



**North Carolina Department of Commerce  
Rural Economic Development Division  
Rural Grants/Programs**

**2014-2015 Building Reuse Program Guidelines and Application**

**Program Statement**

The Building Reuse Program under the Rural Grants/Programs Section of the North Carolina Department of Commerce will provide grants to local governments. Three categories of funding are available for 1) the renovation of vacant buildings, 2) the renovation or expansion of a building occupied by an existing North Carolina company wishing to expand in their current location and 3) the renovation, expansion or construction of health care entities that will lead to the creation of new, full-time jobs.

**Pre-Application Conference Process**

The first step in the Building Reuse Program grant application process is the submittal of the pre-application form and completion of the pre-application conference call. The local government applicant is responsible for scheduling the call, arranging a call-in number and/or calling the participants. Meetings are available upon request and must also be arranged by the applicant. **The pre-application conference call/meeting must be completed at least seven (7) business days prior to the full application deadline date.** Once the call/meeting is complete, applicants may submit a full application. The Pre-Application Form is available on the NC Department of Commerce website at [www.nccommerce.com/rd/rural-grants-programs/building-reuse](http://www.nccommerce.com/rd/rural-grants-programs/building-reuse).

**Eligible Applicants**

Eligible applicants are units of local government located in either a Tier 1 or Tier 2 county, or a rural census tract in a Tier 3 county. The tier designations can be found on the NC Department of Commerce website at <http://www.nccommerce.com/research-publications/incentive-reports/county-tier-designations>. In Tier 1 or Tier 2 counties, priority will be given to towns or communities with populations less than 5,000.

As prescribed in N.C.G.S. 143B-472.127(a)(2) a rural census tract is an area having a population density of less than 500 people per square mile according to the most recent decennial federal census. The rural census tract designations can be found at [http://accessnc.commerce.state.nc.us/gis/web\\_development/rural\\_development.html](http://accessnc.commerce.state.nc.us/gis/web_development/rural_development.html)

**Application Deadlines and Submittal Requirements**

The Building Reuse Program Guidelines and Application are available on the NC Department of Commerce website at [www.nccommerce.com/rd/rural-grants-programs/building-reuse](http://www.nccommerce.com/rd/rural-grants-programs/building-reuse). Applications accepted according to the deadlines listed below. The completed application must be received by 5:00 p.m. on the deadline date.

Last Day to Complete		
Pre-App Conference Call	Application Deadlines	Date of Award
October 24, 2014	November 4, 2014	December 18, 2014
December 23, 2014	January 7, 2015	February 19, 2015
February 27, 2015	March 10, 2015	April 23, 2015
April 24, 2015	May 5, 2015	June 18, 2015

**Please submit Building Reuse Applications by mail to:**

Mailing Address:

Hazel Edmond  
Building Reuse Program  
Rural Economic Development Division  
North Carolina Department of Commerce  
4346 Mail Service Center  
Raleigh, NC 27699-4346

Physical Address:

Hazel Edmond  
Building Reuse Program  
Rural Economic Development Division  
North Carolina Department of Commerce  
301 North Wilmington Street  
Raleigh, NC 27601

**\*Guidelines and Application are subject to change at the discretion of the Rural Infrastructure Authority**

**Funding Availability for Vacant Building category**

Up to \$12,500 per full-time job, maximum award of \$500,000

- Project located in a Tier 1 or Tier 2 county
- Company type represented in the Priority Industry Table
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Up to \$10,000 per full-time job, maximum award of \$500,000

- Project located in a Tier 1 or Tier 2 county
- Any company type is eligible
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Up to \$5,000 per full-time job, maximum award of \$250,000

- Project located in a Tier 1 or Tier 2 county
- Any company type is eligible
- No wage standard is required
- No employer-paid health insurance is required

Up to \$5,000 per full time job, maximum award of \$250,000

- Project is located in a Tier 3 rural census tract area
- Company type represented in the Priority Industry Table
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

**Funding Availability for Existing Business Building category**

Up to \$10,000 per full-time job, maximum award of \$500,000

- Project located in a Tier 1 or Tier 2 county
- Company type represented in the Priority Industry Table
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Up to \$5,000 per full-time job, maximum award of \$250,000

- Project located in a Tier 3 rural census tract area
- Company type represented in the Priority Industry Table
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

**Funding Availability for Health Care category**

Up to \$10,000 per full-time job, maximum award of \$500,000

- Project located in a Tier 1 or Tier 2 county
- Company type is a health care entity
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

