**Chapter 5: General Application Instructions & Forms**

Introduction: Each applicant must complete and submit an application. The application must identify and document that the proposed project will meet Rural Community Block Grant (RCBG) threshold requirements and objectives. The application is the basis of the Idaho Department of Commerce (Commerce) and the Economic Advisory Council’s (EAC) review and ranking of the project.

Every applicant must complete all the information in this chapter. The chapter has two sections: Part A is the instructions for completing Part B of the application. Part B must be filled out (including the appendix documents) in order to identify the project’s eligibility, need, impact, and preparedness. The Chief Elected Official of the applying city/county/tribe shall authorize the application.

**Part A: Instructions**

 **Application Sections:**

a. **Cover Page**. The cover shall contain “An Application for a Rural Community Block Grant by the \_\_\_\_\_\_\_ (City/County/Tribe) of \_\_\_\_\_\_\_ (Name) \_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_”.

b. **Cover Letter**. A cover letter signed by the Chief Elected Official on official stationery. This is the official letter of application for RCBG assistance.

c. **Table of Contents**.

d. **Rural Community Block Grant Application Information Form**. Fully completed and signed by chief elected official.

e. **Economic Advisory Council (EAC) Page:**  The EAC Page should summarize the project in no more than one page. This page should be able to stand alone in describing the project. At a minimum the page should summarize the following: the need, how the need will be addressed, total cost, the local ability to finance, the local effort and commitment, and the local and regional economic impact.

f. **Threshold factors.** Any applicant or project not meeting the threshold criteria shall be disqualified and the application shall not be reviewed. Refer to Chapter 2.

1. **Eligible Applicant –** identify the project’s eligibility. Refer to Chapter 2.
2. **Eligible Activity –** Describe how the project consists of eligible activities. Refer to Chapter 2.

Note: If the RCBG funds are directly related to the acquiring or rehabilitation of commercial or industrial real estate you will be required to submit a program income re-use plan.

1. **Administrative Capacity** – Describe the Grantee’s financial ability, governance ability, and similar project experience. Explain if the Grantee has procured, or in the process of procuring, a consultant to help manage the RCBG project. Identify, if procured, the firm or individual.
2. **Rural Community Block Grant Public Hearing** – Provide a copy of public notice, affidavit of publication, meeting minutes, and a list of attendees in the appendix. Refer to Chapter 4 regarding public hearing procedures.
3. **Job commitment (one of the two following forms)**

**Job Creation Agreement**

This form is the job creation agreement that will need to be executed by the Grantee and assisted businesses. The executed agreement will need to accompany the application and should be attached in the appendix. The Agreement form is available in Part B.

**Or**

 **Company commitment letter**

 The company commitment letter at a minimum shall contain the following:

- Letter on company letterhead;

- Signed by owner, president or CEO/CFO;

Identify commit to

- Number of jobs to be created (or retained) within two years of public project certification of completion;

- Types of jobs and benefits;

- Salary range;

- Projected hiring time line.

1. **Company’s ability to finance**

 If company will finance their portion of the project with internal resources a letter from the owner or CEO must state source of funds (i.e., retained earnings).

 If the company is going to finance their portion of the project with outside sources then a letter of credit from the financial institution or individuals must be provided.

**General Project Description:** Complete or provide the information requested in the following sub categories: Community Development, Project Description, Site Plans, Project Budget, Environmental Scoping Form, Project Schedule, and Project Development Team List.

**Community Description:** Include applicable County’s Labor Market profile at website <http://lmi.idaho.gov> - Regional Information.

**Project Description:** Identify the specific components of the project which will be completed. The description of the project should be detailed enough that it can be used to write a contract scope of work.

