

# CITY OF JACKSON

Department of Economic Development and Planning



## BUSINESS DEVELOPMENT GRANT PROGRAM

*Administered by:  
The Department of Economic Development and Planning  
Office of Economic Development*

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## Small Business Development Grant Program Fact Sheet

### **A. Purpose of the Program**

The Small Business Development Grant is intended to provide financial assistance to new and existing small businesses with an annual net income of \$250,000.00 or less in the City of Jackson. Like the Enterprise Community and the Community Development Block Grant (CDBG) areas, this grant is part of the growth initiative to help stimulate investment in the Jackson area complimenting ongoing efforts for revitalization.

### **B. Eligible Applicants**

Eligible applicants shall be for-profit organizations that are new or expanding commercial businesses with an annual net income of \$250,000.00 or less, whose activities contribute to a broader revitalization effort and whose projects are to promote investment. Small Business Development Grant funds shall only be used to provide financial assistance for operational equipment, technological equipment, parking lots, landscapes, signage, frontal lighting, or façade renovation.

**Note: Non-profits are not eligible applicants.**

### **C. Application Process**

Applications for participation in the Small Business Development Grant Program must be made using the program application available in the Office of Economic Development (OED) at 200 South President Street, Jackson, Mississippi 39205. **The applicant should provide 1 original and 5 copies of a completed application.** All completed applications will be reviewed by the Grants Review Committee and approved by the City Council prior to the actual awarding of any grant funds. Any work completed prior to receiving notification from the Office of Economic Development is ineligible for the Small Business Development Grant Program. All applications will be rated based on the appropriateness of request and the general merits of each applicant's proposal. Final selection and funding will depend on an objective assessment of each application and availability of funds. Applications shall be received and processed until the amount of funds awarded equals the amount allotted for the program. Any funds not awarded during the current budget cycle of October 1<sup>st</sup> to September 30<sup>th</sup> of the following year, shall carry over to the next funding cycle.

**AS DIRECTED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD), NO WORK IS TO BEGIN UNTIL AN ENVIRONMENTAL ASSESSMENT IS**

**COMPLETED AND APPROVED BY THE CITY COUNCIL. ANY WORK COMPLETED PRIOR TO THIS APPROVAL WILL NOT BE ELIGIBLE TO RECEIVE GRANT FUNDING THROUGH THIS PROGRAM.**

Upon approval, the applicant will be expected to execute a contract with the City and begin project within 30 days. Any project that has not commenced in said time will be reevaluated and said funds will be set for reversal and reallocation. Since this is a reimbursement grant, no grant funds committed under this program shall be paid out until all work has been completed and inspected by the Office of Economic Development.

Applicants are required to maintain all receipts and invoices relating to the Small Business Development Grant. The City of Jackson reserves the right to disallow cost that are deemed ineligible and withdraw any remaining funds at the end of the grant fiscal year.

**D. Amount of Funding Available**

- Maximum amount \$20,000
- The applicant must leverage a minimum of 50% (percent) of private funds for every 50% (percent) of grant funds requested. For instance, if an applicant receives the maximum of \$20,000 then that individual would provide proof of a \$10,000.00 match.
- If the applicant is purchasing only technology related equipment costing under \$4000 then this shall be funded in its entirety.
- Façade renovation is considered to be a complete renovation of the front of the facility. This is to include affixed exterior lighting, windows, doors, awnings, frontal walkway, and graphics.
- Parking lot and Landscape upgrades are strictly for the project location.
- Operational equipment is considered to be store fixtures, window casings, production machinery, service counters, and display fixtures.
- Technology related equipment is considered to be security system,
- computers, printers, copiers, fax machines, telephone system, calculators, and cash registers. Computer Software is NOT considered technology related equipment.

Note: All matching funds must be secured and documented at the time of application for the application to be considered as complete.

