

**CITY OF ST JOSEPH  
ECONOMIC DEVELOPMENT REIMBURSEMENT GRANT APPLICATION  
JOB CREATION PROJECT**

**REQUIREMENTS**

The St. Joseph Strategic Action Plan includes an action step to “Utilize community resources and incentivize economic development to attract young professionals and families.” To help with this goal, the City Council has supported the use of federal Community Development Block Grant funds to stimulate small business and job growth through the creation of the Small Business Job Creation Program.

The Small Business Job Creation Program allows new or existing small business with less than the 20 employees (including full-time and part-time) to request a reimbursement grant in an amount not to exceed \$40,000 to use towards purchase of equipment related to business operations. For every \$10,000 awarded, the recipient must create one equivalent job. Because the funds utilized for the program, the created jobs must be low-to-moderate income, full-time equivalent jobs that must be retained for a minimum of 6 months.

Grants are issued on a first come, first served basis based on when grant agreements are approved by the City Council; however, following issuance of a grant, funds must be drawn down within 45 days. For that reason, grant applicants are encouraged to submit applications early, but only when they are sufficiently confident the funds can be drawn down within the 45-day period. If funds are not drawn down within the time required, the funds will be released for reissuance to a different applicant. Following the release of funds, applicants may not apply for another grant until six months have passed since the previous draw-down deadline. Furthermore, no person or business entity may receive more than one Small Business Job Creation Program grant within five years of being awarded a grant that has been drawn down by more than 50%. For example, if a business is awarded \$10,000 and draws down more than \$5,000, they may not be awarded another grant regardless of whether the 45-day period expired or not. If that same business draws down only \$4,000, it may apply for another grant.

To be eligible for a grant, applicants must be willing to execute an agreement in the attached form. Furthermore, they must comply with all federal requirements associated with receipt of Community Development Block Grant funds as well as any rules put in place by the City to ensure the City’s compliance with Community Development Block Grant funds.

**BUSINESS INFORMATION**

Name of Business: \_\_\_\_\_

Db Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: State: ZIP Code: \_\_\_\_\_

Phone: Email: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Address of Operations (if different): \_\_\_\_\_

City: State: ZIP Code: \_\_\_\_\_

Current Number of FTE Employees at Time of Application: \_\_\_\_\_

Is Business Minority-Owned? Yes \_\_\_\_ No \_\_\_\_

Has the business ever been subjected to criminal or civil fines and penalties including from City of St. Joseph code or regulatory violations? Yes \_\_\_\_ No \_\_\_\_

All recipients are required to be registered on SAM.gov

DUNS Number \_\_\_\_\_

Unique Entity Identifier \_\_\_\_\_

**Business Type:**

LLC: \_\_\_\_ Partnership: \_\_\_\_ Sole Proprietor: \_\_\_\_ Other: \_\_\_\_

**BUSINESS DESCRIPTION**

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**OWNER INFORMATION**

OWNER NAME (include all owners names): \_\_\_\_\_

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Mailing Address: \_\_\_\_\_

City: State: ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

18 or older: Yes \_\_\_\_ No \_\_\_\_

Please summarize owner's experience in industry (PLEASE LIST ADDITIONAL OWNER INFORMATION BELOW OR ATTACH SERPARATE PAGE IF NECESSARY):

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**APPLICANT STATEMENT**

I hereby certify that the information on this form is complete and accurate. I understand that the information provided may be subject to further verification by the City of St. Joseph, or the US Department of Housing and Urban Development. If necessary, I will provide the information required to verify this data

(e.g. payroll records, tax fillings, bank account statements, etc.). I, therefore, authorize such verification, and I will provide supporting documentation, if necessary.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Name

(please print): \_\_\_\_\_

Title

(please print): \_\_\_\_\_

Please submit copies of documents if available/applicable:

Owner Income self-verification form.

Owner’s most recently completed IRS Form 1040

Business Operating Agreement – (for businesses with multiple partners)

Job Retention Plan

Payroll summary or other document showing total number of employees on payroll as of the application submission date.

Describe how you will market the positions.

NOTE- City Staff may follow up with applicant for additional information and documents after application submission as necessary. Pending review and initial approval of application, the recipient will be required to enter into an agreement for funding assistance with the City. The agreement will outline requirements for use of funds. The City Council determines final approval via a Resolution with attached Funding Agreement for their consideration.

