

SLEEPY EYE EDA BUSINESS ASSISTANCE PROGRAM

To assist business start-ups and existing business owners in the revitalization of their business building/property.



IMPORTANT: Work cannot begin before EDA Board approval

Sleepy Eye EDA Business Assistance Program Application (For Rehab Work)

Property Owner Name: _____

Property Owner Address: _____

Business Address: _____

Phone: _____

Date: _____

Short Project Description:

Total Improvement Cost: _____

Loan Request: _____

(The amount of the loan must be greater than \$5000.00. Terms are a 10 year note @ Prime Rate.)

Contractor Name

Bid Amount

1. _____

2. _____

Your application is not complete if you do not include any or all of the following:

(The following required documents/permits/fees will be determined by the EDA Finance Committee and the EDA Board)

- 1. Business and personal financial statements are required (See sample & template attached to this application)**
- 2. Contractor bids must be itemized with amounts** *(Applicant must provide one bid for each project under \$10,000. Projects over \$10,000 require two bids, **unless approved by EDA.** If you are doing the work yourself, attach a copy of the material costs on letterhead from the material provider.)*
- 3. Most recent Federal tax returns**
- 4. Proof of property and content insurance for rehabilitation location required**
- 5. Brown County Assessor's most recent estimated market value for your property**
- 6. Abstract or Torrens certificate for your property**
- 7. \$300.00 application fee**
- 8. Sketch/Image of the project**
- 9. Building Permit** *(You may apply without permit, EDA needs proof of permit before you receive funds.)*
- 10. Required documents must be submitted by the second Friday of the month**

I AGREE with and UNDERSTAND the following: I have read and am within the guidelines for the Business Rehabilitation Program. I understand that if any of the information is incorrect or incomplete; my chances of receiving funding may be delayed and/or hindered. **IMPORTANT:** I also understand that I cannot begin work before EDA Board approval of my application.

SIGNATURE: _____

DATE: _____

(Applications will be reviewed in the order they are received)

Sleepy Eye EDA Business Assistance Program

(Program will be based upon available calendar year funding.)

Eligibility Criteria (For Rehab Work)

1. Properties must be located within the city limits of Sleepy Eye.
2. Applicant must have ownership interest in the property.
3. Applicant must use the building for business purposes.
4. The total outstanding obligation (including loans under this program) secured by the property must be less than 100% of the assessor's estimated market value, or appraised value, whichever is greater.
5. Applicant must not have started or completed work on the proposed project **prior to EDA approval**.
6. Proposed improvements must comply with the Local Building Code for rehab work.
7. Eligible improvements include exterior improvement to buildings, as well as interior improvements such as general remodeling and improvements related to safety, accessibility, habitability, and energy consumption. Specific eligible improvements will be evaluated by the EDA on each individual application request.
8. Any required building permits must be for the same amount, or exceed, application amount.

The following improvements for rehab work will be considered (this is not an all-inclusive list and each application request will be determined on its own merit by the EDA Finance Committee/Board):

- Windows and doors
- Façade improvements (brick work, stucco, painting)
- Roofs
- Foundations
- Exterior lighting
- Landscaping
- Heating
- Electrical
- Plumbing
- Insulation
- Asbestos abatement
- Handicap accessibility (ramps)
- Cement work such as private steps and sidewalks
- Private parking lots
- Other, as determined by the EDA

If you are a new business to be located within the city limits of Sleepy Eye, MN your business could be eligible to receive a reimbursement for start-up business costs (to be determined by the EDA Board) that you have incurred during your start-up phase. Examples of start-up costs can be, but are not limited to:

- Inventory Purchase
- Utility Connections/Reconnections (sewer, water, telephone, electricity, internet)
- Zoning Permit Fees
- Architectural/Design Fees
- Shipping/Packaging Fees

- Advertising/Printing/Website Presence
- Accounting services
- Purchase of Equipment, Furnishings, or Office Supplies
- Rent/Lease Payments (1 month with copy of lease)
- Insurance Costs
- Other as Approved by EDA Board

