov

Application Review/Approval:

- Applications meeting all eligibility requirements will be referred for panel review; panel is comprised of City of Phoenix staff and Phoenix Business and Workforce Development Board members
- Applications will be funded at sole discretion of City of Phoenix

Contract Requirements:

- If the applicant is subject to regulation by the Arizona Corporation Commission (ACC), the applicant must be authorized to transact business in Arizona and be in good standing with the ACC before funding is awarded.
- The applicant will need to register with SAM.gov and have a Unique Entity Identifier to receive payment.
- Insurance requirements

Commercial General Liability – Occurrence Form

Policy must include bodily injury, property damage and broad form contractual liability coverage.

- | | |
|---|-------------|
| ▪ General Aggregate | \$2,000,000 |
| ▪ Products – Completed Operations Aggregate | \$1,000,000 |
| ▪ Personal and Advertising Injury | \$1,000,000 |
| ▪ Each Occurrence | \$1,000,000 |

The policy must be endorsed with following additional insured language:

"The policy must be endorsed to include the following additional insured language: "The City of Phoenix named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor."

Worker's Compensation and Employers' Liability

- | | |
|---------------------------|-----------|
| Workers' Compensation | Statutory |
| Employers' Liability | |
| ▪ Each Accident | \$100,000 |
| ▪ Disease – Each Employee | \$100,000 |

- Disease – Policy Limit \$500,000
Policy must contain a **waiver of subrogation** against the City of Phoenix.

Reporting and Invoicing:

- Grant recipient must report the number of businesses/entrepreneurs who utilized the program and/or demonstration project monthly for a twelve-month period
- Once contract is executed:
 - grant recipient will submit a detailed invoice with back-up documentation for reimbursement to be processed; or,
 - grant funds will be provided to recipient to expand/enhance offering and within 90 days the recipient will submit detailed invoice with back-up documentation
- City of Phoenix processes invoices 45 days for payment

For questions regarding the ARPA Small Business Workforce Training Improvement Program contact:

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Small Business Workforce Training Improvement Program Application

Business Name: _____

DBA: _____

Year Business Established: _____

Phone: _____

Email: _____

Address: _____

City, State, Zip: _____

Primary Contact Name: _____

<i>*Program/demonstration project location, if different from above</i>	
Address:	
City, State, Zip:	
County:	

Number of small businesses/entrepreneurs who will benefit over one year timeline: _____

Does your program and/or demonstration project assist businesses or entrepreneurs affected by COVID? Yes No

Does your program and/or demonstration project align with City and Board priorities? Yes No

Check all that apply:

- Sustainability
- Serves high demand industries (Advanced Business Services, Healthcare, Manufacturing, Information Technology, Construction)
- Creates new jobs or helps avert layoff
- Serves populations with barriers
- Strengthens economy
- Provides resources to underserved areas
- Promotes business growth
- Innovation

*By submitting application, I certify that the information provided in this application and the information that I have provided in all supporting documents and forms is true and accurate.

Name of person submitting _____ Date _____