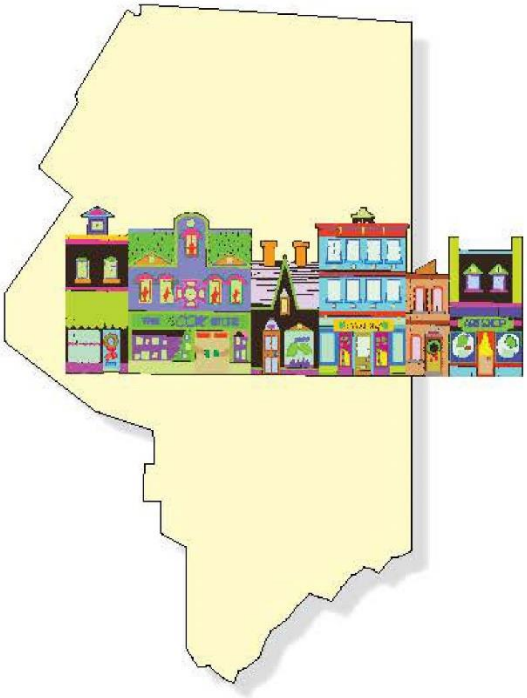
Revised September 8, 2020

Lackawanna County

Commissioners
Jerry Notarianni • Debi Domenick, Esq. • Chris Chermak



Lackawanna County
Business Improvement Grant

Program Manual & Application Form

Prepared by
Lackawanna County Department of Economic Development

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Introduction

Lackawanna County Commissioners established the Lackawanna County Business Improvement Grant Program to promote economic development and spur local economic growth by encouraging the private sector to pursue exterior façade improvements or purchase/install new equipment. **This is a one-time grant and is reimbursable up to $5,000 and awarded on a 50/50 match basis.**

On a yearly basis, Lackawanna County will allocate a determined amount for funds from the Department of Planning and Economic Development's operating budget for a Business Improvement Grant Program to qualified businesses working within Lackawanna County.

Qualified Businesses

A qualified business eligible for the grant program is a business that:

- Seeks to make exterior façade renovations or improvements on an existing facility (including exterior modifications to assist with curb-side pick-up, etc.) that is located in Lackawanna County; **OR**
- Seeks to purchase and/or install new business equipment within six (6) months of the issuance of the grant for a business that is located in Lackawanna County. This may include the purchase of COVID-19 –related equipment, such as thermal imaging cameras, partitions for barrier shields, sanitizing dispensers, PPE, etc.);
- Cannot be in a tax incentive zone or have received any Economic Development incentive(s), federal, state, or local within the last 3 years.

  AND
- Matches the Business Improvement Grant Program monies on a 50/50 basis with business funds or in-kind services to undertake or complete the improvement within six (6) months on the issuance of the grant. *(i.e. A $5,000 BIG grant must be matched at the time the grant is awarded with $5,000 from the business in funds or in-kind services. Maximum Business Improvement Grant amount is capped at $5,000).*

Procedure for Program Consideration

For a qualified business to take advantage of the Business Improvement Grant Program, submit the APPLICATION FORM LC-BIG-1 to:

Submit to: Director, Economic Development
Lackawanna County Department of Economic Development
123 Wyoming Avenue, 5th Floor
Scranton PA 18503
Phone: 570-963-6830
Fax: 570-963-7596
plned@lackawannacounty.org

Application Packet

Two (2) copies of the Business Improvement Grant Program application packet, containing original signatures, must be submitted. The packet must include the following documentation:

- Completed and signed APPLICATION FORM LC-BIG-1.
- Corporate Resolution authorizing the applicant to apply for the Business Improvement Grant Program; and understanding and agreeing to the "Terms and Conditions of the Program."
- Copies of approved improvement plans or project plans, and copies of approved local building and zoning permits, if applicable, or receipts/invoices for equipment purchases/installation, and an executive narrative detailing the Business and its short term and long term projections of the job or jobs created or retained as a result of the equipment purchase/installation.

