

**GUIDELINES FOR APPLICANTS REQUESTING ASSISTANCE FROM
THE BULLOCK COUNTY DEVELOPMENT PROGRAM**

- I. Applicants must submit Funding Request Information Sheet. The Bullock County Development Authority Board will establish a time frame for material to be submitted. Funds allotted to the program are to be incentive, or seed money, not major contribution to the project/projects. Funds will be reimbursed after project completion with proper documentation, and an evaluative process will occur.

- II. Applicants must hold a valid/current business license, as required, and be able to provide documentation as a valid/current sales tax payer if applicable.

- III. The primary goal of the initiative is to promote local retail & industry development in Bullock County, as expressed in improved tax receipts and employment.

- IV. To accomplish this goal the expenditures shall be for the following:
 - A. Purchase of real estate upon which to expand existing businesses.
 - B. To prepare real estate sites for existing businesses.
 - C. To provide for business site infrastructure such as roads and utility services.
 - D. Aid in the construction of or furnishing of facilities.
 - E. Purchase of equipment.
 - F. Aid grant seeking initiative of local government as relates to retail initiatives
 - G. The end result of the incentive project should be obvious in the form of facility or service upgrade.

- V. The Board does not believe that its mission is to provide aid or assistance as follows:
 - A. To provide working capital, i.e. for salaries, utility bills, rent ongoing maintenance and advertising and inventory.
 - B. To provide monetary assistance when the applicant has the ability to acquire the same assistance in the private sector.
 - C. Debt relief.
 - D. Assistance which causes or may cause a Bullock County entity to obtain a competitive advantage over a competing Bullock County entity.
 - E. To non-resident individuals.
 - F. Assistance not in the best interest of a majority of Bullock County Citizens.

- VI. The Board may recommend that any portion of the request be approved, up to the total amount of said request.

- VII. No funds will be released without required documentation, and approval by the Bullock County Development Authority and the Bullock County Commission.

I have read and understand these guidelines and agree to comply with them. I fully understand that no funds will be released until all documentation and approvals are complete. I also understand that submission of any false information will result in immediate rejection of said project.

Date: _____ Signature: _____

The Bullock County Development Authority offers new and expanding businesses an opportunity to apply for a site preparation grant. This grant is typically utilized to help with improving infrastructure for new or expanding growth of retail and industrial projects in Bullock County. The grants range from a minimum of \$1000 to a maximum of \$10,000 based on the impact on employment and tax revenue statistics in Bullock County.

The Site Prep Program provides grant awards to projects that improve established business districts by redeveloping properties, decreasing vacancy rates, adding to the tax base, creating jobs, leveraging private sector investment, and improving the quality of life for surrounding neighborhoods through revitalizing occupied, vacant or underutilized properties.

Eligibility

Funding Requests are made available to local businesses that provide visible improvements to a building or site, decrease vacancy rates of the area, provide missing retail or service opportunities, retain or create jobs, and/or create new commercial space. The intent of this Program is business development; thus the applicant should be an occupant of the building or a property owner that can demonstrate evidence that the building will be occupied by a business. Additionally, eligible projects must demonstrate that “but for” BCDA investment, the project may not occur.

Eligible projects must have completed the conceptual planning stage and have sufficient documentation to submit for the city’s Permitting Division review.

Projects in which physical construction has commenced prior to execution of a Grant Agreement are ineligible. Furthermore, applicants meeting any of the following disqualifying criteria will be ineligible for funding:

- A. Unpaid code enforcement liens
- B. Unpaid special assignment liens
- C. Pending judgment or foreclosure
- D. Felony conviction for financial mismanagement of any owners, officers, partners, or principal actors of the applicant (ex. business fraud)
- E. Mortgage payments three months in arrears
- F. Unpaid property taxes
- G. Unpaid property insurance

Application packages will be reviewed by the Bullock County Development Authority Board of Directors that will evaluate the strengths and weaknesses of the applications related to:

- A. the location of the project,
- B. creation of new commercial space through new construction or renovation of a previously vacant and blighted building,
- C. the number of jobs to be created and/or retained by the proposal,
- D. The aesthetic improvements of the business (“curb appeal”).
- E. Applicant’s demonstration that proposed project will benefit the City of Union Springs and Bullock County.

Projects will be awarded funding based on the ability to meet all of the following criteria:

- 1. Must be located in Bullock County;
- 2. Development either (a) rehabilitates and returns to service a commercial structure or (b) adds new commercial square footage to a building or a business district through new construction or the adaptive reuse of a building formerly used for non-commercial purposes, or (c) removes blight or a declared public nuisance;
- 3. Visibly improves the exterior of the building, site, and/or essential interior building systems such as plumbing, electrical, HVAC, etc.
- 4. Architectural and engineering fees as well as permitting and development review fees not included
- 5. Work must be performed by licensed contractors

Applicants will submit the required Site Prep Grant Application and Site Prep Credit Application to the Bullock County Development Authority via email. All information including rules and applications are located on the BCDA website, www.bullockcountyalabama.com. Staff will provide technical assistance to applicants throughout the process and will provide information regarding additional resources.

Required Paperwork:

- 1. Current Business License
- 2. Property Tax Information for Business
- 3. Sales Tax – Last Twelve Months
- 4. Copy of Business Insurance
- 5. Grant Application & Credit Application for Funding Request
- 6. Letter of Support from Building Owner, if Tenant is Applying
- 7. Estimate from a Licensed Contractor/Vendor