



Union County Commercial Infrastructure Improvement Grant Program

SECTION I – PURPOSE

The Union County Commercial Infrastructure Improvement Grant Program (hereinafter referred to as the “Program”) was established by the Union County Board of County Commissioners on _____, 2016. The Program provides grant funds which aid in the construction of infrastructure improvements as part of new capital projects or expansion projects for existing facilities. Such projects may include, without limitation, the expansion or improvement of water and wastewater infrastructure, transportation infrastructure improvement projects, and broadband infrastructure projects. Program funds are provided for the purpose of enhancing Union County’s competitiveness for economic development opportunities now and in the future.

The intention of the Program is to maintain flexibility to change with the particular needs and issues that may arise on a project-to-project basis; therefore, the Union County Board of Commissioners (the “Board”) may apply variances to the Program, as deemed necessary by the Board. Nothing in the Program is intended to be a pledge of the full faith and credit of the taxing power of Union County or any of the municipalities that lie within its borders. Satisfaction of the criteria stated herein for the Program does not establish an entitlement to any Program grant.

SECTION II – ELIGIBILITY

A. Eligible Applicants

The following entities may apply for Program grant funding:

- Manufacturing, industrial, distribution, or commercial office entities providing new taxable private capital investment within Union County;
- Manufacturing, industrial, distribution, or commercial office entities creating jobs within Union County; or
- Commercial developers / leaseholders (on behalf of a specific manufacturing, industrial, distribution or commercial office entity).

Retail and residential development projects are specifically not eligible applicants under the Program.

B. Eligible Projects

Any potential project submitted by an applicant must create or stimulate new taxable capital investment and/or create jobs within Union County. The project must be identified by the Monroe-Union County Economic Development Board of Advisors as a “project of significance” to the local and regional economy. Whether a project is considered a “project of significance” is determined by consideration of various factors, including the following: job creation, amount of new private investment, economic impact to Union County, economic impact to the particular localized area within Union County where the project is located, and how the project addresses labor market gaps within Union County.

Eligible projects shall involve the creation of new capital investment, whether through new property or facilities or the expansion of existing property or facilities in Union County (the “Overall Project”). The Overall Project shall involve the construction,

improvement, expansion, extension, repair, or rehabilitation of one or more of the following (hereinafter the “Infrastructure Project”):

- a system for the supply, storage or distribution of water not used for residential purposes
- a system for the collection, treatment or disposal of wastewater (including industrial waste and the separation of sanitary sewers and storm sewers) not used for residential purposes
- roadway improvements to include vehicular and pedestrian ingress/egress points
- high-speed communication infrastructure (e.g. fiber optic cable)

C. Eligible Uses of Grant Funds

Program funds may be used by the applicant to pay for any of the following costs associated with the Infrastructure Project:

- Costs of construction, installation, and/or rehabilitation of on-site or off-site infrastructure, structures, equipment and fixtures which are necessary to undertake the Infrastructure Project
- Costs of relocating structures which are necessary to undertake the Infrastructure Project

SECTION III – REQUIREMENTS OF PROGRAM FUND RECIPIENTS

A. Award

All recipients must apply for and be awarded a Program grant (as such award is further detailed in Section V below) prior to any funds related to the construction of the Overall Project, including the Infrastructure Project, being expended by the recipient.

B. Permits

All recipients of Program funds shall follow all procedures required by Union County, or the agency having jurisdiction, to secure all applicable planning, land use, building, and other permits and approvals for the Overall Project, including the Infrastructure Project. This includes, without limitation, plan review and approval (including proposed materials and engineering designs) from Union County Public Works.

C. Project Records

The recipient must maintain full and accurate records with all aspects of the Infrastructure Project. Union County requires access to such records, as well as the ability to inspect all Infrastructure Project work, invoices, materials and other relevant records upon request at any reasonable time and place. Upon request of Union County, the recipient must furnish all data, reports, contracts, documents and other information related to the Infrastructure Project. Before the release of funds to the recipient, the recipient must provide a written statement demonstrating all eligible costs incurred for the Infrastructure Project were disbursed in accordance with the terms of the Program grant agreement.

D. Legal

Applicants must comply with all applicable federal, state, and local laws and regulations related to the activities and funds associated with the Overall Project, the Infrastructure Project, and the Program.

