

# **CITY OF MAUMEE**

## **JOB CREATION MINI - GRANT**

### **APPLICATION & GUIDELINES**

**PURPOSE:** The purpose of the program is to maintain Maumee's competitiveness by filling long-standing vacancies existing throughout the local business community. This program may be used in conjunction with other financing and incentive programs available through the federal government, the State of Ohio, and / or the Toledo-Lucas County Port Authority. As an alternative to other City programs, the Job Creation Mini-Grant program (also "jobs grant") benefits are generally not intended to be used with other City of Maumee tax incentives. When available, property tax abatement is to be favored over the jobs grant program as the preferred method of economic incentive.

**GOAL:** The goal of the Job Creation Mini-Grant program is to provide an incentive to address office and industrial tenant space within the City of Maumee that has remained vacant for a period of six (6) months or longer.

**ELIGIBLE APPLICANTS:** Any private company locating within the City of Maumee, which will increase job opportunities and annual payroll, and will fill tenant space vacant more than six (6) months is eligible to submit an application for this Job Creation Mini Grant Program. All applicants must clearly demonstrate the term of vacancy and a need for the grant beyond mere entitlement. Retail commercial companies and retention projects are not eligible.

**APPLICATION PROCESS:** Applications are available at the City of Maumee Municipal Building, 400 Conant Street, 2nd Floor and can be obtained from the City Administrator or Finance Director.

**FINAL APPROVAL:** The Council of the City of Maumee, at its sole discretion, has the final approval or disapproval of all grant applications. Grants will be awarded on a first come - first served basis, until all appropriated funds are utilized. Payments of grants in future years will be conditional upon and subject to appropriations of non-tax revenues by Council for such payments.

**DETERMINATION OF GRANT AMOUNT:** The specific grant to any one company will be based upon the company's tenure, gross payroll, and the amount of municipal income tax such a payroll will generate in the City of Maumee.

**AMOUNT OF GRANT (Creation Projects Only):** The amount granted will be up to one-third of the amount actually paid in municipal income taxes in the first year after the project is completed. The grant is based on a minimum of \$250,000 of new payroll and five (5) new jobs as a result of the project. There are no exceptions to this requirement. The amount increases in multiples of \$100 of annual payment per \$20,000 of payroll up to a maximum of \$20,000 pursuant to Exhibit "A" attached.

The projected annual payroll must be maintained above the base level of \$250,000 throughout the duration of the grant period. No payment will be made for individual years in which employment or payroll amounts fall below the minimum requirements of this program.

No grant award will exceed \$60,000.

**TERMS OF THE GRANT:**

Applicant company must complete and submit an application form, with documentation as required by the City.

All applicants must make a brief presentation to Maumee City Council prior to legislative action by Council approving or disapproving the jobs grant application. The presentation should briefly explain the nature of the company, project, and the necessity of the jobs grant.

To be eligible for jobs grant benefits, applicants must have approval of their jobs grant application by Maumee City Council prior to the start of their project. The execution of a lease, purchase agreement, or construction contract is generally considered to denote the start of a project.

The grant will be for a fixed number of years, not to exceed three (3). The number of years will be determined by the duration of the lease signed by the company and require a contractual commitment on the part of the applicant to substantially maintain the subject project operations in the City of Maumee for a period of time equal to a ratio of 1.5 years per approved grant year (example: 3 year jobs grant = 4.5 year lease commitment to remain in Maumee). Failure by the applicant to abide by this commitment may require the applicant to reimburse the City of Maumee 100% of said job grant benefits paid to the applicant in relation to the approved project.

The minimum qualifying lease term for this program will be 1.5 years.

Should the payroll amount fall below the program minimum of \$250,000 then no grant payment will be made for that individual grant year. The maximum years of eligibility is three (3) as listed in Exhibit "A".

In order to assure compliance with all program regulations, the grant payment will be made in lump sum to the applicant at the conclusion of the term of the lease commitment period and upon verification that the applicant has consistently occupied the tenant space and produced qualifying payrolls continuously in said Maumee location.