Terms

1. The Business Assistance Program can provide funds for business start-ups and/or improvements at a loan amount up to \$20,000.00, or EDA Board approved amount, per business building, per applicant, per year, depending on availability of funding.
2. The program will be a combination of two equal ten 10-year loans at the prime rate, one active and one dormant, with the dormant loan becoming forgivable after 7 years.
3. After the 7th year, 25% of the dormant loan will be forgiven each year until the ten-year maturity date.
4. After 7 years if the loan payments are not current, it must be made current before credit described in #3 above is given.
5. The active loan can have a loan payoff after three years of interest and principal payments, prior to the ten years maturity of the loan, the payoff amount must include all the remaining balance of the active loan. Then the forgivable(dormant) portion of the loan, including interest, is forgiven at that time as well.

Conditions

1. If the loan applicant is currently holding an EDA loan, they will need to meet with the EDA Board prior to receiving approval for this program.
2. Forgivable loans that become payable shall carry interest from day one at a rate equal to the payable portion of the loan.
3. The loan automatically becomes payable by death, contract-for-deed, or sale of the property. (The EDA Board reserves the right to examine the situation on the sale of the property and may consider exempting this requirement on the sale of the property upon consideration of the situation.)
4. All owners must join in the application including contract holders. (In case of Life Estate, at least one-third of the owners must join application.)
5. A mortgage, a note, and a personal guarantee will secure all loans. The mortgage will be collateralized in a first lien position whenever possible.
6. The loan-to-value ratio must not exceed 100% of the greater assessor's estimated market value of the property's appraised value; if needed, an appraisal will be done at the owner's expense.
7. Loan applicants will pay a non-refundable deposit of \$300 towards the total hard costs upon submission of the application. **The balance of hard costs will be paid or withheld from loan proceeds at the time of loan closing.** These costs include, but are not limited to:
 - Ownership & Encumbrance Report
 - Recording Fees (Abstract or Torrens)
 - Mortgage Registry Tax
 - Mortgage Satisfactions (Abstract or Torrens)
8. All EDA Programs are processed on a first-come, first-served basis. Each individual applicant is subject to its own merit determined by the EDA Board.

Application Materials (For Rehab Work)

Applicant must provide:

1. A copy of the most recent business financial statements using template provided with this application.
2. A copy of personal financial statements (balance sheet and profit/loss from current and last fiscal year) from all partners/guarantors in the business.
3. Proof of property and content insurance for rehabilitation location is required
4. A copy of Federal Tax returns for the last two years on all partners/guarantors in the business.
5. One bid for each project under \$10,000. Projects over \$10,000 require two bids.
6. A copy of the Brown County Assessor's most recent estimated market value for the property.
7. A copy of the Abstract of Torrens Certificate to certify availability.
8. If the project involves exterior beautification, the applicant must provide a sketch of the proposed work.
9. Required documents must be submitted by the second Friday of the month to be considered by the Finance Committee and EDA Board.

Application Materials (For Start-ups)

Business Start-up Eligibility Guidelines (Please Read Carefully)

1. Application to participate in the Sleepy Eye EDA Business Start-up Incentive Program needs to be completed and submitted within the first year of operation.
2. The business must be located in a commercial/industrial storefront with an individual address. Shared suites are not eligible. (EDA Board may accept other location if applicable)
3. In-home daycares are the only eligible homebased business all others are not eligible.
4. Non-profits are not eligible.
5. The maximum reimbursable rebate per business will be determined by the EDA Board.
6. The business owner must submit receipts/invoices with proof of payment such as cancelled checks, bank statements, or credit card statements to the EDA for all approved costs. Cash payments on receipts are ineligible and will not be reimbursed by the EDA. (See Reimbursement Instructions) The business must be active at the time of reimbursement. Only one application for your business will be accepted.
7. The business must fill out a Form W-9 (Request for Taxpayer Identification Number and Certification) and submit with the application. (See attached)
8. Funding is not transferable and other restrictions may apply.

NOTE: Any violation of the program guidelines will result in the businessperson promptly repaying the EDA any amount paid pursuant to this agreement.

