



Welcome to
TOWN OF BALLSTON
A Farms First Community

Town of Ballston Microenterprise Program Program Design Plan

Eligibility

All applicants must be the owner of a microenterprise located in Town of Ballston or be seeking to start a new business in Town of Ballston. A microenterprise is defined as a business with five (5) or fewer employees one of whom is the principal owner.

The applicant must meet ONE of the following income/job creation requirements:

- The owner's annual income is below the 2017 low- to moderate-income limit for Saratoga County
- The business will create at least one full-time equivalent (FTE) job that will be made available to or taken by someone from a low- to moderate-income (LMI) household.

The applicant must have a project that includes the following: Acquisition of machinery, furniture, fixtures and equipment; inventory; or for working capital. Construction and renovation are NOT eligible uses of funds under this program.

At least 51% of the awards will be made to new businesses that have been operational for less than 6 months. The applicants will be required to contribute a minimum of 10% of the total cost of the project as cash equity, meet the national objective requirements (described in "funding" below), and agree to the conditions of the program.

Funding

Grants are available for a minimum of \$5,000 and a maximum of \$35,000 but cannot exceed 90% of the total cost of the project. The Town of Ballston reserves the right to offer grant awards in an amount they determine meets program requirements and serves the best interests of the Town.

At the outset of the application process, the program administrator (consultant to be hired pursuant to a proper RFP process) will clearly review all of the requirements of the grant agreement, including training and job creation with the applicant.

- If the business owner is considered LMI, they will fulfill the national objective and there will be no further job creation or reporting requirements; except that tax returns to verify family income shall be required.
- If the business owner is not LMI, they will be required to fulfill their commitment to the program by creating new jobs, of which at least 51% will be held by or made available to a person from a LMI household.



Welcome to
TOWN OF BALLSTON
A Farms First Community

Each project will be secured by a local grant agreement requiring that all job commitments are met within the 24 month grant term between OCR and the Town. The Town as the grant recipient will be responsible for grant administration. The Town may retain a consultant (to be hired pursuant to a proper RFP process) to serve as the program administrator. The administrator will work with each applicant for grant assistance both before and after grant award to ensure that jobs to be created are the types of jobs requiring educational and skill levels that make these jobs available to persons of low or moderate income. The Town will gather all necessary information relating to job creation and document job creation in a manner consistent with HUD's Performance Measurement System and with Chapter 9 of OCR Grant Administration Manual. This will involve tracking and documenting absolute numbers of new hires and documenting job positions and skills required for each position and training provided by the employer.

If the business training and/or applicable job creation goals are not met, the business owner will be required to repay the grant. Once the business owner certifies to the Satisfaction of the Town and OCR that all job creation goals have been met, they will no longer be required to report.

Marketing and Supportive Activities

The Town of Ballston, through its collaborative partners – the Chamber of Southern Saratoga County, the Town Farmland Protection and Preservation Committee, the Burnt Hills-Ballston Lake Professional Association, the Saratoga Economic Development Corporation, the Saratoga County Prosperity Partnership, and the Saratoga County IDA has already begun to identify needs and to market the program through the efforts of these partnering agencies. The Town has recently surveyed existing microenterprises and micro-agricultural-related business operations and developed a list of microenterprise owners that have requested assistance in starting or expanding their businesses. Typical requests are for funds to purchase necessary inventory and equipment for the commercial venture.

The Town is also regularly in contact with local small businesses and farmers as part of its normal operations, and will direct other eligible businesses to the microenterprise program. The program will be available Town-wide and will be advertised in the newspaper, local radio or other appropriate media. Applications and information brochures will be made available at the Town and the offices of the partnering agencies listed above.

The Town has documentation on hand that demonstrates that there is currently more than enough demand to utilize the proposed assistance.

Entrepreneurial Training Requirement

The Town will administer a Small Business Entrepreneurial Training Program and all applicants selected to receive grant assistance will be required to attend and complete this course. This program is designed to help new and existing microenterprises complete a business plan. The Town has a well-developed curriculum for business education. Further information on the curriculum can be obtained from the Town Clerk.