**COMPLIANCE REQUIREMENTS:**

In order to receive approved jobs grant benefits, the company must make application to the Director of Finance on forms that he may from time to time prescribe. Such payment

application shall provide job creation or retention documentation and related information for the preceding grant year.

The company must comply with all City of Maumee zoning and nuisance regulations and stay current on all other taxes, utilities, assessments, and Revolving Loan Fund payments, if applicable, for the duration of the lease period.

Companies claiming job retention must execute a lease (minimum one and a half (1.5) years or the term of the grant, whichever is greater) if they do not own their buildings.

The company and the City of Maumee will execute a contract stating the estimated amount of the grant award, the term of the award, any other terms and conditions, and what the company must do to receive the remaining grant payments.

If there are any potential conflicts of interest, the State of Ohio ethics rules will apply.

# JOB CREATION MINI - GRANT PROGRAM APPLICATION

## 1. APPLICANT

Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

## 2. COMPANY INFORMATION

Type: \_\_\_\_\_

Principal Product/Service: \_\_\_\_\_

Date Established: \_\_\_\_\_

Owner(s): \_\_\_\_\_

## 3. PROPOSED PROJECT

Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dollars to be Invested: \_\_\_\_\_

## 4. JOBS/PAYROLL INFORMATION

Current Number of Jobs: \_\_\_\_\_

Most Current Tax Year's Annual Payroll: \_\_\_\_\_

Estimated New or Retained Jobs at Project Completion: \_\_\_\_\_

Estimated Annual Payroll at Projection Completion: \_\_\_\_\_

## 5. PROJECT FINANCING

Name of Bank Financing the Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Are there any federal, state, or local funding agencies involved in the financing of this project? \_\_\_\_\_

If yes, please list. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**6. SUBMISSION ACKNOWLEDGEMENTS**

As an authorized agent of the applicant company, I hereby submit this application. I understand that any false statement in this application may subject the applicant company and signer to criminal prosecution. I also understand that additional information may be required to complete the application. By signing this application, I am authorizing the financing agencies to provide the City of Maumee, on a confidential basis, with any information required as part of the funding package.

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Signature

Title

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Typed Name

Date

# EXHIBIT A

## Jobs Grant Payment Schedule

Annual Payment	Annual Payroll Range	
\$1,200.00	\$250,000.00	\$259,999.99
\$1,300.00	\$260,000.00	\$279,999.99
\$1,400.00	\$280,000.00	\$299,999.99
\$1,500.00	\$300,000.00	\$319,999.99
\$1,600.00	\$320,000.00	\$339,999.99
\$1,700.00	\$340,000.00	\$359,999.99
\$1,800.00	\$360,000.00	\$379,999.99
\$1,900.00	\$380,000.00	\$399,999.99
\$2,000.00	\$400,000.00	\$419,999.99
\$2,100.00	\$420,000.00	\$439,999.99
\$2,200.00	\$440,000.00	\$459,999.99
\$2,300.00	\$460,000.00	\$479,999.99
\$2,400.00	\$480,000.00	\$499,999.99
\$2,500.00	\$500,000.00	\$519,999.99
\$2,600.00	\$520,000.00	\$539,999.99
\$2,700.00	\$540,000.00	\$559,999.99
\$2,800.00	\$560,000.00	\$579,999.99
\$2,900.00	\$580,000.00	\$599,999.99
\$3,000.00	\$600,000.00	\$619,999.99
\$3,100.00	\$620,000.00	\$639,999.99
\$3,200.00	\$640,000.00	\$659,999.99
\$3,300.00	\$660,000.00	\$679,999.99
\$3,400.00	\$680,000.00	\$699,999.99
\$3,500.00	\$700,000.00	\$719,999.99
\$3,600.00	\$720,000.00	\$739,999.99
\$3,700.00	\$740,000.00	\$759,999.99
\$3,800.00	\$760,000.00	\$779,999.99
\$3,900.00	\$780,000.00	\$799,999.99
\$4,000.00	\$800,000.00	\$819,999.99
\$4,100.00	\$820,000.00	\$839,999.99
\$4,200.00	\$840,000.00	\$859,999.99
\$4,300.00	\$860,000.00	\$879,999.99
\$4,400.00	\$880,000.00	\$899,999.99
\$4,500.00	\$900,000.00	\$919,999.99
\$4,600.00	\$920,000.00	\$939,999.99
\$4,700.00	\$940,000.00	\$959,999.99
\$4,800.00	\$960,000.00	\$979,999.99
\$4,900.00	\$980,000.00	\$999,999.99
\$5,000.00	\$1,000,000.00	\$1,019,999.99