**Compliance with Other City, State, and Federal Regulations**

**Due to a directive from the Federal Office of Management and Budget, any business assisted with Federal funds must now have a Data Universal Number System (DUNS) number. It is a unique nine-character identification number provided by Dun and Bradstreet.**

**To obtain a DUNS number, one may be obtained by calling Dun and Bradstreet at 1-866-705-5711. There is no charge, and should not take longer than 10 minutes to complete the process. Any business assisted with Federal funds must have a DUNS number.**

**Applicants in the program must comply with all applicable City, State, and Federal regulations pertaining to wages, hours worked, safety, etc. Applicants who receive \$2,000.00 or more must especially comply with the Copeland Act (the “Anti Kickback Act”), Davis-Bacon and related acts (DBRA) and other laws as applicable. Requirements for DBRA include, but are not limited to, paying the prevailing federal wage rate and submitting weekly-certified payrolls. Failure of an applicant or an applicant’s contractor (s to meet federal regulations will result in the expulsion of the applicant from the program and the forfeiture of his/her grant award.**

Davis-Bacon and related acts (DBRA) and Copeland Act (the” Anti-Kickback Act”)

The Davis-Bacon Act (DBA): The Davis-Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on

- Federal construction projects in excess of \$2,000. Construction includes alteration and/or repair, including painting and decorating of public buildings and public works.
- The Contract work hours and safety standards Act (CWHSSA): CWHSSA requires time and half pay for overtime hours (over 40 hours in any workweek) worked on the cover project. Intentional violations of CWHSSA standards are considered a Federal criminal misdemeanor.
- The Copeland Act (Anti-Kickback Act): The Copeland Act makes it a crime for anyone to require any laborer or mechanic (employed on a Federally or Federally-assisted project to Kickback any part of their wages. The Copeland Act also requires every employer (Contractors and subcontractors) to submit weekly-certified payroll reports (CPRs). The following information should be included in the weekly-certified payroll reports:

Project and contractor/subcontractor information

Employee information

Work classification

Hours worked

Rate of Pay

***Gross wages earned***

Deductions

Net pay

Statement of compliance

Signature

**Failure to follow the above rules and regulations will result in delay in applicant’s application/reimbursement process.**

The applicant must obtain two competitive bids, sign and license permits, building permits, and construction permits as required by the City of Jackson. Permit fees will not be waived for the purposes of this grant. The City of Jackson's OED is responsible for monitoring the Small Business Development Grant Program to ensure that the client has selected the lowest bid and to ensure compliance with City, State and Federal Regulations. It is required that the applicant makes all documents pertaining to the project available to City, State and Federal officials upon five years after the completion of the project. Applicants and their contractors must agree to be interviewed by representatives of the City of Jackson's OED for purposes of compliance determination. Projects also will be monitored by the OED for cost containment, and construction industry average cost. The applicant shall retain all such documents for not less than five (5) years after the completion of the project.

### **Inspection and Reimbursement**

Upon completion of the work and final inspection, the applicant will forward written or verifiable evidence indicating that the project is complete. **Mandatory copies of any canceled checks (front and back) must be submitted with proof of expenses including but not limited to, copies of stamped paid vendor invoices, purchase orders, stamped paid bills, contracts, itemized register receipts, bids, written quotes, or other evidence of expenses,** which must be approved by the Office of Economic Development. All documents must have a paper trail. Cash/credit card payment is not acceptable.

All cost must be allowable and allocable to the CDBG program. Cash receipts and money orders are not considered proper documentation for reimbursement without stamped paid vendor's invoice. All costs must be necessary and reasonable. If the documentation is in order and all procedures have been completed, the applicant should receive a check in approximately 30 to 45 business days.

