

# **CITY OF MIDDLEBURG HEIGHTS**

## **JOB CREATION GRANT PROGRAM INFORMATION**



### **Department of Economic Development**

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### **PROGRAM DESCRIPTION**

The City of Middleburg Heights established the Job Creation Grant Program as a business development incentive for eligible businesses to establish or expand operations in the City of Middleburg Heights and to create and retain jobs. The Middleburg Heights Job Creation Grant Program provides a grant, based upon the amount of annual payroll taxes generated and upon a commitment to a project site, to overcome any economic impediments associated with the project.

ALL JOB CREATION GRANT AGREEMENTS MUST BE COMPLETED PRIOR TO A COMPANY'S UNDERTAKING OF THE PROJECT. A company will lose its eligibility for the grant program if agreements for land acquisition, construction, leasing, or installation of machinery/equipment are finalized prior to completion of a Job Creation Grant Agreement with the City of Middleburg Heights. Letters of intent must specify that agreements for land acquisition, construction, leasing, or installation of machinery/equipment are contingent upon execution of a Job Creation Grant Agreement. Commencement of a project prior to approval is done at the company's risk.

### **ELIGIBILITY**

The program is available to office and industrial businesses considering a location or expansion in any business district in the City of Middleburg Heights.

Retail businesses may be eligible based upon the merits of the project.

A company not yet located in Middleburg Heights must create within a 3 year period a minimum of 50 jobs new to the City of Middleburg Heights or a minimum annual payroll of \$2,000,000 new to the City of Middleburg Heights.

A company already located in Middleburg Heights and expanding at its current facility or expanding at a new facility must create within a 3 year period an additional 50 jobs or \$2,000,000 in new annual payroll, while maintaining its current employment workforce and payroll.

### **APPLICATION PROCEDURES**

Application forms are available from the Middleburg Heights Department of Economic Development. Each grant application is reviewed to determine the economic impact of the project, and the specific merits of the project.

Upon submittal of a completed application to the City, the applicant will be contacted to meet with the appropriate committee of city officials. The Committee shall include the Mayor, members of City Council, the Finance Director of the City of Middleburg Heights, and the City Director of Economic Development. Meetings can generally be arranged within two weeks of receipt of a completed application.

**Although information contained in a company's application may be considered in executive session (closed meeting), the company's name and any offer to the company must be divulged in the public portion of the meeting, according to open meeting law.**

Offers will be made in writing to the applicant, generally within a week of meeting with the Council Committee. Upon the company's written acceptance of the offer, an agreement and legislation will be prepared for City Council's approval. The projections made by the company on the application form will be the basis of the company's commitments in the agreement. **Upon placement of an agreement on Council's agenda, information contained in the agreement and in the company's application is considered public record.**

An application fee of \$500, in the form of a check payable to the City of Middleburg Heights, is required prior to City Council approval of the agreement.

The applicant may begin the project following City Council approval and execution of the agreement.

### **GRANT OFFER GUIDELINES**

The length of the grant and the annual percentage of the grant will be determined on a case-by-case basis by the City based upon the merits of the project. Generally, the length of the grant will range from five years to ten years. The maximum grant term shall not exceed ten years for any project.

If the company is leasing space, the number of years of the grant may be limited so as not to exceed the lease term.

The grant agreement will be for a specific facility. However, if a company has multiple locations in the City of Middleburg Heights and business considerations require that new employees hired for the Grant project be transferred to other facilities in the City of Middleburg Heights, those relocated positions may be included in meeting employment and payroll commitments.

For companies existing in Middleburg Heights, total payroll (existing + new) will be used to determine the number of years of the grant.

The Job Creation Grant may serve as a local match for a State Job Creation Tax Credit, or other similar incentive offered by the State of Ohio.

If the Job Creation Grant is to serve as the required local match for any State Tax Credit, the term of the Grant will equal the term of the State Tax Credit, and the amount of the Grant shall be consistent with the amount of the required local match which may be dictated by the guidelines for the State Tax Credit program.

For more information about the Job Creation Grant Program, please contact Charles Bichara at (440) 234-8811 to assist your company through the application and approval process.

The City of Middleburg Heights does not discriminate on the basis of race, color, national origin, sex, religion, age, or disabled status in employment or the provision of services.