**Site Plans:** Include in the application appendix the Design Professional’s project site plans.

**Project Budget:** Fill out the budget form (located in Part B) for the entire project costs.

Funding sources should be identified specifically as the agency, company, government, or entity that is providing a grant, loan, cash, in-kind services, or donation, etc. This would also include private investment funds that are a component of the entire project. Line Items (left hand column) should only be identified as indicated below:

Planning (grant writing and market study)

 Facility Plan

Administrative (grant administration)

Soft Cost (archaeological, soils test, ASTM environmental)

Design Professional (design fees, construction administration, reimbursable)

Construction (Div 1-16, permits, plan check fees, contingency, etc.)

Equipment

Property Value

Acquisition/Relocation (property, real estate, easements, R-O-W)

Legal

Financing Expenses (loan fees, interim interest, Bond/LID/BID admin)

Material

**Note:**

Local matching funds are defined as cash donations, capital improvement funds, program income, cash resulting from debt financing, business improvement districts, general obligation or revenue bonds, tax levies, land sales or miscellaneous revenue. Local matching funds are generally those funds and contributions raised by the residents of the grantee. In-kind contributions of equipment or materials will be considered as local match.

 Local cash is what the community has raised prior to submittal of the application.

The value of land may be considered as local match if the value of the real estate is documented by an appraisal or assessor records.

 Volunteer labor should be estimated by man hour, types of skills needed and wage rates. Documentation of insurance coverage for volunteers should be included in the application.

**Environmental Scoping Form:** Each applicant must complete the environmental scoping form (located in Part B). The purpose of the form is to help the applicant and Commerce better understand what environmental statutes might impact the project. The information will assist in understanding what studies, documentation, and mitigation measures could be applicable and how they will affect the project.

**Schedule:** Complete the project schedule (located in Part B). It is critical that projects have already met predevelopment benchmarks as RCBG funding is limited and waiting for projects to come together is problematic for all parties involved.

Review and Ranking Criteria: One Thousand (1,000) Points Possible.

 There are one thousand (1,000) possible rating points. Commerce staff assigns eight hundred (800) points to the applications. The EAC assigns two hundred (200) points. The applicant must receive at least 500 staff points to be invited for a presentation before the EAC.

# a. **Community Distress Factors** – Two Hundred (200) Points. Community distress factors drive the need for the project. The factors in this section provide a measure of community economic distress and the need for the RCBG project.

(1) **Unemployment Rate**. **(30pts)**  Identify the communities current unemployment rate

compared to the state’s current unemployment rate.

(2) **Per Capita Income**. **(30pts)** Identify the community’s per capita income compared to

 the state’s per capita income.

(3) **Local Economic Distresses. (60pts)** During the previous two yearsidentify and

explain if the community has had such distresses as major layoffs, or loss of other funding

sources. (e.g. Community Self-Determination Act, federal PILT, etc.)

Commerce staff will further assess economic distress by the following factors:

(Applicant not required to respond)

* What is the poverty rate for the county which the project is located?
* Natural Change - number of deaths vs births in the county in the last four years.
* Rural nature of county where project is located. (Urban, Commuting, Rural Center, or Open Country)
* Has the county experienced a net population out migration in the last four years?

(4) **Lack of Developed Business Sites/Infrastructure. (40pts)** Describe the lack of developed industrial sites or infrastructure in the project area. If there are developed sites in the project area explain why they cannot accommodate the proposed project.

* Is the project located in a designated SBA HUB zone?
* City/county property tax rate?

Commerce staff will further assess lack of developed business / infrastructure by the following factor:

(Applicant not required to respond)

* Location Quotient: What is the impact to region and similar industry in area?

(5) **Lack of Resources. (40pts)** What other funding resources does the applicant have available? Explain why those resources have not been utilized. Examples: URA, resort city tax, and impact fees.

Commerce staff will further assess lack of resources by the following factors:

(Applicant not required to respond)

* Lack of or limited access to:
	+ - * + post-secondary education facilities
				+ interstate or highways
				+ primary and/or general aviation airport
				+ rail service

b. **Project Benefits - Two Hundred (200) Points.** Project benefits will be the impact the proposed project will have on distress factors.