Up to \$5,000 per full-time job, maximum award of \$250,000

- Project located in a Tier 1 or Tier 2 county
- Company type is a health care entity
- No wage standard is required
- No employer-paid health insurance is required

Up to \$5,000 per full-time job, maximum award of \$250,000

- Project located in a Tier 3 rural census tract area
- Company type is a health care entity
- New jobs will meet the county weekly wage standard
- Company will provide 50% employer-paid health insurance

*Please refer to the Priority Industry Table and County Weekly Wage Standards on Page 3 to determine the funding availability for your project. Please use the New Jobs Work Sheet for Weekly Computation provided in the application to determine the project company's weekly wage average for the proposed new jobs.*

**Priority Industry Table**

<b>Business Classification</b>	<b>NAICS Code</b>
Manufacturing - Processing	31-33
Warehousing	493
Wholesale Trade (Distribution)	42
Courier Services	492110
Central Administrative Office	551114
Electronic Mail Order	454110
Computer Systems Design & Related	54151
Software Publishers	511210
Software Reproducing	334611
Data Processing Services	514210

**2015 County Weekly Wage Standards**

<b>2015 Tier 1 Counties</b>		<b>2015 Wage Standard</b>	<b>2015 Tier 2 Counties</b>		<b>2015 Wage Standard</b>	<b>2015 Tier 3 Counties</b>		<b>2015 Wage Standard</b>
Alleghany		\$459	Alamance		\$623	Brunswick		\$592
Anson		\$530	Alexander		\$502	Buncombe		\$631
Ashe		\$533	Avery		\$460	Cabarrus		\$614
Beaufort		\$598	Burke		\$570	Carteret		\$471
Bertie		\$474	Caldwell		\$554	Chatham		\$552
Bladen		\$556	Catawba		\$636	Durham		\$938
Camden		\$737	Cherokee		\$484	Forsyth		\$824
Caswell		\$488	Cleveland		\$604	Haywood		\$563
Chowan		\$564	Craven		\$604	Henderson		\$593
Clay		\$455	Cumberland		\$586	Iredell		\$758
Columbus		\$552	Currituck		\$551	Johnston		\$596
Edgecombe		\$560	Dare		\$476	Lincoln		\$577
Gates		\$504	Davidson		\$589	Mecklenburg		\$938
Graham		\$530	Davie		\$551	Moore		\$610
Greene		\$454	Duplin		\$532	New Hanover		\$664
Halifax		\$523	Franklin		\$642	Orange		\$691
Hertford		\$595	Gaston		\$629	Pender		\$509
Hyde		\$449	Granville		\$615	Union		\$670
Jackson		\$482	Guilford		\$754	Wake		\$878
Jones		\$521	Harnett		\$511	Watauga		\$503
Lenoir		\$557	Hoke		\$601			
Macon		\$524	Lee		\$638			
Martin		\$494	Madison		\$507			
Montgomery		\$549	McDowell		\$545			
Nash		\$605	Mitchell		\$541			
Northampton		\$538	Onslow		\$473			
Pasquotank		\$548	Pamlico		\$441			
Perquimans		\$522	Person		\$633			
Richmond		\$539	Pitt		\$608			
Robeson		\$508	Polk		\$478			
Rockingham		\$596	Randolph		\$562			
Rutherford		\$528	Rowan		\$658			
Scotland		\$566	Sampson		\$549			
Surry		\$532	Stanly		\$531			
Swain		\$456	Stokes		\$487			
Tyrrell		\$415	Transylvania		\$521			
Vance		\$544	Wayne		\$568			
Warren		\$511	Wilkes		\$544			
Washington		\$700	Yadkin		\$520			
Wilson		\$708	Yancey		\$470			

## Eligible Projects

### For Vacant Building Category

Grants are available to support the renovation of vacant buildings.

- Buildings must be vacant for at least three months prior to application deadlines. Shell building built on speculation that have never been inhabited are **not** eligible, except in instances when the building is at least 5 years old without ever having a tenant.
- Mixed-use or adaptive reuse projects that include housing may be eligible, provided the building will be occupied by at least one private company committed to creating new jobs. The expenses associated with the renovation of residential areas of the building are **not** eligible for grant funding and may **not** be calculated as contributing to the required match.
- Buildings proposed for reuse for government or civic purposes (municipal buildings, community centers, schools, etc.) may be eligible, provided the building will be occupied by at least one private company committed to creating new jobs. The renovation expenses associated with municipal areas of the building are **not** eligible for grant funding and may **not** be calculated as contributing to the required match.

