



**SANDUSKY CITY ECONOMIC  
DEVELOPMENT APPLICATION –  
SMALL BUSINESS ASSISTANCE**

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**CITY OF SANDUSKY**

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**PROGRAM YEAR- 2020**

## INTRODUCTION

The Sandusky City Economic Development (ED) programs intend to spur and support economic development activities within the City of Sandusky (“the City”). Financial assistance is available for new or expanding businesses and/or property owners that will positively affect the economic and employment climates in the City and broader Firelands Region.

The City strongly believes that investments in economic development activities are vital to job creation and attracting and retaining a talented workforce to fill newly created or available positions. Increased economic development will also stimulate investments in underutilized or vacant buildings and sites – which will strengthen the real estate market, increase property values, create a more walkable community and improve overall quality of life.

## SANDUSKY CITY ECONOMIC DEVELOPMENT PROGRAMS

The City’s intention is for its programs to be fair, straightforward, and easy to navigate. **A pre-application meeting or conference call is a requirement of ED assistance.** If you have questions prior to the meeting, please do not hesitate to contact the City’s Economic Development Specialist, John Storey at (419) 627-5783 or [jstorey@ci.sandusky.oh.us](mailto:jstorey@ci.sandusky.oh.us). **Please note this application and all related materials are subject to public records requests.**

### Section I - GENERAL TERMS:

**FUNDING AVAILABILITY:** Approximately \$500,000 is available for calendar year 2020

**USE OF FUNDS:** ED Funds can be used for the following purposes:

Fixed Assets: examples include new construction or renovation of existing facilities;

Fixtures: must be real property fixtures (affixed to real estate) and not removable personal property, examples include permanent lighting fixtures and/or permanent shelving;

Pre-Development: examples include architectural drawings, surveys, market studies and environmental due diligence.

**ELIGIBILITY REQUIREMENTS:** The business/property must be located in the City of Sandusky. ED funds are intended, in most instances, to serve as gap financing. In these cases, applicants, prior to application, should attempt to secure private financing, such as traditional bank financing, to finance the project. A Project is eligible to receive ED funds once every five (5) years; however, distinct phases of the same project are eligible. There will be a limited amount of ED funds available for non-profit organizations. All successful applicants/borrowers must provide proof of the ability to secure ownership of the real estate

or (preferably) a two (2) year lease agreement in which the project is located. **All projects must meet applicable zoning requirements. All projects that need approvals from other departments, such as Planning, must obtain these approvals prior to application review.**

**APPROVAL PROCESS:** Completed applications will be accepted at any time. The Department of Community Development reviews applications and provides recommendations for approval or denial of grants or loans monthly to the Economic Development Incentive Committee (EDIC) in the month after receiving a completed application. Applications must be received by the 20<sup>th</sup> of the month to be able to be considered by EDIC in the subsequent month and any requests for financial assistance greater than \$10,000 that are approved by the EDIC will require final approval by the Sandusky City Commission. In this case, we require the applicants to attend the City Commission meeting at which the project is reviewed. For any applications requesting \$10,000 or less, the Department of Community Development has authority to approve or deny such application request(s) administratively.

**AVAILABLE FINANCING:** In most instances, ED assistance is intended to be a secondary financing source and is not intended to cover 100% of a potential project's cost. In these instances, **all other sources of funding must be documented and in place before any ED funds are disbursed.** Grant proceeds are provided directly to third party contractors or on a **reimbursable** basis to the applicant at the completion of the project. The City will consider adjustments to the awarded grant amount for substantive changes in the project scope only, but this is not guaranteed.

**REQUIRED EQUITY:** A minimum of 5% owner equity is preferred and will be required in most instances, even when other third-party sources have been secured. The Department of Community Development or the EDIC may, at its discretion, require a higher equity percentage.

**GRANT OR LOAN FEES:** **Upon recommendation of approval by the EDIC and prior to loan or grant disbursement, the applicant must remit a \$150 fee that will cover the cost of lien and credit bureau reports.**

Applicants may be subject to personal background checks and credit reviews and must sign any waivers to allow the City of Sandusky to share information with relevant lending institutions and obtain credit reports. Requests for funding will be denied if applicants have outstanding collections, judgment liens, other court judgments, delinquent taxes or other tax liens. Any previous bankruptcy must be fully discharged prior to submitting an application. Applicants also agree not to disparage the City during the pendency of the application, including, but not limited to social media posting.

No person shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with ED funds.

## **Section II – PROJECT EXCLUSIONS**

Individual program categories may have specific and more restrictive eligibility requirements than those listed in this section. The project exclusions outlined in this section generally apply to all applications and projects regardless of the type of financial assistance being requested.