 (1) **Direct Job Creation or Retention\***. **(35pts)** Identify in fulltime equivalents (FTEs) the jobs that will be created by the company within two years of grant construction completion.

 \*Net new jobs are those created as a result of the RCBG, over and above employment at

 the company site prior to the grant, and which do not include relocated jobs from the

 assisted company in the same labor market area. Retained jobs are those that would be

 lost without the RCBG assistance. The company will be required to sign a grant

 assistance agreement that will identify the number of jobs created and retained.

 2) **Job Quality and Fringe Benefits**. **(50pts)** Describe wages or salaries, excluding

 benefits, and the average county salary. If the average county wage exceeds the state

 average wage, comparison with the state average will be used. Seasonal positions may

 be converted in FTEs. Fringe benefit plans for employees shall be described in the

 application. This could include a comprehensive employer paid health program, employer

 paid pension program, 401K matching program or equivalent, training and education

 courses, daycare, paid vacation and sick leave.

 (3) **Direct Secondary Jobs**. **(15pts)** Identify the business(es) job multiplier. (Contact your regional labor economist)

(4) **Company Management Capacity\***. **(60pts)** This is a measure of the company’s

 capacity to manage the project and see it to completion. Complete a narrative

 addressing all of the criteria identified below and/or attach any supporting

 documentation. Narrative length, not including attachments, should be approximately

 three pages.

1. History of the Company
2. Market Information:
* What does the company manufacture and/or produce?
* Over the last two years, is production and sales increasing or decreasing?
* Explain if markets are domestic and/or international.
* Does the company have patents in place?
1. Trends and Outlook:
* Identify the reasons why the company sales are expected to grow.
1. Rationale for Expansion:
* What are the factors for selecting this location (i.e. city infrastructure, transportation routes, access to labor, access to markets, cost, etc.)
1. Financial Capabilities:
* How is the company financing its expansion?
* What is the financing source of the company’s expansion?
1. Managerial Capabilities:
* Provide experience and resumes of top management.
1. Expansion Information: Provide explanation for each of the following -
* Has company’s property and/or easement purchases been completed?
* Does the company have design professional firm under contract?
* Have site and building plans been prepared? If so, please submit site plan and building elevation plan.
* Does the company have a contractor secured?
* Is annexation required?
* Has the company received planning and zoning approval?
* Have design reviews been completed?
* What is the status of building permits?
* Does the local government require a Developer’s Agreement? If yes, has it been approved?
* Are rights of way permits required?
* Are air quality permits required?
* Are there surface water drainage requirements?
* Are there environmental mitigation requirements?
* Other

1. Business plan, prospectus, or annual report:
* Not required, but if available, provide copy.

\**Sensitive business information does not have to be included in the application*

*and can be sent separate of the application to Commerce. Commerce reserves*

*the right to not make public proprietary information per Idaho Code 9-340*

*Records exempt form disclosure.*

(5) **Long-Term Program**. **(40pts)** This is a measure of the long-term benefits and the efforts that will continue after the project is completed. Identify and explain the following as a result of this project.

1. The company’s projected annual payroll
2. The company’s track record
3. Environmental impacts (air, water, aquifer, LEED building)
4. Property tax company will pay based on estimated building costs
5. Describe company’s Equal Employment Opportunity program

# c. **Community Project Support – Two Hundred (200) Points.**  Community support is important to the success of a RCBG project. Community leaders and project participants must show they have conducted an open public participation process and developed broad support.

(1) **Project Support and Involvement**. **(25pts)** Identify if applicable level of support for the project, aside from public hearings, from local governments, economic development groups and business organizations. Are appropriate zoning approvals in place?

 Provide support letters in appendix.

(2) **Local Investment**. **(Match 75pts)** Local investment is the local commitment to the

 project such as revenue bonds, funds from business improvement districts, in-kind match

 which can include donated labor or force account labor, city or county cash, and private

 donations of cash, property, etc. Letters of financial commitment must be included in \

 appendix.

