



City of Caldwell
Business Assistance Program
For Job Creation

Caldwell Business Assistance Program for Job Creation

The City of Caldwell has received funding through the Department of Housing and Urban Development Community Development Block Grant program. As outlined in the cities Consolidated Plan, a portion of this funding is allocated to a Business Assistance Program.

Program Description

The City of Caldwell Community Development Block Grant program is providing an incentive opportunity to support the creation of new jobs within the Business Improvement District. The City of Caldwell's Business Assistance Program for job creation provides grants up to \$20,000 to new and expanding Caldwell businesses for the creation of net new, permanent full-time jobs for low/moderate income Caldwell residents.

Program Objectives

- Job creation for low/moderate income Caldwell residents;
- New business formation and existing business expansion;
- Leverage private investment to support business growth;
- Help new and expanding businesses secure needed funding;
- Enhance the health and vitality of the Caldwell economy.

Program Requirements

- Create one (1) full-time job (1,750 hours a year or 33.65 hours/week) for every \$10,000 of grant funding*;
- Business location of applicant is within the Business Improvement District;
- Net new jobs created with the help of the grant are marketed to low/moderate income** Caldwell residents, resulting in at least 51% of these jobs going to this population. As an example, if two jobs are created to meet grant requirements, then both must be filled by low/moderate income Caldwell residents;
- Job(s) are created within six months year of grant approval.

Grant Terms

- Maximum grant: \$20,000 per business.
- Required Private Match: Equal to or greater than grant amount.
- Private Match Sources: Private investment match includes at least 50% private equity. The remaining 50% may be a bank loan. For existing businesses, the 50% equity can include private investment made within the past 3 months.

Application Review Preferences:

Preference is given to applications that include one or more of the following components:

- Teaching meaningful job skill(s) to new hires;
- Private match exceeds the grant amount requested;
- Number of net new jobs exceeds one (1) per \$10,000 of grant funding;
- Quality jobs are created offering wages that meet or exceed the current minimum wage for the State of Idaho;
- Project commencement prior to September 30, 2017.

Eligible Funding Activities

- Equipment and machinery ;
- Permanent working capital, (e.g., inventory, furniture and fixtures);
- Working capital expenses (e.g., rent, utilities, salaries, insurance);
- Up to \$1,000 for business consulting services (e.g., accounting, marketing, software training, legal assistance);
- Leasehold improvements, renovation, reconstruction, or restoration of vacant, under- utilized or deteriorated space; building modifications to enhance accessibility to elderly or handicapped persons. (Construction projects must comply with Davis Bacon federal labor standards.)

Ineligible Activities

- Refinance existing debt;
- Down payment for other financing;
- Activities commenced or completed prior to program funding approval.

Basic Program Qualifications

- Business must be located within the Business Improvement District in the City of Caldwell;
- Applicant cannot owe outstanding property taxes, fees, or judgments to the City, and property must be free of all City liens and encumbrances.

Application and Approval Process

The City's Community Development Block Grant (CDBG) staff is responsible for administration of the Business Assistance Program for Job Creation, with guidance from other City staff. Eligible applications are reviewed by staff members and then presented to the Caldwell City Council for its review. The City Council has final decision-making authority in approving applicants for grant awards.

Reporting and Tracking (after grant approval)

- Jobs: Jobs must be created within six months of being approved for a grant. Grant recipients will be required to provide quarterly reports until all hires are made, and then for one year beyond that. If the jobs are not maintained for at least one year the grant recipient may be required to repay the City a portion of the grant amount.
- Property: The City will retain an interest in property improved or equipment purchased (worth \$5,000 or more) with grant funds for up to five (5) years. If such property improvements or equipment are transferred, or otherwise disposed of within the five (5) year period from the date the improvements are completed or equipment is purchased, respectively, the City may require partial repayment (on a pro rata basis) of the grant funds.