Welcome to
TOWN OF BALLSTON
A Farms First Community

Program Objectives and Impact

This grant program targets qualified microenterprises that will create new commercial enterprises or expand existing enterprises and create job opportunities for LMI residents. The program will focus on qualifying microenterprises and micro-agricultural businesses located in the Town of Ballston.

Program objectives include:

- Provide LMI microenterprises and individuals with access to capital
- Support and strengthen the microenterprise and micro-agricultural sectors in the Town
- Provide linkages to other economic development initiatives as provided by the full range of collaborative partners as listed above
- Create new jobs available to low/mod individuals

In consideration of the level of interest as received to this point the program will assist at least five (5) LMI owners of microenterprises in the Town, and will create eight (8) full-time or full-time equivalent (FTE) LMI jobs.

The proposed microenterprise program is a local and even regional priority for many reasons. The project will create jobs, provide funds for economic investments, enhance the Town's diversity and promote sustainability in the microenterprise and micro-agricultural sectors of the town's economy. The project focuses on the microenterprise and micro-agricultural sectors of the local economy which has experienced decline in recent years, and complements the Town's and County's other economic development initiatives which focus on employment training education and the development of shovel ready sites for economic growth.

Program Oversight and Grant Approval

The Town as the grant recipient will work with a program administrator (consultant to be hired pursuant to a proper RFP process) to solicit applications for microenterprise assistance following grant award. Applicants will be required to submit information as their existing or proposed business including a project description, grant request, a business plan including projections of income and expenses, personal financial statements, past individual and corporate tax returns, documentation supporting project costs, and any other information required to understand the proposal.

The Town, through its Project Selection Committee and with the assistance of its program administrator (consultant to be hired pursuant to a proper RFP process) will determine whether the proposed project will meet the programs requirements or whether it can be modified to meet those requirements. Final selection will be based on projects that best meet the goals and objectives of the program, and on HUD's underwriting guidelines. The consultant that will be retained is expected to have extensive experience in evaluating projects requesting loan/grant assistance from HUD funds.

Program oversight will be provided by Kelly Stewart – a representative from the Town Board, and Carol Gumienny – the Town Clerk of the Town of Ballston, as members of an advisory committee comprised of qualified and experienced professionals from government, non-profits, agricultural experts, and business owners. A complete list of advisory committee members can be found in attachment as an attachment to the application for funding.





Town of Ballston

Microenterprise Grant Program

PROGRAM APPLICATION

August 2017

NOTE TO APPLICANTS:

Please complete the attached application form and return to:

Carol Gumienny
Town Clerk, Town of Ballston
Town Hall, 323 Charlton Road
Ballston Spa, NY 12020
Telephone no.: 885-8502, ext. 10
Email address: cgumienny@townofballstonny.org

For questions relating to this application please contact:

Jim Martin
Senior Planner at the LA Group
40 Long Alley
Saratoga Springs, NY 12866
Telephone no.: 587-8100
Email address: jmartin@thelgroup.com



Town of Ballston
Microenterprise Program
APPLICATION FOR PROGRAM FUNDS

August 2017

PART A: APPLICANT INFORMATION

- | | |
|----------------------------|--|
| 1. Business Name: _____ | 8. Corporation : Yes <input type="checkbox"/> State: _____ Year: _____ |
| 2. Address: _____ | 9. Partnership: Yes <input type="checkbox"/> State: _____ Year: _____ |
| 3. Contact Person: _____ | 10. Sole Proprietorship Yes <input type="checkbox"/> Year: _____ |
| 4. Telephone No.: _____ | 11. Federal ID No. _____ |
| 5. Fax No.: _____ | 12. Unemployment ID No.: _____ |
| 6. Email Address: _____ | 13. How long in business: _____ Years |
| 7. Company Attorney: _____ | 14. Company Accountant: _____ |
| Atty. Address: _____ | Acct. Address: _____ |
| _____ | _____ |
| Atty. Telephone No.: _____ | Acct. Telephone No.: _____ |
| Atty. Email Address: _____ | Acct. Email Address: _____ |