(3) **Other Match**. This includes:

1. Private investment into public infrastructure project **(35pts)**
2. Private investment into total project **(65pts)**

 Letters of commitment for matching funds must be included in appendix.

# d. **Project Feasibility – Two Hundred (200) Points.** This section provides an evaluation of the

#  short and long term economic value of the proposed project. What positive impact is projected if

#  the project is funded? What is the likelihood of the project having a positive effect on the local

#  economy?

1. **Planning, Budget and Schedule.** **(50pts)** Identify and explain the status of the following

public infrastructure components for the project:

1. Has a design professional been procured?
2. Have right of ways or easements been acquired?
3. What is the status of any project acquisition required?
4. Have building permits been secured?
5. Complete the project budget form and schedule form located in Part B.

(2) **Cost Estimates. (25pts)** Provide design professional’s opinion of probable costs.

Opinion of probable costs should be dated within 30 days of application submission date. Attach in appendix \_\_\_\_

(3) **Company Commitment. The Grantee and company need to provide either:**

1. An executed RCBG Job Creation Agreement **(75pts)**

 **Or**

b. Commitment letter **(25pts)**

The agreement or letter should be included with Part B of the application.

1. **Creation of Marketable Asset**. **(50pts)** Answer and expand on the following questions:
2. Will other businesses be able to utilize grant assisted infrastructure? If yes, example why. If no, explain why not.
3. How will new infrastructure be marketed for additional business?

**Part B: Application Forms**

A. SAMPLE COVER

Application

for a

BUSINESS ASSISTANCE

Rural Community Block Grant

by

City or County or Tribe

Date

Name of Mayor or Commissioner

B. SAMPLE COVER LETTER

OFFICIAL LETTERHEAD

Date

Director

Idaho Commerce

P. O. Box 83720

Boise, ID 83720-0093

Dear Director:

The City/County/Tribe of respectfully submits this application for an Idaho Rural Community Block Grant. Our community lacks adequate infrastructure to allow (company name) to locate or expand jobs.

An engineering technical memorandum indicates our community cannot supply the water \_\_\_\_\_(business)\_\_\_\_\_

needs to expand. The community and the private sector have raised $ to help finance this project.

We appreciate your concern and attention to our grant request.

Sincerely,

Chief Elected Official

Title

C. TABLE OF CONTENTS

D. APPLICATION INFORMATION

RURAL COMMUNITY BLOCK GRANT

Applicant: Address:

Chief Elected Official: Phone:

Application Prepared By: Phone:

Address: Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Design Professional: Phone:

Address: Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Area Population:

PROJECT FINANCING:

 (fill in)

|  |  |  |  |
| --- | --- | --- | --- |
| SOURCE | AMOUNT | FUNDS COMMITTED/ CONTRACT AWARD DATE | DOCUMENTATION IN APPENDIX \*\*\* |
| **RCBG** |  |  |  |
| Local Cash |  |  |  |
| Federal |  |  |  |
| Private |  |  |  |
| Other (identify) |  |  |  |
| **TOTAL PROJECT FINANCING** |  |  |  |

Identify Loan Source(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Bond

\*\*Describe In-Kind match by type (i.e,. materials, labor, waived fees, land value) and amount.

\*\*\*Identify which appendix corresponding documentation is in. Documentation should be a letter from the appropriate source.

Note: Provide one hard copy and one electronic copy of the application to Commerce.

APPLICATION CERTIFICATION:

The data in this application is true and correct. This document has been duly authorized by the governing body of the (city or county or tribe) and the (city or county or tribe) will comply with all required certification, laws, and regulations if the application is approved and selected for funding.

Name: (typed) Title:

Signature: Date:

E. ECONOMIC ADVISORY COUNCIL (EAC) – Page (200 Points)

Provide a narrative detailing project description, planning, financing and benefits (limit to one page).