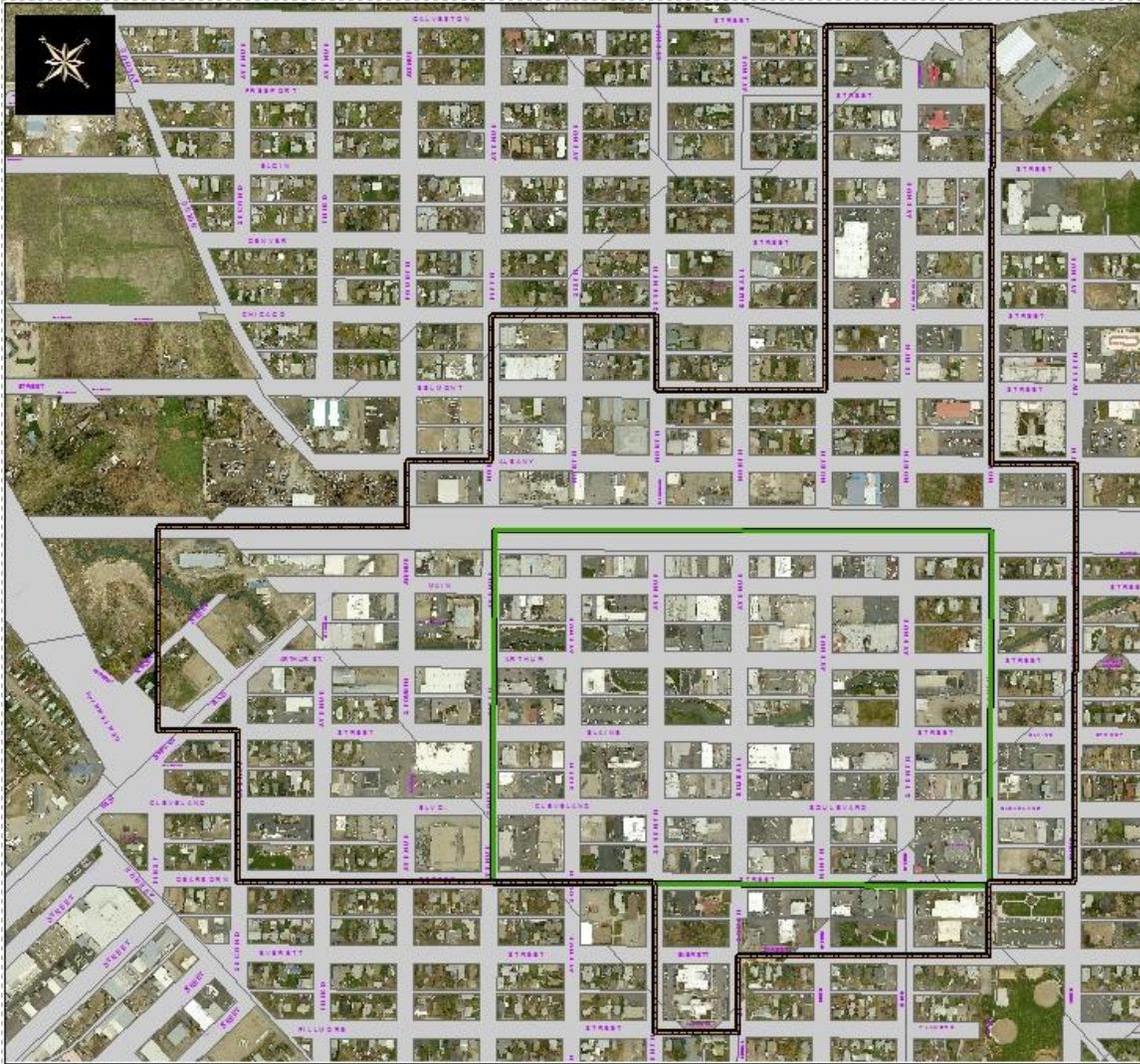
**Definition of a full-time job, per the U.S. Department of Housing and Urban Development.*

***Low-moderate income is defined as 80% of median household income. A chart showing qualified income levels can be found at the City's website at the following link:*

<http://www.cityofcaldwell.org/your-government/community-development-block-grant-cdbg>

Priority Program Area

The current eligible priority area is the greater Business Improvement District within City of Caldwell. A map of this district is below:



Eligibility

All business owners willing to undertake eligible activities, located within the designated Business Improvement District, are invited to apply for assistance.