SECTION IV – LIMITATIONS

Program funds must be an inducement to create or stimulate new taxable capital investment and/or the creation of jobs within Union County; therefore, Overall Project construction (including construction of the Infrastructure Project) may not commence prior to grant approval by the Union County Board of County Commissioners following a public hearing. Commencement of construction work prior to receiving approval from the Board will render the project ineligible for funding consideration. To be eligible for reimbursement, Infrastructure Project costs must be incurred within the timeframe determined in the grant agreement and as required by Section VI of this document regarding reimbursement below. Costs beyond this timeframe will not be eligible for reimbursement.

Eligible reimbursements will cover 75% of Infrastructure Project costs up to a maximum of \$150,000.

SECTION V – GRANT AWARD

To apply for Program funding, the applicant must submit the Union County Commercial Infrastructure Improvement Grant Application to the Monroe-Union County Economic Development Office.

The application must consist of the following to be considered:

- i. Completed application form (on a template form provided by the Monroe-Union County Economic Development Office);
- ii. a letter describing the proposed Overall Project, including the Infrastructure Project, benefits to the company and the overall capital investment and job creation;
- iii. a detailed Infrastructure Project scope, including itemized budget; and
- iv. a map displaying the Overall Project, including specifically the Infrastructure Project area.

Upon receipt of a complete application, staff will analyze the project with all appropriate County Service Areas and Divisions. Once the staff review is complete, applications will be presented to the Monroe-Union County Economic Development Board of Advisors for input. If the project is recommended for approval at that stage, it will then be presented to the Union County Board of County Commissioners. A public hearing will be held to solicit any public comment regarding the Program providing funds for the project. The Board, in its sole discretion, will make the final decision on offering any grant under the Program, and any terms or conditions associated with such a grant, following the public hearing.

Following approval of an application by the Union County Board of County Commissioners, a grant agreement containing the specific terms and conditions of the Program grant will be issued by Union County and administered by Monroe-Union County Economic Development. The grant agreement must be signed and returned to Union County.

SECTION VI – FUND DISBURSEMENT

Once the Overall Project, including the Infrastructure Project, is complete (which shall mean the issuance of a certificate of occupancy for the Overall Project), the recipient Company shall submit in writing a request for reimbursement per the conditions in the grant agreement to the Monroe-Union County Economic Development Office with all required documentation. After review by staff to ensure compliance with the request for funds and the terms of the grant agreement, payment will be made to the recipient in accordance with the grant agreement. Recipients are eligible to submit a request for reimbursement within a three (3) year period following the Board’s award of a grant. Any requests for reimburse beyond this time period are not allowed.



UNION COUNTY COMMERCIAL INFRASTRUCTURE IMPROVEMENT GRANT APPLICATION

The Union County Commercial Infrastructure Improvement Grant was established by the Union County Board of County Commissioners to aid in the construction, expansion or improvement of lasting water and wastewater infrastructure, transportation and other infrastructure improvement projects for the sole purpose of enhancing Union County's competitiveness for economic development opportunities.

APPLICANT TYPE: *(Check the one that applies on each line)*

- | | | |
|---|---|---|
| <input type="checkbox"/> Manufacturing / Industrial | <input type="checkbox"/> Distribution | <input type="checkbox"/> Commercial Building |
| <input type="checkbox"/> New Company | <input type="checkbox"/> Existing Company | <input type="checkbox"/> Commercial Developer |

Company Name: _____ **Date:** _____

Address: _____

State: _____ **Zip:** _____

Project Description: *(capital investment and job creation or retention in Union County for this project only)*

Infrastructure Project: *(description of the scope of the infrastructure project and the reasons it is needed for by company)*

Estimated Costs: _____ 25% Matching Funds

Required Attachments: Application Letter Itemized Budget Location Map / Site Plan

Signature:

By providing this Infrastructure Improvement Grant Request to Union County, I hereby certify for the company that all the information provided is true and correct. The company also agrees to cooperate with Union County by providing such information and such access to our records as may be necessary to verify the attached information. I also understand that any facts found to be incorrect or false, will be grounds to terminate any grant provided under this incentive program.

Authorized Corporate Signature: _____ **Date:** _____

Printed Name and Title: _____