**PROJECT EXCLUSIONS:** Projects will not be considered for financing assistance if they involve:

1. Financing of businesses that have not identified 100% of the remaining required financing to complete the project outlined in the application. Small businesses and/or startups may be exempt from this provision.
2. Refinancing of existing debts and training costs.
3. Financing of businesses that operate out of a personal residence.
4. Financing of speculative projects, buildings, or activities such as land banking or acquisition of real estate with no planned capital improvements or job creation.
5. Financing of historically unsuccessful ventures or projects with unresolved environmental problems. However, this exclusion does not apply to projects that will address/resolve environmental issues as part of the project scope of work.
6. Financing for businesses with a history of civil rights violations or unfair labor practices.
7. Financing to businesses which are not current with taxes or other loans.
8. Financing to businesses/applicants who are not in good standing on all outstanding forms of City assistance.
9. Financing to projects which cannot demonstrate an ability to repay the loan (if applicable), are intra-family transactions, or involve illegal activities.
10. Financing to projects in which the applicant has ever or currently owns entirely or in part, real estate that is tax delinquent, has code violations, contains non-registered rental units, or is in foreclosure.
11. Financing of projects in which the applicant has been convicted or has a pending conviction of a felony within seven (7) years from the date of application submittal.
12. Any project that does not add to the existing employee count of the Applicant at the time of the application submission.

## **Small Business Assistance**

The intent of this program is to aid new or existing small business with access to capital that otherwise may not be available from traditional avenues. These resources aim to assist with start-up and due diligence costs and intend to help stabilize cash flow during the infancy stages of new businesses or expansion periods of existing businesses and to add jobs to the Applicant’s employment base.

**ELIGIBLE USES:**

- Physical construction costs (both new construction/expansion or rehabilitation)

- Signage and façade enhancements
- Predevelopment expenses, including, but not limited to:
  - Architectural drawings
  - Surveys
  - Market studies
- Purchase and installation of permanent real estate fixtures (examples include permanent lighting and/or permanent shelving)

**REQUIREMENTS:**

- City assistance cannot be in excess of \$15,000 per project or 60% of total project costs –whichever is less.
- For small projects, City assistance may cover the entire project cost (up to \$2,500).
- City assistance is intended for brand new businesses or existing businesses seeking expansion opportunities.
- Applicants may be required to seek approval of enhancements and signage (if applicable) by other administrative bodies, including but not limited to, the Landmarks Commission or the Planning Commission.
- Contractors and journeymen utilized must be registered with the City of Sandusky and permits may be required, where applicable.
- The City reserves the right to require applicants to utilize entrepreneurial support services such as RISE

**PREFERENCES:**

- Projects that involve the redevelopment of vacant, foreclosed or underutilized sites and buildings, especially projects that focus on creating ready-to-lease commercial space.
- Minority or female owned business enterprises.
- Projects which offer proportionately high employment opportunities to persons of low- and moderate-income households.
- Projects involving the beautification and enhancement of properties listed on the National Register of Historic Places or contributing members within Nationally Registered Historic Districts.
- Businesses and/or projects that promote goals and objectives of the City of Sandusky Comprehensive Masterplan and Strategic Plan.

**TYPE OF FUNDING:** All projects funded under the Small Business Assistance program will receive grant proceeds.

**TERM OF GRANT:** Provided directly to third party contractors or on a reimbursable basis to the applicant at the completion of the project.

AMOUNT OF GRANT: Grant requests or funding recommendations at or below \$10,000 are able to be considered, reviewed and approved administratively without consideration by the EDIC.

**Applicant / Borrower Company:**

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name – if different than Applicant Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Suite, Apt, etc.)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Federal Tax ID or last 4 of SSN)

\_\_\_\_\_  
(Fax Number)

**Existing Business Information:**

Type of Business:  Commercial       Retail       Service  
 Other \_\_\_\_\_

Legal Structure: \_\_\_\_\_

Primary Product or Service: \_\_\_\_\_

Date Established: \_\_\_\_\_ NAICS-SIC Code: \_\_\_\_\_

Website \_\_\_\_\_ (if \_\_\_\_\_ applicable):  
\_\_\_\_\_  
\_\_\_\_\_

**Principal Officers / Owners:**

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

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

SSN (last 4): \_\_\_\_\_ % Ownership: \_\_\_\_\_

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

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

SSN (last 4): \_\_\_\_\_ % Ownership: \_\_\_\_\_

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

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

SSN (last 4): \_\_\_\_\_ % Ownership: \_\_\_\_\_

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

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

SSN (last 4): \_\_\_\_\_ % Ownership: \_\_\_\_\_

**Location of Proposed Project:**

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(County)

If a relocation, indicate from where \_\_\_\_\_

**Project Type:**

- Renovation       Expansion       Start-Up/New Construction

**Applicant / Business Background Information:**

Please provide a brief summary about your background and experience. Please also provide historical information regarding the building or property at which the business will operate, including but not limited to the most recent building use (attach additional page if necessary).