BILL# 794-22

**A RESOLUTION ESTABLISHING GUIDELINES FOR AN ECONOMIC DEVELOPMENT REIMBURSEMENT GRANT PROGRAM FOR THE PURPOSE OF CREATING ELIGIBLE JOBS UTILIZING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS.**

**WHEREAS,** the City of St. Joseph recognizes the importance of local small businesses to help create jobs and revitalize and develop downtown and other commercial corridors; and

**WHEREAS,** Community Development Block Grant funds are intended to stimulate economic development and preservation of older commercial districts through job creation; and

**WHEREAS,** the Economic Development Reimbursement Grant program application guidelines attached hereto will provide the framework to allow local small businesses to meet eligibility requirements of the job creation program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. JOSEPH, MISSOURI, AS FOLLOWS:

**SECTION 1.** That the City Council hereby establishes guidelines for the use of Community Development Block Grant funds as set forth in the attached Economic Development Reimbursement Grant Application/Job Creation Project application form.

**SECTION 2.** That program established herein shall only be in effect when funds are appropriated and available for said program.

**SECTION 3.** That all grants offered under the program established herein shall be subject to approval by the City Council.

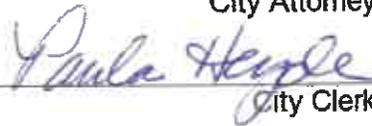
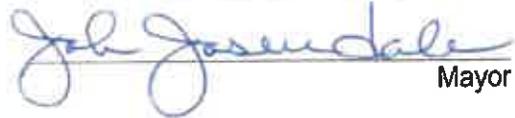
Approved as to form:



City Attorney

Adopted: April 15, 2024

Attest:

  
City Clerk  
Mayor

	Aye	Nay	Pass	Absent	Abstain
Davis					
Stinger					
Ermm					
osendale					
Novak					
Randolph					
chomburg					
chultz					
roul					
total	9				

**Resolution**

Council Agenda #: 48817

Resolution #: 48827-5240

Sponsored by Councilmember:

AGENDA ACCEPTED BY COUNCIL

Adopted: April 15, 2024

2024 APR 11 AM 10:38

CITY CLERK

**Date:** April 15, 2024

**Amount:**

**Account Number:**

**EXPLANATION TO COUNCIL BILL**

**ORIGINATING DEPARTMENT:** Planning & Community Development

**PURPOSE:** To endorse Community Development Block Grant to create a job creation program to assist small business.

**REMARKS:** The St. Joseph Strategic Action Plan includes an action step to “Utilize community resources and incentivize economic development to attract young professionals and families.” To contribute to achieving that action step, the City Council has supported a small business grant program utilizing federal Community Development Block Grant (CDBG) funds to stimulate small business and job growth through the creation of the Small Business Job Creation Program. In conjunction with the most recently approved grant applications, members of the City Council requested more formalized guidelines for the program. The attached application establishes those guidelines and will be employed if the attached resolution is approved.

The Small Business Job Creation Program allows new or existing small business with less than 20 employees (including full-time and part-time) to request a reimbursement grant in an amount not to exceed \$40,000 to use toward the purchase of equipment related to business operations. For every \$10,000 awarded, the recipient must create one equivalent job. CDBG funds utilized for the program require full-time jobs created, must benefit low-to-moderate income individuals and must be retained for a minimum of 6 months.

Proposed program requirements include the following:

- Applicants can receive \$10,000 per job for each new job created (up to a total of \$40,000), but the funds are reimbursable for purchased equipment.
- In order to respond to immediate small business needs, grant application windows will not be used; instead, the grants will be available on a first come, first served basis.
- Funds will be reimbursed for the purchase of equipment related to the expansion of jobs.
- To avoid applicants submitting applications before they are ready to purchase equipment, applicants must purchase equipment (and get reimbursed) within 45 days of a grant award. If they do not complete the purchase, the grant will be lost, the funds will be released for issuance to other applicants, and the original applicant will have to wait 6 months before applying again. The stringent timing requirements will help ensure businesses avoid applying before they are ready to receive the grant.
- No business that has received \$5,000 or more will be eligible to apply again.

In order to ensure knowledge of the grant program, staff will notify the Chamber of Commerce of the availability of funds to enable the Chamber of Commerce to distribute information.

The FY24 budget includes \$20,000 in appropriated funds for the program that has not yet been

spent. With the changes to the program, the funds will not be distributed until the program is renewed in FY25, which begins on July 1, 2024.

This reflects the following action items in the City's strategic plan:

1. Invest in our People: Utilize community resources and incentivize economic development to attract young professionals and families.

**THIS RESOLUTION HAS BEEN CERTIFIED THAT THE FOREGOING CONTRACT OR ORDER IS WITHIN THE PURPOSE OF THE APPROPRIATION TO WHICH IT IS TO BE CHARGED, AND THAT THERE IS AN UNENCUMBERED BALANCE TO THE CREDIT OF SUCH APPROPRIATION SUFFICIENT TO PAY THEREFORE.**