LACKAWANNA COUNTY BUSINESS IMPROVEMENT GRANT PROGRAM

Lackawanna County

Commissioners
Jerry Notarianni • Debi Domenick, Esq. • Chris Chermak

APPLICATION FORM LC-BIG-5000

Revised 6/26/2020

SECTION 1. QUALIFIED BUSINESS INFORMATION

Business Name: Federal Employer ID Number:

Mailing Address of Headquarters (Street/PO Box): (City/Town/Post Office) (ZIP Code)

Telephone: FAX: E-mail:

Owner (if corporation or partnership, please list all individual owners, partners and/or officers):

Product or Service Provided:

SECTION 2. PROGRAM QUALIFYING CRITERIA

Does this business have a place of operation in Lackawanna County? ☐ Yes, within _____(city, borough, township) ☐ No

Is the business located within a local business district? ☐ Yes, on _____ (street) ☐ No

Mailing Address (Street/PO Box): (City/Town/Post Office) (ZIP Code)

Property Tax ID (PIN)#: Is the location of the business owned by the business or leased? ☐ Owned ☐ Leased

How many full-time employees are presently working at the business? Average wage per year?

How many part-time employees are presently working at the business? Average wage per year?

Will 100% of the grant be utilized at the facility in Lackawanna County? ☐ Yes ☐ No

Has a 50/50 match been provided by the business? ☐ Yes ☐ No Amount: $_____ Type of match: _____

Are the business and all owners and/or corporate officers current on all federal, state, and local taxes? ☐ Yes ☐ No

SECTION 3. GRANT INFORMATION

In this space, provide a brief summary of the improvements or purchases for which the grant funds will be used.

Amount of total new investment for this project: $ _____

Amount of business funds dedicated to this project (cash, in-kind, or loan): $ _____

Grant amount requested: $ _____

SECTION 4. CERTIFICATION & ACCEPTANCE

By signing this application, I certify that to the best of my knowledge that the above information provided on this form and related attachments are true and correct, and the Qualified Business agrees to the terms and conditions of the grant and will be bound by the Grant Agreement if Lackawanna County awards the grant.

Qualified Business:

_____
Signature

_____
Type or Print Name for Signature Above

_____
Title

_____
Date

CORPORATE RESOLUTION

WHEREAS,_____[***Qualified Business***] has applied for, and has been approved for, a Business Improvement Grant Program from Lackawanna County for the purpose of _____ [***identification of utilization of funds***];and

WHEREAS, _____[***Qualified Business***] will deploy 100% of the grant funds on or in an existing facility within Lackawanna County; and

WHEREAS,_____[***Qualified Business***] will match the Business Improvement Grant Program grant monies on a 50/50 basis within six (6) months of the issuance of the grant and acknowledges that $_____ from the business in the form of _____(cash, in-kind services, or loan funds) has been committed and is available for the project awarded the Business Improvement Grant.

WHEREAS, the Qualified Business desires to apply to the County of Lackawanna [***County***] for a Business Improvement Grant Program; and

WHEREAS, the Program Manual includes a document titled "Terms and Conditions of Business Improvement Grant Program" and an Application Form with a section titled "Section 4 Certification and Acceptance"; and

WHEREAS, the Qualified Business understands that the contents of the document entitled "Terms and Conditions of Business Improvement Grant Program," will become the terms and conditions of an Agreement between the Qualified Business and the County if the Qualified Business is awarded a grant; and

WHEREAS, the Qualified Business understands that, by signing "Section 4 Certification and Acceptance" of the Application Form and submitting it to the County as part of the grant

application, the Qualified Business agrees to the Terms and Conditions of the Business Improvement Grant Program and will be bound by the Agreement if the County awards the grant;

NOW THEREFORE, be it resolved that:

1. The individual with the title of _____ is authorized to sign "Section 4 Certification and Acceptance" of the Application Form on behalf of the Qualified Business.

