

***Traded Sector Business Attraction Incentive Program Funding Application***

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| **Name of Applicant** |
| **Street Address** |
| **Mailing Address (if different from Street Address)** |
| **Business Name** |
| **Building/ Property Owner Contact Information (if different from Applicant)** |
| **Building/ Property Address** |
| **Is the Property located in the Historic District Y or N****Is the Property individually listed on the National Register Y or N****Note: If yes to either, your project may require Landmarks Commission Review and approval before project commences.** |
| **Property is located in: (circle zone)** **Central Business (CB) General Commercial (GC) Light Industrial (L-1) Heavy Industrial (I-2) Business Park (BP)** |
| **Total project cost****(See attached worksheet)** | **Estimated start date** | **Estimated completion date** |

**Submittal Requirements:**

* 1. All submissions must be accompanied with the following information:
	2. Past three years financial data on the business and the primary proprietor(s).
	3. Resumes or other historical information that accurately portrays the applicants’ business history.
	4. Business plan that includes information on the business’ history and a pro-forma for the proposed new operation in La Grande.
	5. Project scope and detailed project description, to include a detailed budget that reflects the total investment value, sources of revenue and itemized expenses.
	6. Financial and non-financial request of URA participation that specifies categorical use of funds and any other requested URA support.
	7. Detailed listing of expected new job creation to include quantity of jobs, job titles, base hourly or annual wages, explanation and dollar value of any owner-provided non-mandatory benefits and total cumulative annual payroll impact.
	8. Building/ property owner name & contact information.
	9. Project applicant name (if different from above) & contact information.
	10. Letter of authorization from property owner or broker, if owner is not the applicant.
	11. Building/ property address.
	12. Current photograph of the building/ property & historic photos, if available.
	13. Funding amount requested and proposed use(s).
	14. Current building/ property use, including tenant names and contact information, if applicable.
	15. Project timeline.
1. The submitted application and proposal for the project, once accepted as the final concept, shall become and wholly remain the property of the City/URA. The City/URA will retain the reproduction rights to use images of the artwork to prepare and distribute marketing materials, web site materials or for any other use in promotional materials.

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| **Projects must meet the following criteria to be considered—please initial next to each of the following to confirm your project is eligible for consideration:*** 1. Subject property(ies)/ project(s) must lie within the Urban Renewal District (URD). \_\_\_\_\_ (initials)
	2. Current or prospective owner(s) or developers representing owner(s) with consent must be willing and agreeable to undertake a new business development project. \_\_\_\_\_ (initials)
	3. All projects submitted for URA funding consideration must conform to one or more projects or goals stated in the La Grande Urban Renewal Plan of 1999. \_\_\_\_\_ (initials)
	4. Projects must be viable for-profit businesses upon project completion. \_\_\_\_\_ (initials)
	5. Projects must help achieve the mission of the La Grande Urban Renewal Plan to revitalize La Grande’s Central Business Zone by investing in public/private development partnerships in the Central Business Zone (CBZ) or facilitating the development of commercial and industrial parts of the Urban Renewal District to create jobs and income that will provide economic support to the CBZ. \_\_\_\_\_ (initials)
	6. The project must represent an expansion or relocation of an existing business. Start-up businesses will not be considered. \_\_\_\_\_ (initials)
	7. Projects must be businesses that are in the “traded sector” that export at least 50% of their goods and/or services outside of Union County and all counties that border Union County based on gross sales. \_\_\_\_\_ (initials) Examples of such businesses are as follows:
		+ 1. Manufacturing
			2. Food processing
			3. Headquarters
			4. Data centers
			5. Call centers
			6. Wholesale trade
			7. Transportation/ distribution
	8. Projects must create at least three (3) new permanent jobs and employ new employees at or above the average wage in Union County for at least three (3) years. \_\_\_\_\_ (initials)

Notes: If your business does not meet ALL of the above criteria it cannot be considered and your application will not be accepted.If the property owner receives property tax abatement or property tax credit for the property related to the project within five (5) years from the date of the final disbursement of funds, the contributions of the URA will be considered a loan and the full amount of any and all URA funds disbursed shall become due and payable to the URA immediately upon receipt of the property tax abatement or credit notification. This requirement DOES NOT apply to Federal or State Tax Credits that do not reduce the Agency’s property tax revenues.  |

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| **COMPLETE THE FOLLOWING USING THE GREEN SHADED BOXES:** |
| **Describe your project: (Up to 1,000 words)** |
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| **Describe how your project creates at least three (3) new permanent jobs and employ new employees at or above the average wage in Union County for at least three (3) years as specified in the individual funding agreement. The 2013 average wage will be indexed at $32,029 annually or $15.40/hour. (additional preference based on number of jobs) Identify the new jobs that will be created including the position, number of employees in for each position, the salary, and whether the job is full-time or part-time including the total hours per year (2080 for full-time) (Up to 300 words)** |
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| **Describe how your project meets the requirement that the business must be in the “traded sector” and that export at least 50% of their goods and/or services outside of Union County and all counties that border Union County based on gross sales. Examples of such businesses are as follows: (Up to 300 words)*** **Manufacturing**
* **Food processing**
* **Headquarters**
* **Data centers**
* **Call centers**
* **Wholesale trade**
* **Transportation/ distribution**
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| **Which project(s) and/or goal(s) from the La Grande Urban Renewal Plan does your project support, and how? Identify in your answer how your project helps achieve said goals (Up to 600 words per project or goal)** *Copies of the entire Plan are available on the City's website:* [*www.cityoflagrande.org*](http://www.cityoflagrande.org)*)* Goal 1: Revitalize Downtown Goal 2: Create High Quality Family Wage Jobs |
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| **Does this project mitigate, reduce or remove blight Y or N Please explain (Up to 300 words)** *(see attached sheet for blight definition)* |
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| **Describe how this project: 1) Revitalize La Grande's Central Business District? Y or N OR 2) Facilitate the development of commercial and industrial parts of the Urban Renewal District to create jobs and income (Up to 300 words)** |
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| **Project Budget and Funding** |
| **Estimated Project Cost: $****(Attach a project scope and detailed project description, to include a detailed budget that reflects the total investment value, sources of revenue and itemized expenses.)** |
| **Proposed Source(s) of Funding:** |
| Cash or equity $ |
| Private loans $ |
| Commercial loans $ |
| State loans/ grants $ |
| Other (specify) $ |
| **Subtotal of Non-Agency Funding: $** |
| Agency Requested Funding $ |
| **Total Project Funding $** |

**Please list any previous Urban Renewal Funding received for this project or the property below:**

**Façade Program:\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Funding Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Call for Projects Program:\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Funding Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| The statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. Applicant understands that the Agency will retain this application and any other information the Agency receives, whether or not this funding request is approved. Applicant understands this request can become public information; however any financial statements, tax returns, project pro forms and business formation documents will be kept confidential. Financial projects included as part of the Business Plan will be kept confidential. Applicant agrees to enter into an agreement with the Agency and to work cooperatively with Government officials on this project, if funded. |
| Applicant Signature | Date |

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| **Office use only** |
| ***Date Application Received:*** |  | *Proposed Use allowed in this Zone Y or N Approvals required:**Landmarks Commission Y or N Conditional Use Y or N Site Plan Y or N**Parking Required Y or N # Spaces*  *Encroachment Permit Required Y or N Building Permit Required Y or N**District Manager Deems Application Complete Y or N* *Date Deemed Complete:**Zoning\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| ***Approved? Y or N***  |
| ***Amount of grant: $*** |
| ***Agreement executed on:***  |
| ***Notes:***  |