



City of Caldwell

Business Assistance Program for Job Creation Grant Application Form

*Applications will be considered on a first received/first considered basis,
provided submission is deemed complete and eligible.*

A. Applicant Information

Business Owner(s):

Ownership Type (check one): Individual(s) Proprietorship LLC Corporation

Owner Address:

Phone:

E-mail:

Contact Name (if different from above):

Phone:

E-mail:

B. Business Information

Business Name:

Business Type:

Building Address:

Zoning:

Current Usage:



C. Project Overview

Describe proposed project:

Number of new jobs that project will create within one year of grant award:

Description of each full-time job (33+ hours/week) that will be created, including anticipated salary or hourly rate.

Total anticipated budget:

Grant requested (may not exceed 50% of total project cost and limited to no more than \$20,000):

Match funding amount:

Is total match funding secured:

Yes

No

Match funding must be secured before approval.

Applicant has reviewed guidelines for project eligibility:

Yes

No



LEASED SPACE

If applicant business leases space answer questions below and submit property owner acknowledgement.

- a. How much time remains in lease? _____
- b. Is there an option to renew? No _____ Yes _____ Length of option _____
- c. Property Owner Information:

Full Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

- d. Property Owner Acknowledgement

I am the owner of the property in which the business that is noted in this project application is located, and my address and phone number is noted correctly in this document. The Applicant holds a presently valid Lease of all or a portion of the property. I have been informed of the Applicant's intention to perform the improvements described in this application, and I hereby authorize the Applicant, who is my tenant, to apply for the grant described herein, and also to make the proposed improvements at the property.

Property Owner's Signature

Date



E. Disclosure

Applicant agrees that the acceptance of this application does not commit the City to enter into an agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for the project. Further, the acceptance of this application does not constitute an agreement by the City that any contract will be entered into by the City. The city expressly reserves the right to reject any or all applications or to request more information from the applicant.

The applicant also agrees that the City will only consider Business Assistance for the proposed project if application has been completed in full and all required attachments are included. Applicant hereby certifies that all information contained in this document and any attachments is true and correct to the best of the applicant's knowledge. Applicant also gives permission to the City of Caldwell to research the building's history and perform other related activities necessary for the reasonable evaluation of this proposal.

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.

Jobs must be created within six months and maintained for five years. Grant recipients will be required to provide quarterly reports until all hires proposed in the grant application are made, then report annually on these jobs for 5 years. If the jobs are not maintained for that period of time the grant recipient may be required to repay the City a portion of the grant amount.



The Applicant acknowledges and understands that the City will, as part of the grant agreement, have an interest in the property improved or equipment purchased with the grant funds, directly or indirectly, 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 demand partial repayment (on a pro rate basis) of the grant funds in the course of said transaction.

Applicant agrees:

- To comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in rehabilitation work undertaken in connection with program assistance.
- To keep such records as may be required by the City in connection with the work to be assisted.
- To not discriminate upon the basis of race, color, sex, marital status, disability, religion or national origin in the sale, lease, rental, use or occupancy of the property to be assisted.
- To allow no member of the governing body of the City of Caldwell and no employee of the City of Caldwell to have any interest, direct or indirect, in the proceeds of any grant.
- That NO financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants.
- That assistance involves federal funds and requires compliance with federal guidelines, including Davis-Bacon Wage Rates, handicapped accessibility and historic preservation.
- To maintain any building improvements, equipment and fixtures for a period of at least five years.
- That financial assistance will not be provided if property taxes or special assessments are in arrears.
- That exterior building improvements will comply with Plaza Façade Design Handbook Guidelines.
- Applications will be considered on a first received/first considered basis, provided submission is deemed complete and eligible.



Required Attachments

Incomplete applications will not be considered for funding. Applications will be received until August 14, 2017.

All applications:

- Project scope and detailed explanation of how and when it will result in creating the number of jobs noted above
- Current photos of the structure
- Conceptual drawings of proposed work, to scale (if possible)
- Projects for the exterior of building must meet Plaza Façade Design Handbook Guidelines For signs or awnings – color rendering of design, specifications as to size and information about how and where the sign or awning will be attached to building
- History of company and resume of business owner(s)
- Proof of any secured matching funds (bank statement, loan commitment, etc.)
- Projected cash budgets for 2 years with requested grant proceeds included
- Line item budget for project, with each activity individually listed
- Current bona fide bids for proposed work (within last 30 days), if applicable
- Lease agreement, if applicable
- Any available market data demonstrating the project's economic feasibility

Existing Business

- Historical financials (3 years of tax returns and financial statements)

New (Start-up) Business

- Business plan
- Personal financial statement (3 months of current bank statements)
- Personal tax returns (3 years)

Signature

Title

Print Name

Date

Return completed application and documentation in a sealed envelope labeled on front:

Attn: Elizabeth McNannay
Community Development Block Grant Coordinator
c/o City Clerk
411 Blaine Street
Caldwell, ID 83605

Or send electronically with labeled attachments to: emcnannay@cityofcaldwell.org