

Job Creation Fund (JCF) Program Application

APPLICATION PROCEDURES

The Job Creation Fund (JCF) Program provides job creation awards and capital investment rebates to designated businesses that retain or create high-paying, full-time permanent jobs and invest in real property improvements. The program is available statewide for manufacturing, distribution, warehousing, and other eligible business activities.

Applications are accepted on a year-round basis as funds are available.

To become a designated JCF business and receive benefits, a business must work in conjunction with the local government where the JCF business will be located. A JCF application must be completed and submitted to the Department of Employment and Economic Development (DEED) by the local government. Step-by-step instructions are listed below and applications may be submitted by mail or email to:

Emily Johnson
Program Manager – Job Creation Fund
332 Minnesota Street, Suite E200
St. Paul, MN 55101
Emily.a.johnson@state.mn.us

Completing the Job Creation Fund (JCF) Program Application: Step-by-Step Instructions

In consultation with DEED, the local government will make a preliminary determination about whether a business meets the minimum program requirements. Use the Job Creation Fund Eligibility and Application Checklist on the program website for guidance. If a business is potentially eligible, the following steps are completed:

1. The business provides the information to the local government needed to complete JCF Application. A local government resolution in support of the project must be included. Local officials must submit the application to DEED.
2. DEED evaluates the application and notifies the local government and business of approval or denial. If approved, DEED will formally designate the business as a JCF business and determine a job creation award and/or capital investment rebate amount. Awards and/or rebates of \$500,000 or more require DEED to hold a public hearing.
3. Jobs created and/or capital investment expenditures may be counted after the business is formally notified by DEED that it has been designated as a JCF business.
4. DEED will draft a business subsidy agreement specifying the award and/or rebate to be provided after required job creation and capital investment goals are met. The JCF business and the DEED commissioner sign the business subsidy agreement.
5. The local government will assist the business with submitting required annual progress reports, payment request documentation, and other information requested by DEED. The local government will also provide information on annual changes in wage requirements.

JOB CREATION FUND PROGRAM APPLICATION

SECTION 1 - LOCAL GOVERNMENT AND BUSINESS APPLICANT INFORMATION

Local Government Project Sponsor:	Local Government Contact Name and Title:
Email:	Telephone:
Address:	City/State/Zip:

Business Legal Name:	Parent Company Name (if applicable):
Mailing Address:	City/State/Zip:
Street Address for Project Applying for JCF (JCF Project):	City/State/Zip for JCF Project:
Primary Business Contact and Title:	E-mail:
Website:	Telephone:
Minnesota Tax ID:	FEIN:
NAICS Code:	Primary Business Activity for Proposed Project:

SECTION 2 - PROJECT OVERVIEW

<p>Project Type:</p> <input type="checkbox"/> New business with no parent company or current operations <input type="checkbox"/> Expansion of existing facility or Minnesota company <input type="checkbox"/> Expansion to Minnesota by a company with existing operations outside Minnesota												
<p>Project will involve:</p> <input type="checkbox"/> Leasing an existing facility where leasehold improvements will be made <input type="checkbox"/> Leasing a facility to be constructed <input type="checkbox"/> Ownership of an existing facility and making improvements <input type="checkbox"/> Construction and ownership of a new facility												
<p>Are there facility or land limitations that do not allow the business to expand at an existing Minnesota facility?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable												
<p>Could this project be located outside of Minnesota and serve the same customers?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No												
<p>Project Timeframe:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Task:</th> <th>Estimated Completion Date: (mm/dd)</th> </tr> </thead> <tbody> <tr> <td>Commitment of all funds</td> <td></td> </tr> <tr> <td>Start of construction</td> <td></td> </tr> <tr> <td>Purchase equipment</td> <td></td> </tr> <tr> <td>Complete construction</td> <td></td> </tr> <tr> <td>Begin operations</td> <td></td> </tr> </tbody> </table>	Task:	Estimated Completion Date: (mm/dd)	Commitment of all funds		Start of construction		Purchase equipment		Complete construction		Begin operations	
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Current number of permanent, full-time employees company-wide:

Current number of permanent, full-time employees in Minnesota:

Current number of permanent, full-time employees at proposed JCF site:

Will any jobs be relocated from another Minnesota site to the proposed JCF site? Yes No
 If yes, which location(s) will the employees be relocated from?
***for jobs relocated from another Minnesota location, a letter in support of the move from the city where the job will be moving from must be attached**

Average wage for retained and/or new permanent, full-time employees:

Projected number of new full-time permanent jobs at proposed JCF project site:

	To be created in Year 1	To be created in Year 2	To be created in Year 3
# new FT, permanent jobs:			

***full-time permanent jobs means positions with expected work hours of 2080 annually**

Sources & Uses:
***since JCF funds are pay-for-performance, they should not be included as a source or use of funds**

	Bank(s)	Equity	State	Local Gov't	Other ()	Total
Property Acquisition						
Site Improvement						
New Construction						
Renovation of an Existing Building						
Purchase of Machinery & Equipment						
Infrastructure						
Other:						
Other:						
Total Project Cost						

Does the property or the business have any outstanding local, state or federal tax liabilities? Yes No
 If yes, describe:

Have state environmental review requirements been met for the project, if applicable? Yes No

Are there current or unsatisfied judgments or injunctions against the business or owners? Yes No
 If Yes, describe:

Is there current or pending litigation involving the business? Yes No
 If yes, attach summary and disposition.

Within the past five years, has there been any violation(s), citation(s), or complaint(s) of discrimination filed against the company in a state or federal court or before any state, federal or local government agency?
 Yes No If Yes, attach a copy of the violation(s), citation(s), or complaint(s) and the disposition of each.