- Buildings containing or that will contain residential units may require lead hazard abatement. The cost of lead hazard abatement is not an eligible expense under this program and will be the total responsibility of the building owner.
- Applicants will be required to demonstrate financial capacity to meet program match-funding requirements.

General Requirements

Each recipient will be responsible for all acquisition and relocation costs when displacement of residential or nonresidential tenants occurs as a result of the project, in accordance with the Federal Uniform Relocation Act. If temporary tenant relocation will be required for this project, contact the CDBG coordinator for further guidance prior to submitting this application.

All applicants will be required to demonstrate compliance with nondiscriminatory employment practices and Affirmative Action Programs under Title VI and Section 112 of the Civil Rights Act of 1964 and Public Law 92-65. Applicants are encouraged to utilize minority and women-owned business enterprises under this program.

The City, the Department of Housing and Urban Development, the Comptroller General of the United States, or any duly authorized representatives, will have access to any books, documents, papers and records that are directly related to the program assistance for the purposes of monitoring, making audits, examination, excerpts, and transcripts. All records supporting the costs and components of program-assisted improvements will be maintained for a period not less than 5 years following completion of the program agreement period, agreement termination, or default, whichever shall first occur.

No person who is an employee, agent, consultant, officer, appointed official, or elected official of the City of Caldwell who exercises or has exercised any functions or responsibilities with respect to CDBG activities, or is in a position to participate in a decision-making process, or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit, or have interest in any program assistance, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

All work undertaken using CDBG funds are subject to the Davis-Bacon Act and Section 3 of the Fair Housing Act. All construction management will be the responsibility of the applicant.

Application Process

Applications for the Building Improvement Program will be available as funding allows.

Current application cycle will close on August 14, 2017 at 4:00pm.

Applications and additional materials will be available on the City of Caldwell's website and from the City Clerk's office at 411 Blaine St. Caldwell, ID 83605. Applicants may also contact the Community Development Block Grant Coordinator, Elizabeth McNannay, at 208-455-4641 or emcnannay@cityofcaldwell.org for additional assistance.

Applicants will be required to complete the program application and provide a project timeline, drawings related to proposed improvements, and specifications of the proposed improvement work to CDBG Coordinator for approval. Proposals must pass a threshold review for eligibility, and will then be reviewed for quality and impact of the proposed improvements. Realistic project commencement estimates before September 30, 2017 will receive priority for funding.

Below are the steps in the process:

- Obtain application, as outlined above.
- Forward completed application to CDBG Coordinator via e-mail emcnannay@cityofcaldwell.org, in person or via mail to CDBG Coordinator at City Hall (c/o City Clerk 411 Blaine St. Caldwell, ID 83605).
- Applications will then be processed and reviewed. This will include matching fund verification, approval of scope of work, review of line item budget etc. Review may take up to 14 days after receipt of application.
- CDBG coordinator or city staff will conduct a site visit to determine if the proposed project meets eligibility requirements.
- Construction projects will then be forwarded for design approval from Planning & Zoning Design Review Committee, if necessary.
- City staff will conduct an environmental review to determine project eligibility, as required by HUD.
- The applicant will be notified of award once evaluation is completed.
- **Activities may proceed only after fully executed grant agreement is finalized and has received City Council approval.**

If you are unsure of eligibility, please contact CDBG coordinator at emcnannay@cityofcaldwell.org for additional information or clarification.