



# DELRAY BEACH CRA

COMMUNITY REDEVELOPMENT AGENCY

## JOB CREATION BONUS PROGRAM

2015 - ~~2018~~2021  
(JCB)



## **Job Creation Bonus (JCB) Incentive Program with Local Hiring Bonus** **Incentive for Job Creation for non-retail business**

### **INTRODUCTION**

New or existing non-retail businesses in the City of Delray Beach Community Redevelopment Agency (CRA) may be eligible for an incentive known as the Job Creation Bonus Program (JCB). This incentive is being updated to attract companies to and grow existing businesses within the CRA District while increasing the number of quality jobs in the community.

The applicant, if a new business, must create or relocate a minimum number of 10 new jobs whose average annual wages meet or exceed 115% of the County's Average Wage. If the applicant is an existing business in the CRA District they must create a minimum number of five (5) New jobs whose average annual wages equal or exceed 115% of the County's Average Annual Wage. Annual wages exclude commissions and tips.

### **HISTORY**

The 2009 amendment to the CRA Plan identified sections of the Downtown Master Plan which emphasized the importance of the creation of new office space and high-paying jobs in the downtown to complement the service sector jobs. Attracting a year-round day-time population of business people will support the downtown merchants and downtown restaurants. In addition, well paying jobs in the City of Delray Beach would strengthen the City's tax base, the economic wellbeing of the local residents, and the local residential real estate markets. The CRA Plan recognizes that the downtown's pedestrian friendly nature, unique amenities, proximity to I-95 and Tri-Rail, and the CRA funded shuttle bus make it an attractive location for the development of office buildings. The addition of high-paying jobs to the CRA Districts would complete a sustainable and successful district where both businesses and residents can support a healthy tax base.

In 2015, the CRA Board amended the eligibility criteria, funding amounts and structure of the Job Creation Bonus Program to better attract companies and diversify the local economy by increasing the number of quality job positions available throughout the CRA District while promoting local hiring efforts

### **PROGRAM & FUNDING LIMITS**

Applications to the JCB program will be accepted for a ~~three~~<sup>six</sup>-year period commencing on June 1, 2015 and ending on September 30, ~~2018~~<sup>2021</sup>. Annual program funding will be set forth in the CRA budget, as approved by the CRA Board each fiscal year.

The incentive program is a grant contribution program that is paid out in two equal installments for a relocating company and two payments for an existing business. The amount of the total incentive contributed by the CRA to a project is based upon the number of jobs generated by the project according to the following funding levels:

- a) Standard Incentive Level: \$1,000/job, not to exceed a total maximum incentive amount of \$75,000. To qualify, the total payroll of the relocating and/or new jobs must have an average annual wage equal to at least 115% of the average county wage and be maintained over the term of the grant agreement.
- b) Premium Incentive Level: \$2,500/job, not to exceed a total maximum incentive amount of \$75,000. To qualify, the total payroll of the relocating and/or new jobs must have an average annual wage equal to at least 125% of the average county wage and be maintained over the term of the grant agreement.

- c) Local Hiring Bonus: An additional \$500/job may be awarded to businesses employing up to 50% of their workforce with local hires (employees whose home address is within US Postal Zip Codes 33444, 33445 and 33483 within the incorporated city limits of the City of Delray Beach) or \$1,000/job if that business' workforce is comprised of 50% or more of local hires.

The incentive amounts shall be calculated based on the number of jobs at the start of grant agreement. The applicant is required to maintain the new or existing jobs for a period of at least two years from the date that each job was created/relocated

## **ELIGIBILITY REQUIREMENTS**

Applicants must meet all of the following requirements in order to be eligible to receive assistance through the Job Creation Bonus Incentive Program:

1. The minimum number of new jobs for grant consideration is five (5) for existing businesses in the CRA District and ten (10) for businesses relocating to the CRA District. Jobs must be full-time equivalent positions whose wages are reported to the state and federal government. Average wages shall be equal to or exceed 115% of the most recent County's Average Annual Wage published by CareerSource Palm Beach County. Applicants can check with the CRA's Office of Economic Development for Palm Beach County's Average Annual Wage at the time of application to determine eligibility.

Annual wages exclude employer contributions to Old-Age, Survivors' Disability Insurance (OASDI), health, life, unemployment insurance, workers compensation, private pension or welfare funds.

