



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

2015-2016 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.

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

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. 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
March 1, 2016	March 8, 2016	April 21, 2016
April 26, 2016	May 3, 2016	June 23, 2016
July 1, 2016	July 8, 2016	August 18, 2016
September 13, 2016	September 20, 2016	October 20, 2016
October 25, 2016	November 1, 2016	December 15, 2016

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

Business Classification	NAICS Code
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

2016 County Weekly Wage Standards

2016 Tier 1 Counties	2016 Wage Standard	2016 Tier 2 Counties	2016 Wage Standard	2016 Tier 3 Counties	2016 Wage Standard
Alleghany	\$476	Alamance	\$629	Brunswick	\$613
Anson	\$538	Alexander	\$513	Buncombe	\$649
Ashe	\$541	Avery	\$475	Cabarrus	\$631
Beaufort	\$607	Burke	\$584	Carteret	\$483
Bertie	\$481	Catawba	\$662	Chatham	\$567
Bladen	\$562	Cherokee	\$494	Durham	\$966
Caldwell	\$568	Cleveland	\$621	Forsyth	\$862
Camden	\$703	Craven	\$617	Guilford	\$786
Caswell	\$517	Cumberland	\$587	Henderson	\$611
Chowan	\$569	Currituck	\$556	Iredell	\$799
Clay	\$461	Dare	\$481	Johnston	\$607
Columbus	\$560	Davidson	\$611	Lincoln	\$598
Edgecombe	\$566	Davie	\$556	Mecklenburg	\$966
Gates	\$537	Duplin	\$533	Moore	\$628
Graham	\$604	Franklin	\$676	New Hanover	\$680
Greene	\$467	Gaston	\$650	Orange	\$711
Halifax	\$526	Granville	\$639	Pender	\$522
Hertford	\$611	Harnett	\$527	Union	\$699
Hyde	\$472	Haywood	\$573	Wake	\$905
Jackson	\$507	Hoke	\$505	Watauga	\$517
Jones	\$527	Lee	\$661		
Lenoir	\$574	Madison	\$516		
Macon	\$533	Mitchell	\$553		
Martin	\$484	Onslow	\$471		
McDowell	\$555	Pamlico	\$438		
Montgomery	\$563	Person	\$639		
Nash	\$639	Pitt	\$629		
Northampton	\$570	Polk	\$504		
Pasquotank	\$579	Randolph	\$573		
Perquimans	\$554	Rockingham	\$587		
Richmond	\$554	Rowan	\$678		
Robeson	\$512	Sampson	\$566		
Rutherford	\$538	Stanly	\$536		
Scotland	\$591	Stokes	\$496		
Swain	\$478	Surry	\$549		
Tyrrell	\$447	Transylvania	\$526		
Vance	\$555	Wayne	\$577		
Warren	\$497	Wilkes	\$567		
Washington	\$702	Wilson	\$706		
Yancey	\$482	Yadkin	\$535		

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.

2015-2016 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):

<p>TAB 1</p> <p><input type="checkbox"/> Signed Application Form</p> <p><input type="checkbox"/> Proposal Narratives</p> <p>Reuse Project Description</p> <p>Company & Job Description</p> <p>Building Description</p> <p>Description of the Renovation Project</p> <p>Weekly Wage Computation Work Sheet</p> <p>Article of Incorporation if a Start-up business</p>	<p>TAB 4</p> <p><input type="checkbox"/> Line Item Budget</p> <p><input type="checkbox"/> Detailed Cost Estimates</p>
<p>TAB 2</p> <p><input type="checkbox"/> Job Commitment Letters</p> <p><input type="checkbox"/> NC Unemployment Insurance 101 Forms</p>	<p>TAB 5</p> <p><input type="checkbox"/> Site Control Documents</p> <p><input type="checkbox"/> Building Assessments</p> <p>Statement of Tax Value</p>
<p>TAB 3</p> <p><input type="checkbox"/> Proof of Funding Availability Letters</p> <p><input type="checkbox"/> Local Govt Letter Resolution</p>	<p>TAB 6</p> <p><input type="checkbox"/> Photographs</p> <p><input type="checkbox"/> Project Contacts</p>

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