\$5,100.00	\$1,020,000.00	\$1,039,999.99
\$5,200.00	\$1,040,000.00	\$1,059,999.99
\$5,300.00	\$1,060,000.00	\$1,079,999.99
\$5,400.00	\$1,080,000.00	\$1,099,999.99
\$5,500.00	\$1,100,000.00	\$1,119,999.99
\$5,600.00	\$1,120,000.00	\$1,139,999.99
\$5,700.00	\$1,140,000.00	\$1,159,999.99
\$5,800.00	\$1,160,000.00	\$1,179,999.99
\$5,900.00	\$1,180,000.00	\$1,199,999.99
\$6,000.00	\$1,200,000.00	\$1,219,999.99
\$6,100.00	\$1,220,000.00	\$1,239,999.99
\$6,200.00	\$1,240,000.00	\$1,259,999.99
\$6,300.00	\$1,260,000.00	\$1,279,999.99
\$6,400.00	\$1,280,000.00	\$1,299,999.99
\$6,500.00	\$1,300,000.00	\$1,319,999.99
\$6,600.00	\$1,320,000.00	\$1,339,999.99
\$6,700.00	\$1,340,000.00	\$1,359,999.99
\$6,800.00	\$1,360,000.00	\$1,379,999.99
\$6,900.00	\$1,380,000.00	\$1,399,999.99
\$7,000.00	\$1,400,000.00	\$1,419,999.99
\$7,100.00	\$1,420,000.00	\$1,439,999.99
\$7,200.00	\$1,440,000.00	\$1,459,999.99
\$7,300.00	\$1,460,000.00	\$1,479,999.99
\$7,400.00	\$1,480,000.00	\$1,499,999.99
\$7,500.00	\$1,500,000.00	\$1,519,999.99
\$7,600.00	\$1,520,000.00	\$1,539,999.99
\$7,700.00	\$1,540,000.00	\$1,559,999.99
\$7,800.00	\$1,560,000.00	\$1,579,999.99
\$7,900.00	\$1,580,000.00	\$1,599,999.99
\$8,000.00	\$1,600,000.00	\$1,619,999.99
\$8,100.00	\$1,620,000.00	\$1,639,999.99
\$8,200.00	\$1,640,000.00	\$1,659,999.99
\$8,300.00	\$1,660,000.00	\$1,679,999.99
\$8,400.00	\$1,680,000.00	\$1,699,999.99
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\$8,800.00	\$1,760,000.00	\$1,779,999.99
\$8,900.00	\$1,780,000.00	\$1,799,999.99
\$9,000.00	\$1,800,000.00	\$1,819,999.99
\$9,100.00	\$1,820,000.00	\$1,839,999.99
\$9,200.00	\$1,840,000.00	\$1,859,999.99
\$9,300.00	\$1,860,000.00	\$1,879,999.99
\$9,400.00	\$1,880,000.00	\$1,899,999.99
\$9,500.00	\$1,900,000.00	\$1,919,999.99
\$9,600.00	\$1,920,000.00	\$1,939,999.99
\$9,700.00	\$1,940,000.00	\$1,959,999.99