2. In order to qualify for funding under the JCB Program the qualifying jobs must be either New Jobs or Relocated Jobs, defined as follows:
  - a. A **New Job** must be full time equivalent position (minimum of 2,080 hours annually) and shall: be created in the Delray Beach CRA District and add to the City's total job base; add incrementally to the company's payroll; result in a net increase in the number of employees of the Applicant Company; and involve only a new employee working on-site at the company's facility that is located in the Delray Beach CRA District. A New full time or equivalent job may include permanent salaried and/or leased employees. All jobs must be located in the Delray Beach CRA District. A New Job excludes an existing employee on current payroll of the business already located in the City of Delray Beach.
  - b. A **Relocated Job** involves full time equivalent (minimum of 2,080 hours annually) positions currently identified on the company's payroll that is currently outside of the City of Delray Beach being relocated to the Delray Beach CRA District, and shall: add to the City's total job base; and involve only an employee working on-site at the new company's facility that is being located in the Delray Beach CRA District. A Relocated Job may include permanent salaried and/or leased employees. A Relocated Job excludes an existing employee of an Applicant Company located in other areas of the City of Delray Beach.
3. Grant Approval by CRA Board and the approval of the Grant Agreement by the CRA Board must occur before the jobs are added. A business that enters into a Grant Agreement with the CRA and is located in or relocating to existing office space that does not require significant tenant improvements must add the jobs within an agreed to number of months of the commencement date of the grant agreement. The company and the Delray Beach CRA will negotiate a job creation/relocation timeframe which generally

can range from 90 days of establishment to 36 months with the new jobs being maintained for at least 24-months, commencing upon the company providing Delray Beach CRA with verification of compliance by the company with the performance standards of the grant agreement.

4. A Business must either own the property or have an executed multi-year lease (3-year minimum) for the location in the eligibility area.
5. A Business must be properly licensed and approved by the State, County and the City of Delray Beach.
6. Businesses that do not report employees' wages are not eligible for assistance under the JCB Program.
7. Retail Businesses (except in the CRA's target areas), restaurants, bars, and entertainment venues are not eligible for assistance under the JCB Program.
8. The JCB incentive is contingent on funding availability, CRA Board approval, and the execution of a Grant Agreement by the CRA and the Applicant, and is not to be construed as an entitlement or right of a property owner or applicant. Properties in the CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Redevelopment Plan.

#### **PROCEDURES FOR IMPLEMENTATION**

1. **Application Process** – All applicants are strongly encouraged to meet with CRA staff in order to determine eligibility before submitting an application. Funding requests will not be considered until all required documentation is submitted to the CRA office. Application packets must include the following documentation:
  - a. Completed/executed application
  - b. Description of the business and NAICS code.
  - c. Description of the project, timeline and significance of the project to the applicant.
  - d. Listing of and bios for business owner(s) and/or executive-management team
  - e. If existing business, copy of paperwork proving active business entity Florida Department of State Division of Corporations papers and current business tax receipts (City and County).
  - f. Copy of executed multi-year lease (3-year minimum) or proof of ownership (warranty deed)
  - g. If new start-up business, business plan, including executive summary and three-year financial projections of revenues and expenses
  - h. If existing business, 3-year audited financial statements or 3-years of tax returns for a business which is not required by federal, state or financial institution regulatory requirements or policies to have audited statements prepared for its business and operations.
  - i. Certified Payroll register/listing of all jobs being created and/or relocated including Employee ID, Department/Function, If it is an Executive-Management position/Annual gross Wages/Date of Initial Company Hire/Hours Worked Weekly/Hourly or Exempt/City-State-Zip Code of the Employee in the position.
  - j. Copies of the business' Florida Department of Revenue Employer's Quarter Report (UCT-6) for the past 4 quarters. Additional items may be requested as needed.
2. **Approval of Funding Request** – Once eligibility is verified and all required documentation has been submitted, CRA staff will present the funding request to the CRA Board of Commissioners for approval.

Staff will notify the applicant when the application is scheduled for consideration and the decision of the CRA Board on the application.

3. **Incentive Agreement** – Following approval of the Grant Application by the CRA Board of Commissioners, the CRA and the Applicant shall negotiate and enter into a Grant Agreement which will clarify the terms and conditions of the JCB Grant, subject to the approval of the CRA Board of Commissioners.
4. **Incentive Payments** – Subject to the terms and conditions of the Grant Agreement, the JCB incentive grant shall be paid out in two annual installments. The first of the two payments will commence within 90 days after: a) the jobs have been in place within the CRA District and b) job verification documents are provided to the CRA and c) a site visit is conducted. Subsequent payment will be considered 12 months following the initial payment in the same manner.
5. **Site Visits** – CRA staff will conduct a site visit before grant payment begin in order to verify that the business is in operation. Staff will also conduct two additional annual site visits in order to ensure compliance with the terms of the grant agreement.
6. **Reporting** – By accepting the grant, the applicant agrees to comply with any reporting procedures deemed necessary by CRA staff to verify that the required job positions are properly fulfilled and maintained. Reporting may include, but is not limited to, payroll records, Florida Department of Revenue Employer’s Quarterly Reports (UCT-6), and reporting forms.
7. **Discontinuation of Payment** – The receipt of past payments is not a guarantee of future payments. The CRA retains the right to discontinue payments at any time according to its sole and absolute discretion and as expressed in the Grant Agreement

### **PROGRAM INQUIRIES**

Please direct inquiries on the Job Creation Bonus Program, including obtaining a complete application packet, to the Office of Economic Development, Delray Beach CRA, 20 North Swinton Avenue, Delray Beach, FL 33444, 561-276-8640.