### For Existing Building Category – Eligible Projects

Grants are available to support the renovation or expansion of buildings occupied by a company operating in the state of North Carolina for at least 12 months. Companies must also meet the weekly wage standard, provide at least 50% benefits to employees and be represented on the Priority Industry Table.

### For Rural Health Category – Eligible Projects

Grants are available to support the renovation, expansion or construction of health care entities.

- The health care entity must be licensed by the State of North Carolina.
- Mixed-use or adaptive reuse projects that include housing may be eligible, provided the building will be occupied by at least one health care entity committed to creating new jobs. The expenses associated with the renovation of residential areas of the building are **not** eligible for grant funding and may **not** be calculated as contributing to the required match.

### For All Categories

- Priority will be given to projects supporting a “resident company.” A “resident company” is defined in N.C.G.S.143B-472.127(a)(4) as a company that has paid unemployment taxes or income taxes in this State and whose principal place of business is located in this State.
- Priority will be given to projects that create five (5) or more new full-time jobs.
- The renovation project must begin within six months of the grant award and should be completed within 18 months.

### Eligible Expenses – All categories

- Eligible expenses dated after the grant award include, but are not limited to: materials and labor to install HVAC, electrical, plumbing, fire alarm/suppression system, roofing, flooring, carpentry, drywall, paint, etc. This is not an exhaustive list. Grantees should contact the Rural Grants/Programs Section for questions regarding whether a specific expense is eligible under the program.
- The following costs are specifically prohibited under the program and may not be submitted for reimbursement or the matching funds requirement: building purchase, architectural costs, engineering costs, permit fees, surveys, legal fees, machinery & equipment, telephone hardware and software, computer hardware and software, furnishings, paving, fencing, kitchen equipment, refrigeration equipment, etc. This is not an exhaustive list. Grantees should contact the Rural Grants/Programs Section with questions regarding whether a specific expense is eligible under the program.
- **A company in which any project partner has an ownership or management interest may not be used as a contractor for the renovation project unless the company holds a valid NC General Contractors license. The relationship must be disclosed to the NC Department of Commerce and a copy of the NC General Contractor's license must be included in the application.**

### Match Requirements – All categories

- The program requires a cash match equal to the grant request amount. The local government must contribute at least 5% of the cash match. **The cash match shall come from local resources and may not be derived from other State or federal grant funds.**
- Costs that are not eligible for grant funding may not be counted toward the match.
- Applicants must show that the infrastructure improvements will result in the creation of new, full-time jobs in the private sector within 18 months of the grant award. Part-time, Full-Time Equivalents (FTE) positions, or contract and consulting jobs are not eligible.
- Each job must be filled with one, full-time employee. Full-time employment is a person working at least 35 hours a week, whose wages are subject to withholding and who is employed in a permanent position.
- Priority will be given to projects that offer higher salaries/wages and provide at least some percentage of employer-paid health benefits to employees.
- The company must pay North Carolina Unemployment Insurance on each employee for whom a job is committed in the grant application.
- The company will be expected to maintain all existing full-time jobs in North Carolina reported at the time of application (baseline) plus create the new, full-time jobs committed. The baseline will be established using the most current Business NCUI 101 Form reported to the NC Department of Commerce's Division of Employment Security at the time of application submittal. **To meet the terms of the grant the company must maintain the baseline number plus the new, full-time jobs concurrently for at least six consecutive months.**
- The business also must agree to provide the local government applicant and the Department of Commerce access to company records necessary to verify the employment numbers and agree to notify the local government as soon as the promised jobs are created within the 24-month period, in order for the Rural Grants/Programs Section to verify the jobs.

### Loan Requirements – All categories

- Funds are granted to the local government.
- **The government will lend the funds to the property owner in the form of a deferred, forgivable loan.**
- **The loan will be secured with a loan performance agreement and promissory note signed by the property owner.**
- Loan forgiveness is offered upon the successful completion and verification of the job creation requirements listed above.
- If job creation goals are not met, a pro rata share of loan funds must be repaid by the property owner through a "claw back" provision in the loan performance agreement and promissory note.

