



*Bowman County*

# Workforce Relocation Reimbursement Program

*The Workforce Relocation Reimbursement Program exists to help local businesses provide additional benefits to new hires by reimbursing up to \$5,000 in moving expenses.*

## Overview:

- Business must be hiring for a position that is outlined in the attached high-need and emerging occupations list. If position is not listed, employer may request a review by BCDC's Board of Directors for approval of position to qualify for the program.
- Business must have a location in Bowman County.
- Employer will follow outlined qualifications for employee and certify use of funds.
- Application must be approved prior to hiring of new employee.
- Can be paired with the workforce programs. Full request not to exceed \$5,000 per employee. Maximum payout of \$15,000 per business. Business applications may exceed \$15,000, but payout will not exceed \$15,000.

## Employee Qualifications:

- Funds must be used to relocate to a residence in Bowman County.
- Hired within 12 months of employer application for program.
- Successful completion of initial probationary period (60 days).
- Employee must remain a full-time employee (32+ hours) for a minimum of three years.
- Must be moving from a distance of 45 miles or more from place of residence to new place of residence.

## Eligible Expenses:

- Mileage or airfare for employee and immediate family
- Hotel or lodging incurred during specified moving period
- Rental of hauling equipment
- Moving services
- New licenses and vehicle registration for North Dakota

## Guidelines:

- Employer will be required to have a job posting for the hiring position on bowmannd.com.
- Employee must submit receipts of allowable moving expenses along with Step 2 Reimbursement Form.
- Applicants will be required to sign a Business Incentive Agreement guaranteeing the project will be completed according to the details included on the application.
- Employer will submit annual verification of employee's employment for three years after utilizing the program.
- If employee's status changes or their employment with the approved employer is terminated for any reason (other than death or disability) before the end of the commitment period, the employee must pay back 100% of the reimbursement received.

- Employee and employer acknowledge and agree that in the event the employee's employment status changes, employee is obligated to repay the amount given (maximum of \$5,000). Amount can be deducted from employee's final payout or through payback arrangements approved by employer's HR and BCDC.
- BCDC reserves the right to cancel the program in the event of failure to comply with this agreement.
- Application to the Workforce Relocation Reimbursement Program does not guarantee funding.
- Funds will be released upon review and approval of submitted receipts.
- Funds disbursed on first-come, first-serve basis.
- BCDC will have final authority to approve, disapprove, or make changes as necessary.
- BCDC reserves the right to request additional information as needed.
- In the event that fund repayment is necessary, the employer will be responsible for paying the employee's award back to BCDC.
- BCDC will fund award to employer. The employer will be responsible for disbursing the award to the eligible employee.
- Employee will receive full payment of eligible expenses at the end of the probationary period.
- In the event of termination, employee quitting, or like situation that causes employment not to last the three-year period, employer will be expected to notify BCDC withing one month that the employee is no longer with them and return funds to BCDC withing three months. Payback amount is based on a tiered schedule as follows: 0-12 months, 100% payback required; 13-24 months, 50% payback required; and 25-35 months, 30% payback required.
- BCDC will send employer an annual employee verification form that needs to be returned in order for award to not be requested back.
- Application will stay active for 12 months. Business must resubmit application annually in order to be eligible to receive funds.
- Please consult your accountant on proper tax handling.
- After your application is approved you are eligible for program funding. Program funds will be disbursed on a first-come, first-serve basis to all approved applicants until the entirety of the program budget is expended. Approval of your application does not guarantee fund availability.
- Employer will be required to notify BCDC of any filled positions on file within 30 days of new employee's start date in order to be eligible to receive approved funding.

#### **Application Process:**

- Employer completes Workforce Relocation Reimbursement Employer Application
- Application is reviewed by BCDC Board of Directors.
- Upon approval, employer seeks and hires new employee that fits within the approved profession on initial application.
- Employer with assistance of new employee completes the Workforce Relocation Reimbursement Application - Step 2 and submit eligible receipts.
- Funds will be released after reimbursement form has been verified by BCDC.
- Employer will certify continued employment of employee that utilized incentive for three years post hire date.

#### **Total Workforce Program Budget \$100,000**

Businesses are capped at \$15,000 in workforce program benefits.