F. THRESHOLD FACTORS

1. Eligible Applicant (identify your eligibility refer to Chapter 2)

2. Eligibility Activity: 1/4 page narrative. Describe how the project consists of eligible activities listed in Chapter 2. If the project involves acquisition of commercial or industrial real estate the application is required to address the acquisition condition questions located in Chapter 2.

3. Administrative Capacity:

4. Public Hearing (Refer to Chapter 4):

 Date of Public Notice Date of Public Hearing \_\_\_\_\_\_\_\_\_\_\_

5. Job Commitment: Include documentation in appendix

6. Company’s Ability to Finance their Portion of the Project: Include documentation in

 appendix.

G. GENERAL PROJECT DESCRIPTION

1. Community Description: Attach Labor Market Profile

2. Project Description:

1. Site Plans: Include site plans in the appendix.

BUDGET

RURAL DEVELOPMENT PROJECT

Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project:

|  |  |
| --- | --- |
|   | **AMOUNTS** |
| **LINE ITEMS** | **RCBG Grant** | **County****Cash** | **County In Kind** | **Private Investment in Project**  | **Total** |
| Planning |   |   |   |   | $0  |
| Administrative |   |   |   |   | $0  |
| Facilities Plan |   |   |   |   | $0  |
| Soft Costs |   |   |   |   | $0  |
| Design Professional |   |   |   |   | $0  |
| Construction |   |   |   |   | $0  |
| Property Value  |   |   |   |   | $0  |
| Acquisition |   |   |   |   | $0  |
| Legal |   |   |   |   | $0  |
| Financing Expenses |   |   |   |   | $0  |
| Materials |   |   |   |   | $0  |
| **Total Costs** | $0  | $0  | $0  | $0  | $0  |

Remarks:

\*Administrative expenses shall not exceed 5% of the total RCBG amount.

**Rural Community Block Grant Environmental Scoping**

**Applicant Sub Recipient**

**Prepared by Telephone number**

This site and desk review checklist is to be completed by the Applicant and submitted with the application.

The purpose of the checklist is to help the Applicant and Commerce better understand what environmental statutes or provisions might impact the public and private project.

**1. Planning Review**

Has the project been approved by the local government planning review process?

\_\_\_ Yes \_\_\_ No

If yes, are there any conditional approvals?

If no, what is the expected date that the planning review will be completed?

**2. Historic Preservation**

If there is a building involved with the project, is the building listed on the National Register?

\_\_\_ Yes \_\_\_ No \_\_\_ Not Applicable

**3. Floodplain Management**

Is the project located within a floodway or floodplain designated on a current FEMA map?

Check Web site <http://store.msc.fema.gov/> \_\_\_ Yes \_\_\_ No \_\_\_ Not Sure

If yes, is the Grantee or Sub-recipient in the process of applying for a final letter of Map Amendment or Map Revision. \_\_\_ Yes \_\_\_ No

If the project is located in a floodway or floodplain, is the community a participant in the National Flood Insurance Program. Check Web site [www.idwr.idaho.gov/water/flood](http://www.idwr.idaho.gov/water/flood)

\_\_\_ Yes \_\_\_ No

**4. Wetland Protection**

Are there ponds, marshes, bogs, swamps, drainage ways, streams, rivers, or other wetlands on or near the site? \_\_\_ Yes \_\_\_ No

If yes, has the Army Corps of Engineers (Corps) been notified? \_\_\_ Yes \_\_\_ No

Has the Corps indicated what permit level will be required? \_\_\_ Yes \_\_\_ No \_\_\_ N/A

If yes, what is the permit level?

**5. Sediment Control**

Does the project require a storm water management or erosion plan? \_\_\_ Yes \_\_\_ No

If yes, what is the status of the plan?

**6. Clean Air Act**

Does the project require a DEQ air quality permit? \_\_\_ Yes \_\_\_ No

If yes, what is the current status of the permit process? Explain:

For building demolition or improvements, has an asbestos analysis been planned for or conducted?