PART B: BUSINESS DESCRIPTION

15. Nature of Business:

16. List Owners and Describe:



Town of Ballston
Microenterprise Program
APPLICATION FOR PROGRAM FUNDS

August 2017

17. Resume(s)* Attached: Yes No

**PLEASE NOTE: The submission of a resume and/or business experience narrative is required for consideration.*

18. List the company officers/principals in the space provide:

Company officers:	Company Principals (e.g. Shareholders, Partners):

19. Identify the seasons in which the facility currently operates (check all that apply):

- Year-round
 Winter (December, January, February)
 Spring (March, April, May)
 Summer (June, July, August)
 Fall (September, October, November)

20. Provide a brief narrative describing the history of your company:

21. Provide a brief description of the current operations of your company including products/services provided, customer base, markets, etc.:

22. Provide a brief narrative describing the current operating facilities, either owned or leased:



Town of Ballston
Microenterprise Program
APPLICATION FOR PROGRAM FUNDS

August 2017

23. Provide a brief narrative describing why your company needs to undertake the project for which grant assistance is sought:

PART C: INCOME VERIFICATION

21. How many family members currently live in your household?

One Two Three Four Five Six Seven Eight or more

22. What is your anticipated total annual household income** for the next 12 months?

\$ _____

****PLEASE NOTE: Annual household income includes salaries, wages, retirement income, social security and disability payments, royalty payments, business income or income from rental properties, and other forms of regular income received by you or other members of your household**

23. Income Tax Return. Attach a copy of the most recent Personal Federal Income Tax Return including Schedule C if applicable. Is a copy attached?

Yes No

24. Copies of Current Pay Stubs***. Attach a copy of your three most recent pay stubs. Is a copy of the attached:

Yes No

*****PLEASE NOTE: Copies of your tax return and paystub and other regular payments received by you and any other member of your household are required for consideration.**



PART D: BUSINESS FINANCIAL INFORMATION

25. Is your company current on all its tax obligations? Yes No

If no, explain: _____

26. Is your company delinquent on any loans? Yes No

If yes, explain: _____

27. Is your company been declared in default on any of its loans? Yes No

If yes, explain: _____

28. Has your company ever filed for bankruptcy? Yes No

If yes, explain: _____

29. Have any of your company's principals ever filed for personal bankruptcy or sought protection from creditors?
Yes No

If yes, explain: _____



Town of Ballston
Microenterprise Program
APPLICATION FOR PROGRAM FUNDS

August 2017

30. Are there currently any unsatisfied judgements against your company? Yes No

If yes, explain: _____

31. Are there currently any unsatisfied judgements against any of your company's principals? Yes No

If yes, explain: _____

PART E: PROJECT DESCRIPTION

32. Provide a brief description of the proposed project and how grant funds from the microenterprise program would be used:



Town of Ballston
Microenterprise Program
APPLICATION FOR PROGRAM FUNDS

August 2017

33. Project budget**** – please fill in the project budget table below:

Project cost (uses of funds):		Sources of funds:	
Inventory	\$	Bank	\$
Machinery/Equipment	\$	Equity Cash	\$
Working Capital	\$	Microenterprise Grant	\$
Professional Fees	\$	Other	\$
Other	\$		\$
Total	\$	Total	\$

****PLEASE NOTE: Attach to this application the source of all project costs as itemized in the table above. Acceptable forms of cost verification include vendor quotes; negotiated sale prices on vendor letterhead; engineer or contractor's cost estimates; purchase agreements; and/or catalog price sheets.

34. Summarize the status of the proposed project financed as indicated in the sources of funds column in the project budget table. The summary should include a description of the status of other applications, the sources of equity and the status of its availability.



Town of Ballston
Microenterprise Program
APPLICATION FOR PROGRAM FUNDS

August 2017

35. What is your company's current and projected level of employment from this proposed project for each of the next three (3) years?

Employment:			
Current employment			
Projected employment	Year 1:	Year 2:	Year 3:
Full-time			
Part-time			
Full time, seasonal			
Part-time, seasonal			
Total			
<p><i>PLEASE NOTE: Creation of employment for persons of low to moderate income is a primary eligibility requirement for the consideration of program funding. Projected employment will be monitored after the proposed project is complete.</i></p>			

PART F: REQUIRED EXHIBITS

PLEASE NOTE: Financial statements must be in a form acceptable to the Town. The applicant may wish to verify the acceptability of its statements prior to preparation.