Loan Application Review Process (For Rehab Work)

1. EDA Loan Committee will evaluate the loan application to determine eligibility, and present application that have met eligibility criteria to the EDA Board.
2. Once the EDA Loan Committee and EDA Board determines the eligible applications, the Sleepy Eye building inspector may be asked to conduct an inspection of the property. At the inspection, there will be

a determination if corrective actions are necessary for the property to conform to the City of Sleepy Eye's rehabilitation standards.

3. The EDA Loan Committee is not the final arbiter. They will make recommendations to approve or deny loan applications to the full EDA Board of Directors. If the Loan Committee needs more information to consider the application, they will table the discussion until the following month.
4. The EDA Board of Directors considers loan applications as submitted by the Loan Committee. The EDA Coordinator will notify applicants of the decision as soon as possible after the EDA Board Meeting.

Upon Approval (For Rehab Work)

1. Weather permitting, contractors must complete work within 180 days of the date the promissory note is executed by the borrowers. (Extension by EDA approval only)
2. If the final project(s) cost exceeds the amount the borrower qualified for, the borrower must obtain the additional funds from another source.
3. Loan funds will remain in an escrow account maintained by the City of Sleepy Eye until the work is complete.
4. The items listed below must be received before funds can be released from the escrow account:
 - a. Final, original invoice from contractor (or material list from supplier)
 - b. Completion certificates signed by the borrower and the contractor
 - c. Copies of all required city permits (also indicating final inspection by the city when necessary)
 - d. Final inspection by the Sleepy Eye building inspector (and EDA Board if necessary)
 - e. Lien Wavers
5. The borrower can perform the work. However, the borrower can only use the loan proceeds for materials. The Sleepy Eye EDA will not disburse loan proceeds until the borrower purchases and installs the materials. Progress payments will be made only upon work completed. Under unusual circumstances, the Sleepy Eye EDA will provide a partial advance to the borrower. In either case the City will issue a two-party check payable to both the borrower and the materials provider. Interest will be calculated during progress payments. The borrower must obtain all permits and have the work inspected by the City of Sleepy Eye and/or other appropriate personnel when required by city ordinance.

Applications can be dropped off at the City Municipal Building or mailed to:

**Sleepy Eye Economic Development Authority (EDA)
200 Main Street East
Sleepy Eye, Minnesota 56085**

eda@sleepyeye-mn.com

Please call the Sleepy Eye EDA at **(507)794-5636** if you have questions or need additional information.



**EDA Business Start-up Incentive Program
Reimbursement Receipt Application**

Name of Applicant: _____

Address of Applicant: _____

Name of Business: _____

Address of Business: _____

Tax Identification Number: _____

Type of Assistance Requested: _____

Do you or will you: Own _____ Lease _____ Rent _____ (check one)

Description of type of business and products or services provided:

How many persons will you employ?

Full Time: Existing _____ Additional: _____ When? _____
Part Time: Existing _____ Additional: _____ When? _____



Reimbursement Receipt Form

Please list all reimbursable receipts below. The EDA Board has the right to approve and/or deny requests for reimbursements. Attach copies of your listed receipts to this form.

Project Costs:

- A. Property Acquisition (purchase): \$_____.
- B. Lease or Rental Rate: \$_____ per _____
- C. Relocation Expense: \$_____.
- D. Renovation/"Fit-Out": \$_____.
(repairs/renovations)
- E. Site Preparation: \$_____.
(earthwork/excavation/landscaping)
- F. Building Construction: \$_____.
(new construction or substantial remodeling)
- G. Equipment: \$_____.
- H. Inventory Start-up: \$_____.
(stock)
- I. Working Capital: \$_____.
- J. Other: \$_____.



Additional Receipts

Description of Reimbursable Receipts	Total
1) _____	\$ _____
2) _____	\$ _____
3) _____	\$ _____
4) _____	\$ _____
5) _____	\$ _____
6) _____	\$ _____
7) _____	\$ _____
8) _____	\$ _____
9) _____	\$ _____
10) _____	\$ _____
11) _____	\$ _____
12) _____	\$ _____
13) _____	\$ _____
14) _____	\$ _____
15) _____	\$ _____