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

**7. Energy Efficient Designs**

For building construction, has the owner investigated possible incentives from power providers, such as Idaho Power, Avista, or Utah Power for incorporating energy efficient design into their building? \_\_\_Yes \_\_\_ No

**8. Other Environmental Reviews**

Has an American Society for Testing Materials (ASTM) environmental assessment been conducted or will be conducted? \_\_\_ Yes \_\_\_ No

If yes, are there any identified concerns or recommended mitigation measures?

\_\_\_ Yes \_\_\_ No

List if known -

Is the site’s previous uses known to have been a gasoline station, train depot, dry cleaner, agricultural operations, repair shops, landfill, etc.? \_\_\_ Yes \_\_\_ No

**9. Adverse Impacts**

Have any adverse environmental impacts been identified and addressed? \_\_\_ Yes \_\_\_ No

If yes, explain:

PROJECT SCHEDULE

|  |  |
| --- | --- |
| PROJECT ACTIVITY | DATE TO BE COMPLETED |
| Engineering/Architect Contracted |  |
| Grant Administration Contracted |  |
| Permits Identified and Approvals Secured |  |
| Zoning Permits Secured |  |
| Public Hearing Held |  |
| Engineering / Architect Design Approved |  |
| Bid Document Certification  |  |
| Bids Advertised |  |
| Start Public Construction |  |
| Public Construction Complete |  |
| Start Company Construction |  |
| Company Construction Complete |  |
| Job Creation Completed |  |
| Final Closeout Report |  |

**REVIEW AND RANKING CRITERIA**

**A**. **Community Distress Factors (200 Points)**

1. Unemployment Rate

2. Per Capita Income

3. Local Economic Distresses

4. Lack of Developed Business/Site/Infrastructure

5. Lack of Funding Resources

**B.** **Project Benefits (200 Points)**

1. Direct Job Creation

2. Job Quality and Fringe Benefits

3. Direct Secondary Jobs

4. Company Management Capacity

 a.

 b.

 c.

 d.

 e.

 f.

 g.

 h.

5. Long-Term Program

 a.

 b.

 c.

 d.

 e.

**C.** **Community Support (200 Points)**

 Address the following areas:

 1. Project Support and Involvement

 (Attach letters of support in appendix.)

 2. Local Investment

 (Letters of financial commitment must be included in appendix.)

 3. Other Match

 (Letters of commitment must be included in appendix.)

 a.

 b.

**D**. **Project Feasibility (200 Points)**

 1. Planning, Costs, and Schedule

 a.

 b.

 c.

 d.

 e.

 2. Cost Estimates

 Attach the Design Professional’s Opinion on Probable Cost

1. Company Commitment. Attach:

 Signed job creation agreement

or

Company commitment letter

 4. Creation of Marketable Asset

 a.

 b.

Rural Community Block Grant

Job Creation Agreement

Whereas, the City/County of is applying for a Rural Community Block Grant (RCBG) to provide public infrastructure and/or utilities to support (company name) expansion.

Therefore, as a result of the RCBG assistance, (company name) agrees it will create \_\_\_\_ new full-time equivalent (FTE) jobs.

The City/County of and (company name) further agree to abide by all the following conditions of this Agreement.

**Definitions**

A. The City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereafter is known as the LOCAL GOVERNMENT.

B. The (company name) , hereafter is known as the COMPANY.

C, Funding Source: The Rural Community Block Grant (RCBG) program is funded by the State of Idaho and managed by the Idaho Department of Commerce (COMMERCE).

F. Full-Time Equivalent (FTE): Job creation must be calculated in FTE’s. An FTE job is the equivalent of 35 hours or more per week. Part-time jobs must be aggregated into FTE’s.

**The Project**

The LOCAL GOVERNMENT agrees to provide the following public infrastructure and/or utilities to assist the COMPANY with its planned expansion or location in the LOCAL GOVERNMENT’S jurisdiction.

 (Identify detailed scope of work)

In the event project cost exceeds the total dollars budgeted for the project, (LOCAL GOVERNMENT OR COMPANY) shall be responsible for providing the additional funds needed to complete the project.

