

**City of Ashtabula, Ohio**

**JOB CREATION GRANT APPLICATION**

**Important:** Final City Council approval of an agreement is necessary before job creation that qualifies for the economic development cash incentive program can begin. The project must be within the boundaries of the City of Ashtabula, Ohio to qualify for incentive payments. Please allow twenty-one days for processing. In a Joint Economic Development District, Township approval is also required.

**A. GENERAL INFORMATION**

1. Name of applicant:  
\_\_\_\_\_
2. Current address:  
\_\_\_\_\_
3. Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Title: \_\_\_\_\_
4. Project address if different from above: \_\_\_\_\_
5. Type of business organization (corporation, partnership, etc.):  
\_\_\_\_\_ Incorporated or organized in the state of: \_\_\_\_\_
6. Name(s) of principal owner(s) or officer(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Present number full time equivalent (FTE<sup>\*</sup>) employees: \_\_\_\_\_  
Number of current FTEs who work in the City (or JEDD if applicable):  
\_\_\_\_\_
8. Current payroll: \$ \_\_\_\_\_  
Current payroll for FTEs who work in the City/JEDD: \$ \_\_\_\_\_
9. Proposed number of new FTE employees at the project site: \_\_\_\_\_
10. Estimated annual payroll generated from the new FTE employees: \$ \_\_\_\_\_
11. Business City income taxes paid<sup>†</sup> for each of the last three (3) years: \$ \_\_\_\_\_;  
\$ \_\_\_\_\_; \$ \_\_\_\_\_.

\_\_\_\_\_

\* A full time equivalent (FTE) employee is an employee (or group of employees) who works at least 35 hours per week.

**B. CAPITAL INVESTMENT PROJECT INFORMATION (if applicable)<sup>†</sup>**

12. An estimate of the amounts to be invested in connection with the project:
- A. Purchase of Land/Building \$ \_\_\_\_\_
  - B. New Building Construction \$ \_\_\_\_\_
  - C. Building Additions \$ \_\_\_\_\_
  - D. Improvements to Existing Buildings \$ \_\_\_\_\_

13. Total capital investment amount: \$ \_\_\_\_\_

14. Reasons for requesting Cash Incentive:

\_\_\_\_\_

\_\_\_\_\_

15. Project Completion Schedule (if applicable): For real property, show pre-project market values under Pre-project column and estimated investments over each previous year (NOT cumulatively) for columns One through Five as appropriate for your situation. For pre-project totals for FTEs and payroll, show only amounts related to FTEs who work or are expected to work in the City. Project only as far as you are comfortable with investment and job creation estimates. The projected first year for startup of commercial operations resulting from this investment is 20\_\_\_. If no capital investment project is being constructed, only provide information on projected FTEs and payroll.

**December 31, Project Year:**

	Pre-project	One	Two	Three	Four	Five
Real Property	20__	20__	20__	20__	20__	20__
Employment (FTE)						
Payroll						

**C. JOB INFORMATION**

16. Number of applicant's PRE-APPLICATION jobs (FTE) in the City:
- management
  - Supervisors

<sup>†</sup> Business income taxes paid includes taxes paid by the applicant and its owners, partners and members with respect to income received from the applicant pursuant to Chapter 189 of the City of Ashtabula Codified Ordinances.

<sup>‡</sup> It is not necessary that applicants construct a capital investment project to receive this incentive, but if one is to be constructed, please provide the below data. If no capital investment project is to be constructed, please mark this section N/A.

Staff

Other

17. Number of NEW jobs (FTE) created after the submission of this application:

management

Supervisors

Staff

Other

18. Wage and salaries of NEW jobs (FTE) created after the submission of this application:

management \$

supervisors \$

staff \$

other \$

19. Brief description of BENEFITS for new employees:

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20. Description of other project assistance from governmental or quasi-governmental agencies other than the City of Ashtabula:

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**D. CERTIFICATION**

1. The applicant believes the information contained hereon and submitted herewith is correct to the best of his/her knowledge and belief.
2. The applicant understands the cash incentive payments will not commence until after the City of Ashtabula and the applicant execute an agreement for the project.
3. The applicant understands that, if approved, the information contained on this application will serve as the basis for a signed agreement between the applicant and the City of Ashtabula. Local policy REQUIRES annual monitoring for conformance

to that agreement. Failure to comply may result in LOSS AND/OR RETURN OF GRANT FUNDS.

4. The applicant hereby certifies that the applicant is current in all tax obligations to the City of Ashtabula, Ohio.
5. The applicant represents that receipt of cash incentives is a major factor in applicant's decision to locate in the City of Ashtabula or Joint Economic Development District and/or hire new FTEs.

Typed name and title: \_\_\_\_\_

Signature: \_\_\_\_\_

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