**Please note that the Delray Beach CRA is a public agency. As such, the CRA is governed by Section 119.07, et.seq., Florida Statutes, the “Florida Public Records Law.” Any documents provided by the Applicant may be subject to production by the CRA, upon receipt of a public records request, subject to any exemptions provided by Florida Law.**

**PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL**

- 1) If deemed necessary, the Community Redevelopment Agency (CRA) reserves the right to have the application and its contents evaluated and analyzed by an outside third party.
- 2) Property to be occupied must be free of all municipal and county liens, judgments or encumbrances of any kind. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- 3) The Applicant is prohibited from lobbying any member of the CRA Board or the City commission. Failure to meet this requirement may result in automatic denial of the application.
- 4) The Applicant will provide annually certified wage statements, requested documentation and allow for site visits as requested by the CRA.
- 5) The Applicant may not employ or retain any company or person, other than a bona fide employee working solely for the applicant, to solicit or secure the grant award, and not pay or agree to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the applicant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the grant award.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

\_\_\_\_\_  
**Applicant Signature**

**Title**\_\_\_\_\_

\_\_\_\_\_  
**Applicant Name (Printed)**

**Date**\_\_\_\_\_



# APPLICATION FORM

## **JOB CREATION BONUS PROGRAM**

**Date of Application:** \_\_\_\_\_

1. Business Name: \_\_\_\_\_

2. 6-Digit NAICS Code: \_\_\_\_\_

3. Is the Applicant tax exempt?  Yes  No

4. Is this business a:  Publicly-Traded Company  Non-Publicly Traded Company

5. Physical Address: \_\_\_\_\_

6. Is this applicant currently located in the CRA District?  Yes  No

7. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

8. Email: \_\_\_\_\_

### Incorporation Information

9. Federal ID#: \_\_\_\_\_

10. State: \_\_\_\_\_

11. Type of Entity: \_\_\_\_\_

12. Date of Incorporation: \_\_\_\_\_

### 13. Contact Person

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

14. Principal Product or Service – (General business activities to be conducted at the location within the Delray Beach CRA District)

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15. The Project – please check all that apply

	Relocation will result in moving entire business operation in Delray Beach CRA District
	Relocation involves establishing a new branch-subsiary facility in Delray Beach CRA District
	Expansion of an existing local business presently located in Delray Beach or the Delray Beach CRA District

16. Proposed Facility & Capital Investment

Gross Square Feet: \_\_\_\_\_

Type of Facility:       Retail                       Office                       Industrial

Amount of Capital Investment Expected: \$ \_\_\_\_\_

17. Job Impacts

Current Number of Employees: \_\_\_\_\_

Full time equivalent positions: \_\_\_\_\_

Part-time positions: \_\_\_\_\_

Local Hires (*employees whose home address is within US Postal Zip Codes 33444, 33445 and 33483 within the incorporated city limits of the City of Delray Beach*): \_\_\_\_\_

Proposed Number of New/Relocating Jobs: \_\_\_\_\_

Proposed Number of New Local Hires: \_\_\_\_\_



18. Overview of the Proposed Project – Relocation to/expansion within the Delray Beach CRA. Explain what is driving this change for the applicant’s business.

19. Proposed Project Timeline

When is it anticipated that construction could begin or move-in will occur, assuming the project receives a grant from this program? \_\_\_\_\_

20. Include with this application:

- a. Incorporation papers
- b. Copy of current Business Tax Receipts (City and County)
- c. Listing of and bios for business owner(s) and/or executive-management team
- d. Copy of executed multi-year lease (3-year minimum) or proof of ownership (warranty deed)
- e. If new start-up business, Business Plan, 3-year Financial Projections of Revenues and Expenses, Proposed Staffing Plan with Department/Function/Executive-Management Position, Proposed Annual Gross Wages/ Date of Proposed Hire/Weekly Hours/Hourly-Exempt
- f. If existing business, 3-year audited financial statements of 3-years of federal tax returns
- g. Certified payroll register/listing of all current and proposed jobs including Employee ID, Department/Function/Executive-Management Position, Annual Gross Wages/ Date of Initial Hire/Weekly Hours/Hourly-Exempt/City-State-Zip Code of the Current Employee, if applicable
- h. If existing business, copies of Florida Department of Revenue Employer’s Quarter Report (UCT-6) for the past 4 quarters
- i. Additional items as requested

The JCB Program benefits are contingent on funding availability, approval of the Grant Application by the CRA Board of Commissioners, and the approval and execution of the Grant Agreement by the CRA Board of Commissioners, and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the CRA areas are not eligible for City/CRA funded programs when such funding conflicts with the goals expressed in the CRA Redevelopment Plan. The CRA may obtain an analysis by a third party or outside firm hired by the CRA to evaluate the application.

_____ Signature of Applicant	_____ Title
_____ Applicant Name (Printed)	_____ Date

**Please note that the Delray Beach CRA is a public agency. As such, the CRA is governed by Section 119.07, et.seq., Florida Statutes, the “Florida Public Records Law.” Any documents provided by the Applicant may be subject to production by the CRA, upon receipt of a public records request, subject to any exemptions provided by Florida Law.**