**Job Creation**

The COMPANY commits that by \_\_\_\_\_\_\_\_\_, 20\_\_, it will create \_\_\_\_ new FTE jobs above its current employment number. The new jobs to be created are identified and incorporated into this agreement in Attachment “A” - Jobs to be Created.

**Claw-Back**

The COMPANY agrees to reimburse the LOCAL GOVERNMENT a pro rata RCBG dollar amount per job not created if (i) the total number of new jobs created does not meet or exceed the number of jobs committed above and (ii) the LOCAL GOVERNMENT is required to reimburse such amounts to COMMERCE. The RCBG dollars per job ratio is $\_\_\_\_\_\_\_\_\_\_\_\_.

The COMPANY and LOCAL GOVERNMENT agree that the decision of COMMERCE will be final in judging the level of job creation.

**Estimated Project Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Activity | Date | Supporting Documentation to Submit to COMMERCE |
| The Project: | Start Construction |  \_\_\_\_\_\_\_\_\_\_ |  Contract and Notice to Proceed |
|  | Construction Complete |  \_\_\_\_\_\_\_\_\_\_ |  Certificate of Substantial Completion |
| COMPANY’S Building / Facility: |  |  |
|  | Start Construction |  \_\_\_\_\_\_\_\_\_\_ |  Notice to Proceed |
|  | Construction Complete |  \_\_\_\_\_\_\_\_\_\_ |  Occupancy Permit |
|  | Job Creation Complete |  \_\_\_\_\_\_\_\_\_\_ |  Employee Job Listing  |

**Recordkeeping and Reports**

The COMPANY will provide evidence and documentation of the new jobs created and the persons hired to fill the new jobs. To document the jobs created the following information must be provided before project closeout:

1) An employee job listing which identifies the new employee, job title, full or part time position, and salary range.

2) Contact information for the COMPANY’S human resource representative.

This information will be retained by the LOCAL GOVERNMENT for a period of four (4) years after project closeout.

**Monitoring Rights of Government Officials**

The information and all records related to this project and its associated job creation will be made available to the LOCAL GOVERNMENT, and COMMERCE officials.

The COMPANY upon request will allow the above officials access to the records during regular working hours. The COMPANY shall, upon request, allow for visual inspection of the company expansion and provide for interviews with employees to verify job creation.

**Effectiveness**

This agreement is effective from the signature date and will remain in effect until the jobs are created and the grant is closed out by COMMERCE. Closeout occurs after COMMERCE determines the LOCAL GOVERNMENT has complied with all RCBG conditions, regulations, and the COMPANY has created the jobs per this agreement.

**Signatures**

I certify by my signature that I have the authority to commit the (company) to this Agreement.

Signed: Date:

Name and Title:

I certify by my signature that I have the authority to commit the (Local Government) to this Agreement.

Signed: Date:

Name and Title:

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Salaries Hourly & Annually | FringeBenefits | No of PeopleRequired(FTE) |
|  |  |  |  |

**Attachment A**

**Jobs to be Created**

**Appendix**

At a minimum the following documents must be included in the application appendix.

* Documentation of Public Hearing (notice, minutes, attendance list, etc)
* Map of Community
* Project Site Plan
* Community Support Letters
* Financial Commitment Letters
* Match Commitment Letters
* Design Professional’s Opinion of Probable Cost
* Company job creation/retention documentation
* If applicable, Program Income Re-Use Commitment Letter
* If procured, documentation of process for Grant Administrator and/or Design Professional
* Company Management Capacity (**can be sent under separate cover**)

If the project involves the acquisition or leasing of land or real estate also include the following:

* Fair Market Rent Analysis, if required
* Environmental Assessment or Real Estate Inspection
* Appraisal Report
* Commitment to Title Insurance Policy
* Real Estate Purchase Agreement
* Proof of Ownership
* Lease Agreement
* Property Management Policies and Practices