### **Local Government Requirements – All categories**

- The local government applicant must contribute a cash match of at least 5 percent of the grant amount to be used toward the renovation project.
- The local government will act as an intermediary partner for all aspects of the project, including the application process, reporting requirements, payments, job verification, and loan repayment, if applicable.
- The local government is required to analyze the participating company's financial and organizational strength in regard to the ability to successfully meet the terms of the job creation and maintenance requirements, carry out the renovation project, and the ability to meet the potential for repayment of loan funds. **In addition, if the project company is a start-up, the local government will submit a copy of the company's "Articles of Incorporation" filed with the NC Department of the Secretary of State.**
- In the event the company defaults on the job commitment, the local government is required to call in the loan for repayment to the NC Department of Commerce and will be required to take any means necessary, including litigation, to recoup the funds from the property owner.
- If the building is publicly owned, the unit of local government receiving funds under this grant program will be expected to comply at a minimum with state regulations regarding procurement, including N.C.G.S.14-234.
- Local government recipients will be subject to state audit and reporting requirements.

## Proposal Submission Requirements

Applicants should submit the information outlined below and should provide **one bound and tabbed original proposal along with two tabbed, non bound copies of the grant proposal materials**. Applications are due to the NC Department of Commerce by 5:00 p.m. on the deadline date. Incomplete applications will not be reviewed.

### Tab 1

#### 1. Building Reuse Grant Application Form (enclosed)

The **local government's chief elected official** must sign the application form

#### 2. Proposal Narrative

##### A. Applicants should briefly describe the project (maximum 200 words).

##### B. Applicants should describe the company and the jobs committed (maximum 1000 words).

1. Provide the name and a description of the company that will locate in the project building.
2. Describe all company locations in North Carolina. Include location and number of full-time and part-time employees that currently exist in each location.
3. If the number of full-time and part-time jobs described above differs from the number reported in the last month of the NCUI 101 form(s) provided in Tab 2, provide an explanation of the discrepancy.
4. Explain in detail any expected changes to employment that will occur in any existing facility in NC as a result of the opening of the facility described in this application.
5. If the company will close any location in NC, describe the reason for the closing and any efforts to find a suitable facility in the existing community along with any reasons why a site was not selected there.
6. Describe the new full-time and part-time jobs that will be created in the project building. (Do not attach job descriptions).
7. Describe all fringe benefits offered by the company and what percentage of health insurance is employer paid.

##### C. Applicants should briefly describe the building (maximum 500 words).

1. Describe the building's significance within the community and its previous uses
2. Describe the general and environmental condition of the building.
3. Describe the building's value prior to the renovation/construction project and the estimated value after the renovation/construction.
4. Explain the property's current and future ownership and the relationship among the parties involved in the ownership or/ lease of the property.

##### D. Applicants should briefly describe the renovation/construction project (maximum 500 words).

1. Provide a narrative description of the renovation/construction tasks that will be completed.
2. Describe the company that will complete the construction activities. **A company owned or operated by the building owner or tenant may not be used as a contractor for the renovation project unless the company holds a valid NC General Contractors license. The relationship must be disclosed in this section of the application and a copy of the company's valid NC General Contractor's license must be included in Tab 4 of the application.**
3. Describe the timeline for construction and company occupancy of the building.

##### E. Applicants will use the New Jobs Work Sheet for Weekly Wage Computation to include the following:

(1) number of jobs committed in each position category, (2) position title, (3) total annual salaries/wages for each position type, and (4) percentage of health benefits that will be paid by the employer. Please refer to formula provided on the worksheet. If more than one company is committing to the job creation, please complete a separate worksheet for each company. The information provided on this worksheet will match the information provided in the Business Information section.

**Tab 2 Exhibits—Include the Following:**

1. **Job Commitment Letters.** Submit a signed letter of job commitment from each company that will locate in the building. The letter should include **(1)** the number of existing full-time and part-time employees (listed separately) at all company locations in North Carolina to establish the baseline number of employees that the company has at the time of application, and **(2)** the number of new, full-time jobs to be created by the company and maintained concurrently for six-consecutive months within two years of the grant award date. The letter must be printed on the company's letterhead and signed by the company's Chief Executive Officer, Chief Financial Officer or President.
2. **Employer's Quarterly Tax and Wage Report—NCUI 101 Form(s).** Submit a copy of the of the company's *Employer's Quarterly Tax and Wage Report* (NCUI 101 form) for each company that will locate in the building. The form must have been filed with the Division of Employment Security for the quarter ending closest to the application deadline. If any company has more than one location in North Carolina, forms for each company location must be provided. The number of employees listed on the NCUI 101 form(s) for the last month of the quarter must match exactly the number of existing employees reported in the narrative section of this application, and the company's job commitment letter, or an explanation of the discrepancy must be provided in section 2 B of the proposal narrative.
3. **Start-up business: If the project company is a start-up business, please submit a copy of the "Articles of Incorporation" filed with the NC Department of the Secretary of State.**

