



COMPANY RELOCATION INCENTIVE PROGRAM | APPLICATION and AGREEMENT

Gainesville Community Redevelopment Agency
802 NW 5th Avenue, Suite 200, Gainesville, Florida 32601
Phone: 352-393-8200 - Fax: 352-334-2132

A. INSTRUCTIONS

Complete this Application and Agreement (the "Application") and submit to the Gainesville Community Redevelopment Agency (the "CRA") at the address above. Each Application will be date and time stamped upon submittal and will be evaluated on a first come, first serve basis. The CRA will notify applicants in writing of the decision on the Application. For program information, please refer to the Company Relocation Incentive Program Policy adopted by the CRA Board on August 15, 2016.

B. APPLICANT INFORMATION

1) Company Information:

Company Name

Website

2) Physical Address:

Street

Box, Suite, Unit

City

State

Zip Code

3) Mailing Address:

Same as above

Street

Box, Suite, Unit

City

State

Zip Code

4) Attach a brief overview of the company, including information about ownership, products/services provided and growth projections:

Company overview attached

5) Which of the following industry groups best describes your company?

- Research and development in the physical, engineering, computer or life sciences
- Light assembly, packaging, and fabrication associated with research and development in the physical, engineering, computer or life sciences
- Software, computing and technology

6) Main Contact Person:

Name (First, Last)	Title	
Phone	Fax	Email

7) Have you ever applied for or been paid incentives under this Program?

- Yes No

If YES, answer questions 8-9

8) When was the approval granted: _____

9) What is the total amount of incentives that have been paid to date: \$ _____

C. RELOCATION DETAILS

1) Is the business located within a business incubator?

- Yes No

2) Proposed address of relocation:

Street	Box, Suite, Unit	
City	State	Zip Code

3) Will the business own or lease its building?

- Own: Date of purchase: _____
- Lease: Date Company entered into lease: _____
 Lease expiration date: _____

- 4) Within which CRA Redevelopment Area will the company be locating:
 - College Park/University Heights
 - Downtown
 - Eastside
 - Fifth Avenue/Pleasant Street

- 5) Number of current full-time employees: _____

- 6) Number of full-time positions being relocated into the CRA Area: _____

- 7) Attach a description of each full-time position being relocated, including job title, job description, annual salary and date on which position will be relocated:
 - Position descriptions attached

D. INCENTIVE CALCULATION

Expenses that are eligible for reimbursement under this program are:

- Licensed moving company to move equipment and other business-related items into new location
- Setting up and/or recalibrating business equipment, including, but not limited to specialized lab, manufacturing and computing equipment.

Costs related to personal moving expenses for employees are not eligible for reimbursement. Only those costs actually paid by the company to a third-party are eligible. Work performed in-house by company employees is not eligible.

- 1) Maximum grant calculation based on number of employees being relocated:
 - Relocating 1-5 employee(s): up to \$10,000 maximum incentive
 - Relocating 5-30 employees: up to \$40,000 maximum incentive
 - Relocating 31+ employees: up to \$80,000 maximum incentive
 - Relocating 65+ employees: up to \$125,000 maximum incentive

- 2) Total incentive requested: \$ _____

- 3) Attach a list describing each eligible relocation expense, the estimated cost and the vendor selected to perform the work.
 - List of Eligible Relocation Costs attached

- 4) Attach estimates from at least two appropriately licensed vendors for each expense:
 - Estimates attached

E. TERMS AND CONDITIONS

By signing and submitting this application and agreement, the Applicant understands, acknowledges, certifies, and/or attests that:

- 1) Applicant has been provided a copy of and has read and understands the Company Relocation Incentive Program Policy approved by the CRA Board on August 15, 2016, the terms and conditions of which are incorporated herein by reference.
- 2) The person signing this Application is duly authorized by all necessary action to file this Application and enter into this agreement with the CRA.
- 3) Applicant has an on-going obligation to provide documentation as requested by the CRA to substantiate its eligibility and compliance with the Program Policy.
- 4) It is the Applicant's obligation to request payment of incentives in writing with necessary documentation within 12-months of the approval date in Section G. of this Application. Failure to do so may result in ineligibility for payment.
- 5) If a company moves out of the Redevelopment Areas within 3 years of the award, the company will be required to pay back the full amount of any award received.
- 6) The CRA staff may make a site visit to the Company prior to any payment of incentives.
- 7) Even if this application is approved, the actual payment of incentives will be based on a review of eligibility and compliance. Therefore, it is possible that the Applicant will not be eligible for payment of incentives and this Agreement may be terminated without payment of incentives in accordance with the Program Policy.
- 8) Payment of incentives to Applicant will be made by Electronic Funds Transfer, or other method determined by the CRA. Applicant must maintain a completed City of Gainesville Vendor application on file with the CRA.
- 9) The CRA's obligation and liability arising from this Application shall be solely limited to payment of incentives earned based on Applicant's compliance and eligibility as determined by the CRA in accordance with the Program Policy.
- 10) The CRA does not discriminate on the basis of sexual orientation, race, color, gender, age religion, national origin, marital status, disability or gender identity and will not tolerate any such discrimination by or against its employees or citizens utilizing CRA services, programs or activities.
- 11) All information in this Application, and all information furnished or that will be furnished in support of this Application and eligibility for payment of incentives, is accurate and complete.
- 12) Applicant has a continuing obligation to inform the CRA in writing of any changes to the information provided in this Application or that affects Applicant's eligibility for Program incentives.
- 13) If approved by the CRA Director in Section G below, this Application shall constitute a binding agreement between the CRA and the Applicant.

F. APPLICANT SIGNATURE

Applicant Date

Notary Public Signature:

STATE OF _____, COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ as the _____ of _____ who is personally known to me or who has produced _____ as identification.

Notary Public Affix Stamp

G. CRA APPROVAL - Do not write below this line. For CRA use only.

Date & Time Application Received: _____

Received By: _____

Reviewed By: _____ Date: _____

- Application Complete
- Application Incomplete - Notify Applicant of Deficiency.
- Application Approved
- Application Denied
- Reason for Denial: _____

CRA Manager Date

H. ACTUAL INCENTIVES PAID

12-Month Anniversary Date: _____

Did Applicant request payment in writing within 12-months of anniversary? Yes No

Did Applicant's request include:

- Copy of current executed deed or lease
- Copy of most recent IRS 941 or other documentation to verify number of employees at the time of relocation
- Notarized statement listing the employees that have been relocated to the CRA
- Invoices for eligible relocations costs and receipts showing payment to third party vendors
- Other documentation

List: _____

Maximum Incentive Approved: \$ _____

Total Documented Eligible Relocation Costs: \$ _____

Equal to Amount Requested

Less than Amount Requested

Reason: _____

50% of Total Documented Eligible Relocation Costs: \$ _____

Total Incentive Paid: \$ _____

Eligibility and Compliance Reviewed By: _____

Date: _____

Payment of Incentive Approved

Payment of Incentive Denied

Reason for Denial: _____

CRA Manager

Date