

THE BOARD OF TRUSTEES OF JACKSON TOWNSHIP
AND
JACKSON COMMUNITY IMPROVEMENT CORPORATION

BUSINESS DEVELOPMENT/IMPROVEMENT PROGRAM
RULES AND PROCEDURES

Overview

The Business Development/Improvement Program (“BDIP”) has been created to award funds to eligible businesses to locate or relocate business to Jackson Township (“Township”) as well as expand and improve existing Township businesses. The BDIP, administered by the Jackson Township Community Improvement Corporation (“CIC”), is designed to focus on the Township’s business community by achieving the following primary goals:

- Encouraging existing businesses currently outside Jackson Township to relocate to and invest in the community through construction of facilities and the creation of jobs, generating property tax and possibly income tax revenue for Jackson Township through participation in a Joint Economic Development District (“JEDD”).
- Encouraging existing Township businesses to reinvest in the community through expansion and/or improvement of existing facilities, creating additional jobs and thereby generating additional revenue for the Township.
- Promoting and leveraging community resources to revitalize and reinvest in Township businesses.
- Encouraging partnerships between the Township and local businesses for projects that help to improve the economic health and vibrancy of our community.

The Business Development/Improvement Program provides funding only to eligible businesses and projects.

Eligible Businesses

Eligible Businesses are businesses that (a) are completely located or have facilities in Jackson Township, or (b) are locating or relocating into Jackson Township. A business is eligible for grant funds when all of the following apply:

- It has been formally operating for at least twelve (12) months prior to application;
- It is either (a) located completely or has facilities in Jackson Township, or (b) is locating or relocating into Jackson Township;
- Such facilities are or will be located within one of the following Township zoning classifications: B1, B2, B3, I1, PRec, or MUC; and

The BIDP is designed to support the desire of Jackson Township and the CIC to, among other things, encourage business development, investment in the community and improvement of the

quality of life of its residents. Recognizing that there are many groups that can and do contribute to improving the quality of life in business areas, businesses are encouraged to partner with other groups on projects that benefit the community as a whole and not only their specific business. If there are partner organizations to be included in the application qualification will be based on the business making the application as the lead entity in project planning and implementation.

Ineligible Businesses/Organizations

Groups that are not eligible to apply include schools, religious institutions and organizations, political groups and governmental agencies. Organizations that discriminate on the basis of race, nationality, ethnicity, religion, creed, or disability are also ineligible. In addition to the aforementioned, residential only developments are ineligible for application.

Eligible Projects

Request for funds should be based on costs associated with implementation of a single project, as opposed to support for operational expenses such as salaries, rent, utility bills, property management services or ongoing operational expenses. Eligible projects are those that:

- Allow a business to locate in or relocate to Jackson Township;
- Allow a business to remain in Jackson Township;
- Expand or make capital improvements to existing facilities;
- Add jobs and/or create new opportunities for economic growth;
- Address Township development needs of and add value to the neighboring area; and/or

The maximum fund request may not exceed 50% of the total project costs. Projects that do not comply with or contribute to Township policy and planning goals will not be awarded grants.

Additional consideration will be given to business whose owners reside in Jackson Township. Applicants may request funding for multiple projects meeting the above eligibility requirements. Applicants may not be awarded grants for the same project in consecutive years, unless otherwise permitted by the CIC. The continued administration of the BIDP by the CIC and the awarding of grants under the BDIP are based on funding availability which may increase, decrease or cease at any time and from time to time. Grants may be awarded for less than the requested amount.

Process and Timeline

The BDIP is offered on a calendar year basis as long as funds are available. Applications may be accepted on a rolling basis after January 10th of each year. Applications may be submitted at anytime up until December 1st and will be considered on a first come first served basis.

Grant awards will continue to be made to approved grantees throughout the annual cycle until:

1. Funds allocated to the program are depleted to zero

2. Funds for the program are not allocated
3. The end of the program funding year is reached

The BDIP involves a two-step approval process which may take up to (60) days.

Step 1 – Initial Review

After receiving the applications, the Grant Review Committee of the CIC will:

- Review applications for completeness and clarity and request additional information, as necessary;
- Verify business and project eligibility;
- Review financial information, specify the percentage of total project costs that applicants must fund and ensure applicants' ability to fund such amount;
- Present the applications to the Township Economic Development Director for advisory approval;
- Score the applications using the BDIP's Application Scoring Criteria;
- Present the applications to the CIC Board of Directors for formal review.

Step 2 – Formal Review and Selection

After presentation of eligible applications by the Grant Review Committee to the CIC Board of Directors:

- The Board of Directors will evaluate applications based on the specified criteria, confirm the applications' scores using the BDIP Application Scoring Criteria and formally approve or deny the applications. In the event of ties in the Application Scoring Criteria between or among applications, the Board of Directors may grant or deny applications, in whole or in part (including granting portions of available grant funding to one or more applicants), in its sole and absolute discretion;
- CIC staff will notify applicants of the results and send award letters signed by the CIC;
- Approved grantees will attend an award meetings and sign any required documents; and
- Approved projects will commence.

Disbursement of Funds

Grant funds at 70% of the total award are available after the signed award letter is received by the applicant and required contracts are fully-executed. Upon completion of the project the CIC will disburse the remaining 30% of award funds as long as all matching percentages are satisfied and documented for review. Organizations must submit original invoices and receipts showing payment of project costs to the Community Improvement Corporation for processing. Checks will be made payable directly to the grantee. The CIC requires a minimum of ten (10) business days to process disbursement requests. In the event that the CIC agrees, in its sole discretion, to disburse

funds directly to a vendor of the grantee, the vendor and the grantee must confirm in writing that the CIC is contracting only with the grantee and that the reimbursement creates no legal relationship with or obligation to the vendor. Any discrepancies or disputes that may result from the hiring of contractors or private vendors must be resolved by the grantee prior to request for disbursement.

Application Scoring Criteria

<u>Criteria</u>	<u>Possible Points</u>
<p><u>Project Impact / Need</u></p> <ul style="list-style-type: none"> • Creates jobs at or above the median wage for Jackson Township at or above median wage for Jackson Township (10) • Business is currently located in Township (10) • Business is new to both the Township and County (15) • Project receives advisory approval from Jackson Township Economic Development Director (10) • Project real property is placed in a JEDD (20) <ul style="list-style-type: none"> - Capital expenditure investment - No tax abatement • Business owners are Township residents (10) 	75
<p><u>Project Design / Planning</u></p> <ul style="list-style-type: none"> • Well-planned, and ready to implement; shows a clear vision for successful ongoing operation within Township (10) • Minimal effect on Township resources (5) 	15
<p><u>Aesthetic Improvement / Revitalization</u></p> <ul style="list-style-type: none"> • Project improves aesthetic appearance of Township (10) 	10
<p>Total Possible Points</p>	100