2. If this individual signed "Section 4 Certification and Acceptance" prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.

3. If the Qualified Business is awarded the grant, "Section 4 Certification and Acceptance" of the Application Form, signed by the above individual, will become the Qualified Business's executed signature for the Grant Agreement, and the Qualified Business will be bound by the Grant Agreement.

I hereby certify that this Corporate Resolution was approved by _____***[Qualified Business]*** *this* _____ *day of* _____*, 20*___*.*

_____
Signature

_____
Title

TERMS AND CONDITIONS OF THE BUSINESS IMPROVEMENT GRANT PROGRAM

We suggest that your legal counsel review the terms and conditions in this section before you submit an application for the incentive program. They are mandatory for all Qualified Businesses awarded a grant through this program and are not negotiable.

If the Qualified Business is selected for the grant program, the TERMS AND CONDITIONS OF THE BUSINESS IMPROVEMENT GRANT PROGRAM in this section will be incorporated into the Agreement, and SECTION 4. CERTIFICATION & ACCEPTANCE included in this application package (Page 6) will become the signature page for the Agreement.

TERMS AND CONDITIONS OF INCENTIVE PROGRAM

"COUNTY" in the terms and conditions below means the Board of Commissioners of Lackawanna County. "GRANTEE" means a Qualified Business as determined by the Department of Economic Development that has been awarded a business improvement grant.

ARTICLE I
INCENTIVE AMOUNT; GRANT ACTIVITIES

Subject to the availability of funds, the COUNTY makes available to the GRANTEE a check in the amount of $_____.

The GRANTEE shall deploy 100% of the grant on or in a business facility within Lackawanna County within six (6) months and the GRANTEE shall provide a match of $_____ (equal to or greater than the grant award amount in cash, in-kind services or loan funds) at the time grant is awarded for exterior façade improvements and/or improvements to the existing facility to accommodate the purchase/installation of new equipment at the place of business within six (6) months of issuance of the grant.

ARTICLE II

EXECUTION OF AGREEMENT; GRANT AGREEMENT PERIOD

This AGREEMENT is not binding on the COUNTY until it has been properly executed by all required signatories for the COUNTY. Any cost incurred by the GRANTEE prior to such execution is incurred at the GRANTEE'S risk.

The AGREEMENT period shall be six (6) months from the date of execution of the grant agreement.

ARTICLE III

COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS

The GRANTEE shall comply with all applicable federal and state statutes and regulations and local ordinances.

ARTICLE IV

PAYMENTS

The COUNTY will issue a payment to the GRANTEE upon approval of the Application. The GRANTEE'S application shall be supported by copies of the approved improvement plans, approved building and zoning permits, if applicable, or receipts/invoices for equipment purchases, and an executive narrative detailing the business and its short and long term projections of job created as a result of the improvement or upgrade.

The COUNTY may deny or adjust payment for any grant request that is not in accordance with the terms of this AGREEMENT.

ARTICLE V

PROGRESS REPORTS

The GRANTEE shall furnish concurrently to the COUNTY such progress reports as requested by the COUNTY within ten (10) days.

ARTICLE VI

AUDITS

The COUNTY may perform, or require the GRANTEE to perform, a financial and/or performance audit in accordance with procedures and standards specified by the COUNTY.

ARTICLE VII

REFUND

The GRANTEE shall refund to the COUNTY any overpayment of the grant as determined by the COUNTY.

The GRANTEE shall refund to the COUNTY the grant should the GRANTEE fail to adhere to the terms and conditions of this section within the time frame as prescribed in this Agreement.

ARTICLE VIII

GOOD STANDING

In order to be eligible for the COUNTY Business Improvement Grant Program, the QUALIFIED BUSINESS must be a company in good standing with the Commonwealth of Pennsylvania and be current on its federal, state, local and county taxes.