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**Project Description:**

Please provide a brief description of the project to be undertaken for which City assistance is being sought. For existing businesses, please specifically describe the business expansion associated with the project. For new businesses, describe the scope of the project (attach additional page if necessary).

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**Business/Personal References:**

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

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

Relationship: \_\_\_\_\_

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

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

Relationship: \_\_\_\_\_

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

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

Relationship: \_\_\_\_\_



**Project Source & Use Of Funds:**

Break out total project costs by use of funds and allocate each use cost by source (attach additional page if necessary) **(total of B+C+D should = A).**

(A) Total Project Cost (itemize below): \_\_\_\_\_

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(B) Owner Equity (dollars and source): \_\_\_\_\_

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(C) Private Lending (dollars, source, and terms): \_\_\_\_\_

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(D) Request for City Assistance (dollars and type): \_\_\_\_\_

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**Project Timeline:**

Please outline the project timeline. Please include expected completion dates for items including but not limited to obtaining site control, obtaining financing, and construction.

	<u>Start</u>	<u>Complete</u>	<u>N/A</u>
<u>Site Control</u>	_____		
<u>Financing</u>	_____		
<u>Construction</u>	_____		
<u>Other</u>	_____		

**Project Impact and Employment:**

	Current Year	Year One	Year Two	Year Three
<b>Annual Sales Revenue</b>				
<b>Annual Payroll</b>				
<b>Current Employment (FTE)</b>				
<b>Average Pay Per Employee</b>				

**Project Concept:** Use the space below to address the following:

- How does the proposed project relate to a strategic approach to revitalization of the surrounding area?
- Will the project contribute to a change in the market dynamics, economic status, physical appearance or perception of the area?
- Does the project address specific area needs or missing services?

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**Attachments:**

The following should be submitted with your ED Application:

- Business plan (if applicable)
- Three years of historical financial statements (if applicable)
- Three years of projected financial statements (if applicable)
- Sources of financing including evidence of private funds and matching funds (if possible)
- Third party cost estimates, **INCLUDING RENDERINGS** (if applicable)
- Lease agreement, purchase agreement, or proof of ownership/site control

**Attestation of Financial Condition**

Do you or your business have any of the following:

	YES	NO
Outstanding collections		
Judgement liens		
Other court judgements		
Delinquent taxes		
Delinquent loans		
Other tax liens		
Previous bankruptcy		
If yes to bankruptcy, has it been fully discharged?		
Real estate that is tax delinquent		
Code violations		
Non-registered rental units		
Real estate that is in foreclosure		

**Submission Acknowledgment**

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including exhibits, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the applicant and project accurately. Intentionally falsifying information in this document constitutes a criminal offense. The undersigned hereby authorizes the City of Sandusky to investigate the credit worthiness and of the undersigned, and/or applicant. The undersigned understands that information submitted to the City of Sandusky as part of this application is considered a public record. The undersigned also agrees to display signage showing City support on their property for up to one (1) year after project completion.

The undersigned understands that additional information may be required to finalize the approval process, and that, if the project is funded, **Economic Development funds cannot pay for projects completed before grant approval and notice of award.** The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.

The undersigned understands that if the business or enterprise receiving grant funding moves or relocates to a different location outside of the municipal boundaries of Sandusky within three (3) years from the effective date of the grant agreement, that the grant funding will be rescinded in its entirety and the undersigned waives any right or claim to the awarded funding. This provision does not include businesses or enterprises that cease operations and close or that open up additional locations outside of the municipal boundaries of Sandusky while maintaining their funded location within the Sandusky city limits.

**By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document. I further agree to be interviewed, photographed and/or have my business photographed for Economic Development marketing purposes. If you have questions, please contact the Department of Community Development.**

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

By: \_\_\_\_\_

(Print or type name and title)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

**Inter-Office Use Only**

State the date, time, and City staff member(s) present at the pre-application meeting:

\_\_\_\_\_

Date of Completed Application Submittal: \_\_\_\_\_

Staff Reviewer: \_\_\_\_\_

Date of Committee Review: \_\_\_\_\_

Approve/Deny: \_\_\_\_\_

Amount Awarded and terms: \_\_\_\_\_

**CONTACT**

John Storey, Economic Development Specialist

Department of Community Development  
240 Columbus Avenue  
Sandusky, Ohio 44870

Phone: 419.627.5783

Email: [jstorey@ci.sandusky.oh.us](mailto:jstorey@ci.sandusky.oh.us)