### **City of Jackson Environmental Review List**

NAME OF AGENCY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TYPE OF FUNDS: COMMUNITY DEVELOPMENT BLOCK GRANT  
AMOUNT: \$ \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
PHYSICAL ADDRESS: \_\_\_\_\_  
LOCATION MAP: \_\_\_\_\_

IS SITE LOCATED IN FLOODPLAIN? \_\_\_\_\_ (See attachment)

COMPLETE PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF HOUSING, HOW MANY UNITS? NA  
DISTANCE (IN FEET) BETWEEN UNITS NA

AGE OF EXISTING STRUCTURES ON SITE, IF ANY? \_\_\_\_\_

ATTACH PHOTO(S)

DISTANCE TO NEAREST  
RAILROAD \_\_\_\_\_  
MAJOR STREET \_\_\_\_\_  
HIGHWAY \_\_\_\_\_  
AIRPORT \_\_\_\_\_

DISTANCE TO NEAREST AREA WHERE CONVENTIONAL FUELS  
(PETROLEUM, ETC.) HAZARDOUS GASES (PROPANE, ETC.) OR  
CHEMICALS (BENZENE, HEXANE, ETC.) ARE STORED.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Application



**City of Jackson, Mississippi**

**Department of Planning and Development**

**Office of Economic Development**

**Business Development Division**

**Small Business Development Grant Component**

**Application**

**(PLEASE PRINT OR TYPE)**

1. Name of Organization/Applicant: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Applicant's Phone Number: \_\_\_\_\_
4. E-mail/Web site: \_\_\_\_\_

5. Data Universal Number System(DUNS) Number: \_\_\_\_\_

6. Name of Project: \_\_\_\_\_

7. Physical Address where proposed project is to take place:  
\_\_\_\_\_  
\_\_\_\_\_

8. Project Summary: (In the space below, briefly describe your goals and objectives for this project? What do you expect to achieve?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Number of Jobs Created or Retained. \_\_\_\_\_

10. Amount of SBDG funds requested. \_\_\_\_\_

11. Total Project Cost: \_\_\_\_\_

12. Please check the category below which best describes your project:

- Operational Equipment
- Technological Equipment
- Landscape Upgrade

Parking Lot Upgrade

Façade Renovation

## II. COMPANY INFORMATION

1. Number of Years Business Established: \_\_\_\_\_

2. Employer's Tax ID#: \_\_\_\_\_

3. Business Formation (Circle One)

E. Sole-Proprietorship

F. Partnership

G. Corporation

H. Other (Specify) \_\_\_\_\_

4. Is this a minority-Owned Company? Yes \_\_\_\_\_ No \_\_\_\_\_

(Please provide proof of minority/women owned business certification. This can be obtained from the Office of Economic Development.)

5. Does the Applicant/Company rent, lease or own property?

\_\_\_\_\_  
(Please provide deed or lease agreement)

6. Does applicant have the necessary property and liability Insurance?

\_\_\_\_\_  
(Please provide copy of liability insurance policy)

7. What ward is the business located?

\_\_\_\_\_

**III. PROJECT BUDGET (Must be completed based on construction estimates)**

**Type of Equipment and Cost:**

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**Justification for Equipment:**

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**Type of Landscape and Cost:**

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**Justification for Landscape:**

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Cost of Parking Lot:

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Justification for Parking Lot:

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Total Cost: \_\_\_\_\_

**Storefront Renovation**

**CATEGORIES**

**Façade Renovation**

**Sign on the Building** \_\_\_\_\_

**Lights on the Building** \_\_\_\_\_

**Windows/Displays** \_\_\_\_\_

**Doors** \_\_\_\_\_

**Graphics on the Building** \_\_\_\_\_

**Awning** \_\_\_\_\_

**Security (Passive)** \_\_\_\_\_

**Architectural Renderings/Drawings** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Please provide itemized distribution of funds on the above spreadsheet.

Job Creation/Retention Data

ESTIMATES

	TOTAL JOB COUNT		TOTAL WEEKLY HOURS	
	Full Time	Full Time Low/Mod	Part Time	Part Time Low/Mod
<b>Expected to:</b>				
<b>Create</b>	_____	_____	_____	_____
<b>Retain</b>	_____	_____	_____	_____

ACTUAL TOTALS

	TOTAL JOB COUNT		TOTAL WEEKLY HOURS	
	Full Time	Full Time Low/Mod	Part Time	Part Time-Low Mod
<b>Actually:</b>				
<b>Created</b>	_____	_____	_____	_____
<b>Retained</b>	_____	_____	_____	_____