**Tab 3 Exhibits—Include the Following:**

1. **Proof of Funding Availability.** Submit a signed letter of funding availability from each source of funds committed for the project. **If personal or company capital is pledged, the applicant must provide a letter from the institution where the funds are held on deposit attesting to an available balance that meets or exceeds the amount committed from the source. If loan funds are pledged, a loan commitment letter from each loan source that meets or exceeds the amount committed must be included. If other grants or incentives are pledged to the project, copies of any preliminary or final commitment letters from those sources must be provided.** The total of all funding commitment letters must meet or exceed the total project cost.
2. **Local Government Resolution.** The local government must provide a copy of the resolution adopted by the governing board in support of submitting the application to the NC Department of Commerce. The resolution must state the purpose of the project, indicate the local government's support for the project, and commit to provide a cash match of 5 percent of the grant request amount toward the renovation project.

**Tab 4 Exhibits—Include the Following:**

1. **Line Item Budget.** Submit a line item budget that lists the proposed renovation/construction expenses and the cost for each expense (example expenses include, but are not limited to: HVAC, electrical, plumbing, roofing, flooring, painting, etc).
2. **Cost Estimates.** Submit cost estimates for each expense identified in the line item budget. The estimates must be prepared by a contractor, sub-contractor or architect and provided on that company's letterhead. **A company owned or operated by the building owner or tenant may not be used as a contractor for the renovation project unless the company holds a valid NC General Contractors license. The relationship must be disclosed in Tab 2 section D of the proposal narrative above and a copy of the company's valid NC General Contractor's license must be included in this section of application materials.**

**Tab 5 Exhibits—include the following:**

1. **Site Control Documents.** Submit evidence that the job-creating company has control of the project building. If the company owns the property, include a copy of the property deed. If the company is leasing the property, provide a copy of the executed lease agreement. If the property closing or lease execution has not occurred prior to the application submission, the applicant must submit the appropriate deed/lease to the NC Department of Commerce within two weeks after the application deadline. If the site control document is not received, the application will not be reviewed.
2. **Building Assessments.** Submit the following building assessments.
  - **Statement of Tax Value.** Attach a copy of the most recent value statement that reflects the tax value of the property.



**Tab 6 Exhibits—Include the Following:**

- 1. Photographs.** Submit photographs of both the interior and exterior of the building. Include digital copies on CD along with printed copies.
- 2. Project Contacts.** Submit a list of all members of the development team and their contact information including local government contact, developer, building owner, company owner, and project manager, as applicable.

# 2014-2015 Rural Grants/Programs Building Reuse Application Form

New Application  Resubmittal  Revised  Application # \_\_\_\_\_  
(For internal use only)

Vacant Building  Existing Business Building  Rural Health Care

## GENERAL INFORMATION

Legal Name of Local Govt Applicant: \_\_\_\_\_ County: \_\_\_\_\_ Tier # \_\_\_\_\_

Name of Chief Elected Official: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Street Address: \_\_\_\_\_ 24 \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Telephone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

### Local Government Contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Agency, Consultant or Engineer Who Will Administer the Grant:

Mailing Address: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

County Poverty Rate: \_\_\_\_\_ County Unemployment Rate: \_\_\_\_\_ 2010 Census Population \_\_\_\_\_  
(Use the population of the municipality identified in the physical address of the project business' property that will be served by the building improvements)

## PROJECT INFORMATION

Project Title: \_\_\_\_\_ Grant Amount Requested (\$): \_\_\_\_\_

# of Bus to be Assisted: \_\_\_\_\_ # of Jobs to be Created: \_\_\_\_\_

Project Description (provide a brief summary of the project below):

Has business/property owner ever benefitted from a grant with the Department of Commerce? Yes  No  If Yes, please explain ↴



**PROPERTY OWNER INFORMATION**

Property Owner Legal Name: \_\_\_\_\_

Property Owner Rep Name (First, MI, Last): \_\_\_\_\_  
(authorized by Property Owner to sign Loan Performance Agreement & Promissory Note)