SECTION 3 - REQUIRED INFORMATION

**Information from the items listed below will be used to evaluate potential awards and rebates for a business requesting JCF designation. Please be thorough in addressing the requested information and clearly identify responses to each item separately by number.*

PART A – Business Description. Describe the business and its major activities. Please include the following information:

1. Business overview and company history and ownership - include organizational structure, parent company and any affiliates
2. Product or industry outlook for the JCF project
3. Total projected sales for the JCF project both inside and outside of Minnesota
4. Estimated sales to Minnesota customers that replace purchases from outside Minnesota
5. Markets (local, statewide, national, international) along with their respective percentage to total sales and the customers served
6. Philanthropic or other ways in which the business contributes or will contribute to Minnesota
7. Attach two years of historical financials (Profit & Loss/Balance Sheets/Income Statement/Cash Flow Statement) and financial projections

PART B – Project Description. Describe the project for which JCF funds are being requested. Please include the following information:

8. Provide details for the project for which JCF funds are being requested. Discuss topics such as square footage increase, lease vs ownership, new construction vs renovation or leasehold improvements, etc.
9. Describe how the JCF project will strengthen and/or diversify the local or Minnesota economy
10. Describe any local government assistance for the JCF project (e.g., city loan, abatement, TIF, etc.) and comment on dollar amounts and/or general information on any city projects related to this project.
11. Attach line-item construction cost estimates for real property improvements for the JCF project
12. If available, attach a commitment letter from each financing source (ie Financial Institutions), including a letter of commitment for any business equity

PART C – Business Competitors. Identify the competitors of the business within local community (city and county), the adjacent counties, and in the state of Minnesota. Include:

13. The name of each major competitor and the location of each competitor by city
14. How the products or services are different than the JCF business'
15. How the markets are different from the JCF business'

PART D – Detailed job & wage information.

16. If applicable, provide quarterly payroll reports from the last year for current permanent full-time employees who will be located at the JCF project site
17. For new full-time permanent employees, complete the form on Page 5 of this application or attach a listing of jobs that includes the information from the form on Page 5.

JOB CREATION FORM - PERMANENT JOBS TO BE CREATED

POSITION TITLE (list permanent full time positions only)*	NUMBER OF POSITIONS	HOURLY CASH WAGE RATE WITHOUT BENEFITS	HOURLY VALUE OF BENEFITS **	TOTAL HOURLY CASH WAGE INCLUDING BENEFITS

Total jobs to be Created: _____ **Average hourly Cash Wage:** _____ **Average hourly benefits:** _____

*For the purposes of the Job Creation Fund program, job creation awards are provided for permanent full-time positions working 2080 hours per year.

** includes non-mandated benefits to the employee. Social security tax, unemployment insurance, workers compensation insurance and other benefits mandated by law *must be excluded*.

NOTE: Minnesota job creation fund businesses must pay each new full-time employee added pursuant to the agreement total compensation, including benefits not mandated by law, that on an annualized basis is equal to at least 110 percent of the federal poverty level for a family of four.

SECTION 4 - BUSINESS ACKNOWLEDGMENT AND CERTIFICATION

DATA PRIVACY ACKNOWLEDGMENT:

Tennessen Warning Notice: per MN Statutes 13.04, Subd.2, this data is being requested from you to determine if you are eligible for an award under the Job Creation Fund program. You are not required to provide the requested information, but failure to do so may result in the department’s inability to determine your eligibility for an award pursuant to the criteria developed under the program’s enabling legislation and rules. The data you provide is classified as private or non-public and cannot be shared without your permission except as specified in statute.

Data Privacy Notice: per MN Statutes 13.591, Subdivision 1, certain data provided in this application is private or non-public data; this includes financial information about the business, including credit reports, financial statements, net worth calculations, business plans; income and expense projections; balance sheets; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds. Per MN Statutes 116J.401, Subd. 3., certain data provided in this application is private data; this includes data collected on individuals pursuant to the operation of the Job Creation Fund Program.

BUSINESS CERTIFICATION:

Financial Assistance Certification: I hereby certify that the Job Creation Fund program is necessary to my business start-up or expansion and that without the Job Creation Fund my business start-up or expansion project would not happen to the extent outlined in the Job Creation Fund Application. I certify that I will not count any existing positions or employees moved or relocated from another of Minnesota facility where my business conducts operations as new permanent full-time employees for the purposes of fulfilling requirements of the Job Creation Fund Program. I certify I will not terminate, lay-off, or reduce the working hours of an employee for the purpose of hiring an individual to fulfill the requirements of the Job Creation Fund Program. I certify that I will pay prevailing wages as required under the laws of the State of Minnesota if applicable. I certify I will enlist the services of the Workforce Center Business Services and will sign a Job Listing Agreement as a condition to receiving funds in excess of \$200,000 from the MN Department of Employment and Economic Development.

I have read the above statements and I agree to supply the information requested to the MN Department of Employment and Economic Development, Office of Business Finance with full knowledge of the information provided herein. I certify that all information provided herein is true and accurate and that the official signing this form has authorization to do so.

Name/Title of Business Official: _____

Signature of Business Official: _____ Date: _____

LOCAL GOVERNMENT CERTIFICATION:

I hereby certify that as the local government contact for the proposed Job Creation Fund project, I have reviewed the application and business information. I agree to work with the Job Creation Fund Program business applicant to supply information requested by the MN Department of Employment and Economic Development, Division of Business and Community Development.

Name/Title of Local Government Contact: _____

Signature of Local Government Contact: _____ Date _____