**Actual** \_\_\_\_\_ **Full-Time Equivalent Jobs** \_\_\_\_\_

\*INCOME LEVELS (required if location isn't within the Enterprise Community boundaries) of job recipients:

**Total Number of Persons Benefiting:** \_\_\_\_\_

**Extremely/Very Low Income** \_\_\_\_\_

**Low Income** \_\_\_\_\_

**Moderate Income** \_\_\_\_\_

**Non-Low/Moderate** \_\_\_\_\_

*\*Based on household income; not just the individual*

RACIAL CHARACTERISTICS (required regardless of location) of persons benefiting:

<b>White</b>	_____
<b>Black/African American</b>	_____
<b>Asian</b>	_____
<b>American Indian/Alaskan Native</b>	_____
<b>Native Hawaiian/Other Pacific Islander</b>	_____
<b>American Indian/Alaskan Native &amp; White</b>	_____
<b>Asian &amp; White</b>	_____
<b>Black/African American &amp; White</b>	_____
<b>American Indian/Alaskan Native &amp; Black/African American</b>	_____
<b>Other Multi-Racial</b>	_____

*Appendix B*

**IV. FAILURE TO PROVIDE ANY OF THE FOLLOWING ITEMS WILL RESULT  
IN REJECTION OF THE APPLICATION:**

- BUSINESS PLAN & MARKETING STRATEGY**
- DUNS NUMBER**
- DETAIL BREAKDOWN OF PROPOSED USAGE OF FUNDS**
- MATCHING MONIES/COMMITMENT LETTER FROM PRIVATE  
SOURCE OF FINANCE**
- DEED (Proof of Property Ownership),LEASE AGREEMENT LETTER**
- TWO WRITTEN COST ESTIMATES (FROM VENDORS,  
CONTRACTORS)**
- TWO COMPETITIVE BIDS WHERE CONSTRUCTION OR MAJOR  
RENOVATION IS INVOLVED (If Applicable)**
- LIABILITY INSURANCE**
- NO FLOOD ZONE VERIFICATION LETTER**
- COPY OF LICENSE TO DO BUSINESS IN THE CITY OF JACKSON**
- COLOR PHOTOGRAPH OF PROPERTY OR PROPOSED BUSINESS  
SITE**
- BUILDING RENOVATIONS DRAWINGS**
- VITA/RESUME OF THE OWNER/MANAGEMENT**

**Note: Please make a check list of all items above and submit in the order given.**

Certification

I hereby certify under the penalty of perjury that the above information is complete and accurate to the best of my knowledge. The City of Jackson Business Development Division may be required to examine my credit and/or references. I'm aware that intentionally misleading or fraudulent statements may result in the loss of any or all incentives and may expose me to the criminal prosecution.

\_\_\_\_\_  
\_\_\_\_\_  
Signature

Date

\_\_\_\_\_  
\_\_\_\_\_  
Name Typed or Printed

Date

SWORN TO AND SUBSCRIBED BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

NOTARY PUBLIC

MY COMMISSION EXPIRES:

CONFLICT OF INTEREST CERTIFICATION STATEMENT

I hereby certify, swear and affirm under the penalty of perjury, that I am not an official, employee or agent of the City of Jackson and that no official, employee or agent of the City of Jackson has any ownership or leasehold interest in any property subject to the grant program.

\_\_\_\_\_  
Grant Applicant

SWORN TO AND SUBSCRIBED BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES:

Certification of Understanding

I hereby certify under the penalty of perjury that the process and procedures have been presented and thoroughly explained to me and I understand that for any reason that I do not adhere to the above guidelines, I will be debarred from the grant application process and that no funding will be awarded to me. I also certify that no work has begun on this project and I understand that in the event that any work that begins prior to receiving a letter of notification from the Office of Economic Development, that no funds will be committed and the application will be rescinded.

\_\_\_\_\_  
Grant Applicant

SWORN TO AND SUBSCRIBED BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: