

**Citrus County**

**ECONOMIC DEVELOPMENT UTILITY  
EXPANSION PROGRAM**



**Citrus County Board of Commissioners  
110 N. Apopka Avenue  
Inverness, FL 34450**

**(352) 341-6560**

## **PROGRAM OVERVIEW**

The Citrus County Board of Commissioners has developed the Citrus County Economic Development Utility Expansion Grant/Loan Program to encourage and assist businesses in the creation of jobs in Citrus County when the business(es) is limited due to lack of central utilities. The Board has designated a portion of the Occupational License Fee funds for allocation, at their discretion, for businesses that create new job through expansion, start up, or relocation. These funds may be awarded for specific eligible activities.

This program is intended to encourage and assist in the creation of jobs in Citrus County, but is not intended to be a replacement for other funding sources such as the Federal Economic Development Administration, Workforce Development, Enterprise Florida, or Community Development Block Grants.

## **ELIGIBLE ACTIVITIES**

The Citrus County Economic Development Council (EDC) recognizes that the availability of central water and sewer plays a significant role in business recruitment, expansion, or retention. The cost of utility service expansion can present an impediment to the affected business. This grant/loan program is established to provide a bridge to new or expanding businesses to address this concern when a qualified applicant is willing to commit to providing new employment opportunities at designated number and salary thresholds. It shall be limited to properties seeking service by publicly owned utilities which have adopted utility master plans.

- Hydrant Installation
- Infrastructure installation, such as sewer or water lines, including engineering or clearance costs

**Funding Source:** Citrus County Business License Tax Fund at a level designated by the Citrus County Board of County Commissioners. County Commission discretion may be applied to approve any grant award they believe is in the best interest of the economic development of the County.

**Targeted Industries:** Manufacturing, Agriculture, Resource Recovery / Recycling, Technology Development and Medical / Biomedical. Specifically excluded from eligibility are retail, office, storage, warehouse or speculative investment properties.

**Relationship to Other EDC Grants:** New businesses may not claim eligibility for multiple EDC facilitated grants utilizing the same jobs. Existing employers may claim eligibility for two EDC facilitated grants provided all jobs pay at least 115% of the current Citrus County QTI and constitute at least a 25% increase in total employment.

## **APPLICATION EVALUATION**

Applicants must submit an Application to the Economic Development Council which if deemed qualified, will forward it to the Board of County Commissioners for final action. The application must be complete, with company information, attachments, and required signature(s). The EDC will review requests from eligible applicants for incentive funding during their regularly scheduled meeting and make a recommendation deemed appropriate.

Evaluation of applications will be based on information provided and the following scoring of criteria:

<b>Type of business</b>	<b>Company stability</b>
<b>Targeted Industry</b>	<b>Capital Investment</b>
<b>Number and salary of new jobs</b>	<b>Consistency and advancement of the Serving Utilities Adopted Master Plan</b>

Upon receipt of a completed application, EDC Executive Board shall review the application. Items to be considered will include:

- a. cost per job ratio
- b. targeted industry and/or expansion of existing business
- c. salary relationship to County average
- d. number of other business which will receive benefit
- e. number of jobs to be created

The following shall be deemed the minimum criteria for consideration of approval:

1. The proposed project shall result in the creation of at least 15 full time jobs (or their equivalent in part-time positions) within one year of completion of the utility project. Funding will be related to number of jobs created.
2. The proposed project shall not exceed \$250,000 in total contribution from the Business License fund.
3. At least 25% of the total contribution from the Business License fund shall be collected and returned to the Business License fund within 3 years of the completion of the project.
4. The applicant/property owner shall be responsible for assuring that reimbursement of 80% of the total contribution from the Business License fund be recovered within 10 years of completion of the project.

After review the EDC Executive Board shall bring the application with recommendation before the EDC Board of Directors at a regularly advertised meeting. The EDC Board shall then vote on the application. Applications that receive a majority vote for approval shall be forwarded to the Citrus County Board of County Commissioners for consideration.

The Board of Citrus County shall review the project at a duly scheduled public hearing and render a decision. The decision of the Board shall be final. The Board of County Commissioners shall have sole discretion as to any and all awards.

**Funding Procedure:** Should the Board choose to fund the project, the funds shall be released to the Utility on a cost reimbursement basis. The Serving Utility shall reimburse the Business License Fund as offsite connection fees are collected from development served by the extension.

The EDC shall monitor the applicant to confirm that the jobs and salaries pledged are provided with the one-year time frame. Should the jobs or salary pledges not be met, the applicant shall reimburse the Business License fund on a pro-rata basis for all deficient jobs/salary level within 90 days of the anniversary date of the extension activation. Failure to do so shall result in foreclosure of the lien established in the Grant Agreement.

## **APPLICATION DEADLINE AND INFORMATION**

Mailed or delivered applications must be received by the Economic Development Council office by 4:00PM on the first day of each month for consideration at the next regularly scheduled EDC Board meeting.

Applications that do not meet the established deadline shall be considered as received for the following month's deadline and will be considered until that time.

Three copies of the complete application must be submitted to EDC, at least one with original signature(s).

Applications will be accepted monthly unless available funds are deemed unavailable by the Board of County Commissioners.

The Board of County Commissioners will review complete applications for incentive funding during their second regularly scheduled meeting each month and make awards as they deem appropriate.

Applicant will be notified and must be present for the application review at the Board of County Commissioners' meeting at the time scheduled for that purpose.

Incomplete applications will be returned to the applicant.

The funding cycle shall be concurrent with the Board's budget cycle.

Applicants may apply up to two times per funding cycle; however, only one grant per funding cycle may be awarded to an applicant.

A Public Notice of Funding Availability will be made at a minimum once yearly by the EDC.

Upon receipt by the Board of County Commissioners, all award applications will become public record.

The Board of County Commissioners shall have sole discretion as to any and all awards.

Upon issuance of a Grant, the business owner(s) and the County will execute a Grant Agreement that will require the business to provide documentation verifying jobs created and maintained for a period of one year and allow for a lien to be placed upon the property until such time as the verification of jobs created has occurred. If the business owner is a tenant, then the landlord/property owner

of the recipient site must be a signature to the Grant Agreement. The Utility should provide a commitment to reimburse the off-site improvements fees to the County Business License fund within 30 days of time of connection by business/sites which benefit from the installation.

**ECONOMIC DEVELOPMENT UTILITY EXPANSION  
INCENTIVE APPLICATION**

1. Company \_\_\_\_\_  
Address \_\_\_\_\_
  
2. Principal \_\_\_\_\_ 2b. Contact Person \_\_\_\_\_
- 2c. Property Owner (if different from above) \_\_\_\_\_
  
3. Telephone Number \_\_\_\_\_ 4. Fax Number \_\_\_\_\_
5. E-mail Address \_\_\_\_\_
  
6. Standard Industrial Classification \_\_\_\_\_
  
7. Type of Business and Product \_\_\_\_\_
  
8. Total amount of grant funds requested \_\_\_\_\_
  
9. Purpose of grant funds \_\_\_\_\_
  
10. Number of full time jobs below minimum wage to be created \_\_\_\_\_  
Number of full time jobs at minimum wage to be created \_\_\_\_\_  
Number of full time jobs above minimum wage to be created \_\_\_\_\_  
Number of part time jobs below minimum wage to be created \_\_\_\_\_  
Number of part time jobs at minimum wage to be created \_\_\_\_\_  
Number of part time jobs above minimum wage to be created \_\_\_\_\_
  
11. Attach example of company stability (i.e., Business Plan, past audits, tax return).
  
12. Total capital investment, attach Tangible Tax Return \_\_\_\_\_
  
13. Attach a description (250 words or less) of the proposed project describing:
  - a) Why the incentive funding is necessary for the project.
  - b) Any potential increases in the tax base including property, sales, and other taxes.
  - c) Additional development which is likely to be stimulated in the area by the project.
  - d) Spin-off jobs and the need for additional goods and services resulting from the project.
  - e) The proposed Utility expansion is consistent with a municipality's adopted Utility Master Plan.

- f) A letter from the Utility indicating support for the project that includes a statement that capacity is available and an estimated cost of line extension.
- g) Identification of all vacant parcels which would be served by the proposed line extension.
- h) Identification of all vacant parcels which would be served by the proposed line extension.
- i) The number of jobs with salary levels that would be created within one year of the utility service being made available.

I certify that all information is true and complete. I acknowledge that, should I receive an Economic Development Grant from the Citrus County Board of County Commissioners, a Grant Agreement will be entered into and a lien may be placed upon my property or business until such time as the verification of jobs created has occurred.

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**Signature, Title**