Exhibit A – Financial information (check each item provided):

- Income and expense projections for a start-up or for an expansion of an existing business for three years following completion of project and/or the start of operation. Include all notes and assumptions regarding projected income and operational expenses.
- Personal financial statements (on attached standard bank form) for each principal owning at least 20% of the company.
- Resumes of owner(s) and company principals.
- Projected employment descriptions and salary estimates.
- Copy of DBA, partnership, or incorporation agreement.
- Completed Credit Authorization form.
- Previous three (3) years of corporate and/or personal Federal Tax Returns, including Schedule C.
- Current business plan (will be required upon completion of business training program)



Town of Ballston
Microenterprise Program
APPLICATION FOR PROGRAM FUNDS

August 2017

Exhibit B – Additional information (check each item provided):

- Documentation of project costs including vendor quotes, buy/sell agreements, binding options to purchase engineer's or contractor's estimates, appraisal for realty to be acquired, etc.
- Documentation of uses of funds (vendor quotes; negotiated sale prices on vendor letterhead; engineer or contractor's cost estimates; purchase agreements; and/or catalog price sheets).
- Documentation of other required financing including bank and other public lending agency commitment letters, bond inducements and evidence of availability and commitment of cash equity requirements.
- Any other information which may serve to document the information provided with this application or which may affect a credit decision.

PLEASE NOTE: No person in the United States shall, on the basis of race, color, creed, religion, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any project assisted with Community Development Block Grant Funds.



Town of Ballston
Microenterprise Program
APPLICATION FOR PROGRAM FUNDS

August 2017

PART G: DECLARATIONS – PROPRIETORSHIP or PARTNERSHIP

I (we) authorize the Program Administrator to order credit reports and/or other financial background information on my (our) personal and business financial background. I (we) authorize disclosure of all information submitted in connection with this application to any financial institution in consideration of any assistance that may be provided. I (we) waive all claims against the Town of Ballston and its consultants.

I (we) attest that to the best of my (our) knowledge and belief, the information contained in the foregoing application is correct and true. I (we) am (are) aware that the filing of a false instrument in connection with this application may constitute an attempt to defraud the Town of Ballston and may be a felony under the laws of New York State.

If the applicant is a sole proprietorship or partnership, please sign below:

_____	_____
Signature	Date
_____	_____
Printed Name	Title
_____	_____
Signature	Date
_____	_____
Printed Name	Title

STATE OF NEW YORK }

} SS

COUNTY OF SARATOGA }

On this ____ day of _____, _____, before me personally came _____, to me known, who, being by me sworn, did dispose and say that deponent resides at _____ that deponent is the of _____ the company described and which executed the forgoing instrument; that deponent had the authority to execute same by order of the Board of Directors or other authority of said company; and that deponent signed deponents name thereto by like order.

 Notary Public



Town of Ballston
Microenterprise Program
APPLICATION FOR PROGRAM FUNDS

August 2017

PART G: DECLARATIONS - CORPORATION

I (we) authorize the Program Administrator to order credit reports and/or other financial background information on my (our) personal and business financial background. I (we) authorize disclosure of all information submitted in connection with this application to any financial institution in consideration of any assistance that may be provided. I (we) waive all claims against the Town of Ballston and its consultants.

I (we) attest that to the best of my (our) knowledge and belief, the information contained in the foregoing application is correct and true. I (we) am (are) aware that the filing of a false instrument in connection with this application may constitute an attempt to defraud the Town of Ballston and may be a felony under the laws of New York State.

If the applicant is a corporation, please sign below:

Name of Corporation	
Printed Name	Title
Authorized Signature	Date
Printed Name	Title

STATE OF NEW YORK }
 } SS
 COUNTY OF SARATOGA }

On this ____ day of _____, _____, before me personally came _____, to me known, who, being by me sworn, did depose and say that deponent resides at _____ that deponent is the of _____ the company described and which executed the forgoing instrument; that deponent had the authority to execute same by order of the Board of Directors or other authority of said company; and that deponent signed deponents name thereto by like order.

 Notary Public