

4301.0400 APPLICATION PROCEDURES.

Subpart 1. **Submission of application.** A general purpose local government must submit application materials to the commissioner on behalf of a business applying for job creation fund designation for a project.

Subp. 2. **Application content.** The application must include the following information:

- A. description of the business including:
 - (1) business name and contact information;
 - (2) industry in which the business operates or will operate;
 - (3) company history;
 - (4) financial condition of the business demonstrated through audit reports, financial statements, or other appropriate documentation; and
 - (5) product or industry outlook;
- B. description of the project including:
 - (1) project location and local government contact information;
 - (2) a list of local, state, and national competitors and markets served;
 - (3) how the project will diversify or strengthen the state or local economy;
 - (4) the projected sales generated by the business at that site that will be from customers located outside Minnesota and the projected sales that will replace or substitute purchases that otherwise would be purchased from businesses located outside the state;
 - (5) a source and use statement showing total project costs and contributions, identifying all sources of contributions and the amounts and types of contributions from each source; and
 - (6) project timeline including anticipated starting and completion dates;
- C. the business's current full-time positions;
- D. the business's projected full-time job creation and wage levels;
- E. the number of jobs to be retained and documentation of those jobs;
- F. certification by the business that the project would not happen without financial assistance;
- G. certification that the business will comply with Minnesota Statutes, sections 116J.871, 116J.994, and 116L.66;

H. a resolution of support for the project from the local government where the project will occur;

I. in the case of a business that proposes to move from one location to another within Minnesota due to facility or land limitations, the local government from where the business is currently located must provide a written statement to the commissioner that the local government does not object to the move;

J. a certification from the business that it will not terminate, lay off, or reduce the working hours of an employee for the purpose of hiring an individual to satisfy job creation goals; and

K. any other information requested by the commissioner deemed necessary to review an application.

Statutory Authority: *MS s 116J.8748*

History: *38 SR 944*

Published Electronically: *January 3, 2014*