Property Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Tax Value of Property Before Renovation: \_\_\_\_\_ Date of County's Next Tax Revaluation: \_\_\_\_\_

Project Building Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Year Building Was Constructed: \_\_\_\_\_ # of Months Building Vacant: \_\_\_\_\_ Sq Ft of Bldg: \_\_\_\_\_

**BUSINESS INFORMATION**

**BUSINESS 1** Name \_\_\_\_\_ Federal ID Tax #: \_\_\_\_\_

Business Rep Name (First, MI, Last): \_\_\_\_\_ NAICS Code: \_\_\_\_\_

Business Rep Phone: \_\_\_\_\_ Business Rep Email: \_\_\_\_\_

**Check ONE** box below for the Industry Type of the Business:

- Data & Call Services       Healthcare       Manufacturing       Processing       Warehouse/Distribution
- Professional       Service       Restaurant       Retail       Non-Profit

Is the proposed Business a startup?    Yes     No       If NO, how many years in business **in NC**? \_\_\_\_\_

Number of Existing Part-Time employees **in NC**: \_\_\_\_\_ Will the Business Provide Benefits?    Yes     No

Number of Existing Full-Time employees **in NC**: \_\_\_\_\_ What % of Health Benefits are Employer Paid? \_\_\_\_\_ %

Number of New Full-Time Jobs Committed: \_\_\_\_\_ Average Weekly Wage of the New Full-Time Jobs Committed? \_\_\_\_\_  
(Please use the weekly wage computation to calculate)

**BUSINESS 2** Name \_\_\_\_\_ Federal ID Tax #: \_\_\_\_\_

Business Rep Name (First, MI, Last): \_\_\_\_\_ NAICS Code: \_\_\_\_\_

Business Rep Phone: \_\_\_\_\_ Business Rep Email: \_\_\_\_\_

**Check ONE** box below for the Industry Type of the Business:

- Data & Call Services       Healthcare       Manufacturing       Processing       Warehouse/Distribution
- Professional       Service       Restaurant       Retail       Non-Profit

Is the proposed Business a startup?    Yes     No       If NO, how many years in business **in NC**? \_\_\_\_\_

Number of Existing Part-Time employees **in NC**: \_\_\_\_\_ Will the Business Provide Benefits?    Yes     No

Number of Existing Full-Time employees **in NC**: \_\_\_\_\_ What % of Health Benefits are Employer Paid? \_\_\_\_\_ %

Number of New Full-Time Jobs Committed: \_\_\_\_\_ Average Weekly Pay of the New Full-Time Jobs Committed? \_\_\_\_\_  
(Please use the weekly wage computation to calculate)

**If more than two businesses will locate in the building, copy this page and complete for the additional business(es).**



**FINAL CHECKLIST** (please mark and enclose the following items before submitting):

**TAB 1**

- Signed Application Form
- Proposal Narratives
- Reuse Project Description
- Company & Job Description
- Building Description
- Description of the Renovation Project
- Weekly Wage Computation Work Sheet
- Article of Incorporation if a Start-up business

**TAB 2**

- Job Commitment Letters
- NC Unemployment Insurance 101 Forms

**TAB 3**

- Proof of Funding Availability Letters
- Local Govt Letter Resolution

**TAB 4**

- Line Item Budget
- Detailed Cost Estimates

**TAB 5**

- Site Control Documents
- Building Assessments
- Statement of Tax Value

**TAB 6**

- Photographs
- Project Contacts

Notes:

**CERTIFICATION BY CHIEF ELECTED OFFICIAL**

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. He/She further certifies:

- 1 as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- 2 that the governing body agrees that if a grant and/or loan is awarded, the applicant will provide proper and timely submittal of all documentation requested by the Grantor Agency;
- 3 that the applicant has substantially complied with or will comply with all federal, state, and local laws, rules, regulations, and ordinances as applicable to this project;
- 4 that the applicant has analyzed the participating companies' financial and organizational strength in regard to the to the ability to successfully meet the terms of the job creation and maintenance requirements, carry out the renovation project, as well as, the ability to meet the potential for repayment of loan funds; and
- 5 that the project is in accordance with the applicant's economic development plan and that the applicant has investigated any impact that the project may have on existing businesses within the applicant's jurisdiction.

---

**SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE**

---

**TYPED NAME**

---

**TYPED TITLE**

---

**DATE**