



**MARANA JOB CREATION INCENTIVE PROGRAM (MJCIP)
REQUEST FOR REIMBURSEMENT**

NOTE: Requests for reimbursement must be received within three years after receiving a Certificate of Occupancy (C of O) from the Town of Marana. Documentation of all expenses for which reimbursement is requested must be attached to this form. Reimbursement requests should be submitted not more than monthly.

APPLICANT INFORMATION

Company Name: _____ Date of Request: _____
Contact Person: _____ Phone: _____
Address: _____ City: _____
State: _____ ZIP: _____ Email: _____

REIMBURSEMENT INFORMATION

For which element(s) of the MJCIP are you requesting reimbursement (check all that apply)?

- Employee Relocation Expenses I-10 Corridor & Main Arterial Beautification
 Student Internship/Training Costs Job Training Sustainable Development
 Public Infrastructure/Impact Fees

Please provide a brief description of the items for which you are requesting reimbursement (attach additional sheet if necessary):

Employee Relocation Expenses: \$ _____ Job Training: \$ _____

Student Internship/Training Costs: \$ _____ Sustainable Development: \$ _____

I-10 Corridor & Main Arterial Beautification: \$ _____

Public Infrastructure/Impact Fees: \$ _____



Please attach appropriate documentation of expenses incurred for each reimbursement request. All documents will remain confidential. The following documents are requested for reimbursement requests associated with each MJCIP element:

Employee Relocation Expenses

- Proof of employee relocation to home within the Marana town limits, such as copy of title report, closing paperwork, etc.

I-10 Corridor & Main Arterial Beautification

- Receipts showing construction work performed, including landscaping, façade renovations, new or updated signage, etc., on area visible from I-10 highway

Student Internship/Training Costs

- Payroll report/statement showing wages paid to internship participants
- Receipts showing goods or services purchased as part of an internship/training program

Job Training

- Receipts showing goods or services purchased as part of an employee training program

Sustainable Development

- Actual costs/receipts associated with solar and/or wind energy improvements. Green building best practices would include documentation that demonstrates design and/or construction practices that are considered energy efficient beyond minimum building requirements.

Public Infrastructure / Impact Fees

- Actual costs/receipts associated with public infrastructure and/or impact fees.

TOWN OF MARANA STAFF USE ONLY

Total Reimbursement Approved: \$ _____

Approved By:

Town Manager Date

Town Attorney Date

Finance Director Date

Economic Development Date