\$9,800.00	\$1,960,000.00	\$1,979,999.99
\$9,900.00	\$1,980,000.00	\$1,999,999.99
\$10,000.00	\$2,000,000.00	\$2,019,999.99
\$10,100.00	\$2,020,000.00	\$2,039,999.99
\$10,200.00	\$2,040,000.00	\$2,059,999.99
\$10,300.00	\$2,060,000.00	\$2,079,999.99
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\$10,500.00	\$2,100,000.00	\$2,119,999.99
\$10,600.00	\$2,120,000.00	\$2,139,999.99
\$10,700.00	\$2,140,000.00	\$2,159,999.99
\$10,800.00	\$2,160,000.00	\$2,179,999.99
\$10,900.00	\$2,180,000.00	\$2,199,999.99
\$11,000.00	\$2,200,000.00	\$2,219,999.99
\$11,100.00	\$2,220,000.00	\$2,239,999.99
\$11,200.00	\$2,240,000.00	\$2,259,999.99
\$11,300.00	\$2,260,000.00	\$2,279,999.99
\$11,400.00	\$2,280,000.00	\$2,299,999.99
\$11,500.00	\$2,300,000.00	\$2,319,999.99
\$11,600.00	\$2,320,000.00	\$2,339,999.99
\$11,700.00	\$2,340,000.00	\$2,359,999.99
\$11,800.00	\$2,360,000.00	\$2,379,999.99
\$11,900.00	\$2,380,000.00	\$2,399,999.99
\$12,000.00	\$2,400,000.00	\$2,419,999.99
\$12,100.00	\$2,420,000.00	\$2,439,999.99
\$12,200.00	\$2,440,000.00	\$2,459,999.99
\$12,300.00	\$2,460,000.00	\$2,479,999.99
\$12,400.00	\$2,480,000.00	\$2,499,999.99
\$12,500.00	\$2,500,000.00	\$2,519,999.99
\$12,600.00	\$2,520,000.00	\$2,539,999.99
\$12,700.00	\$2,540,000.00	\$2,559,999.99
\$12,800.00	\$2,560,000.00	\$2,579,999.99
\$12,900.00	\$2,580,000.00	\$2,599,999.99
\$13,000.00	\$2,600,000.00	\$2,619,999.99
\$13,100.00	\$2,620,000.00	\$2,639,999.99
\$13,200.00	\$2,640,000.00	\$2,659,999.99
\$13,300.00	\$2,660,000.00	\$2,679,999.99
\$13,400.00	\$2,680,000.00	\$2,699,999.99
\$13,500.00	\$2,700,000.00	\$2,719,999.99
\$13,600.00	\$2,720,000.00	\$2,739,999.99
\$13,700.00	\$2,740,000.00	\$2,759,999.99
\$13,800.00	\$2,760,000.00	\$2,779,999.99
\$13,900.00	\$2,780,000.00	\$2,799,999.99
\$14,000.00	\$2,800,000.00	\$2,819,999.99
\$14,100.00	\$2,820,000.00	\$2,839,999.99
\$14,200.00	\$2,840,000.00	\$2,859,999.99
\$14,300.00	\$2,860,000.00	\$2,879,999.99
\$14,400.00	\$2,880,000.00	\$2,899,999.99



\$14,500.00	\$2,900,000.00	\$2,919,999.99
\$14,600.00	\$2,920,000.00	\$2,939,999.99
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\$14,800.00	\$2,960,000.00	\$2,979,999.99
\$14,900.00	\$2,980,000.00	\$2,999,999.99
\$15,000.00	\$3,000,000.00	\$3,019,999.99
\$15,100.00	\$3,020,000.00	\$3,039,999.99
\$15,200.00	\$3,040,000.00	\$3,059,999.99
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\$15,800.00	\$3,160,000.00	\$3,179,999.99
\$15,900.00	\$3,180,000.00	\$3,199,999.99
\$16,000.00	\$3,200,000.00	\$3,219,999.99
\$16,100.00	\$3,220,000.00	\$3,239,999.99
\$16,200.00	\$3,240,000.00	\$3,259,999.99
\$16,300.00	\$3,260,000.00	\$3,279,999.99
\$16,400.00	\$3,280,000.00	\$3,299,999.99
\$16,500.00	\$3,300,000.00	\$3,319,999.99
\$16,600.00	\$3,320,000.00	\$3,339,999.99
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\$17,000.00	\$3,400,000.00	\$3,419,999.99
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\$19,700.00	\$3,940,000.00	\$3,959,999.99
\$19,800.00	\$3,960,000.00	\$3,979,999.99
\$19,900.00	\$3,980,000.00	\$3,999,999.99
\$20,000.00	\$4,000,000.00	and above

### JOBS GRANT YEAR SCHEDULE

Number of New Jobs	Maximum Years of Grant Eligibility
5 to 14	3