

**City of Rutland, Vermont**  
**Business Incentive and Assistance Program Policy**  
**Approved 7-17-17 – Amended 11-4-24**

**I. Statement of Purpose**

The City of Rutland wishes to encourage industrial and commercial growth to inspire a strong economy and create employment opportunities for all citizens. To accomplish this goal, a Business Incentive and Assistance Program (BIAP) has been established and funded which will allow for the promotion of specific incentives and financial assistance opportunities to be used in the recruitment of new businesses and to facilitate growth in the City's existing employers.

**II. Incentive and Financial Assistance Opportunities**

It is the objective of the City of Rutland to incentivize new investment by making available to qualifying businesses specific assistance and incentive opportunities as listed below.

1. Loans
2. Grants
3. Emergency Assistance – See attached Emergency Loan Provision

Determination of eligibility and level of assistance/incentive will be based on the recommendation of the Rutland Redevelopment Authority (RRA) and subject to the approval of the Board of Aldermen (BOA). Awards under the BIAP shall be wholly within the discretion of the RRA and the BOA.

**III. Eligibility**

1. Businesses shall be eligible to apply under this program for Grants, if they are opening a new business in the City, or are expanding an existing business in the City, for up to 15% of their total financial investment, not to exceed \$5,000.
2. Businesses shall be eligible under this program for Loans if they are opening a new business in the City, or are expanding an existing business in the City, and in doing so are making a tangible new financial investment of \$10,000 or more.
3. Businesses shall be eligible to apply for Emergency Assistance due to a Federally Declared Disaster and/or State of Emergency declared by the Mayor, not covered by other programs created as a result of the disaster.

**IV. Criteria**

Subject to applicable minimum eligibility requirements set forth in Section III, applications shall be prioritized, and approved or denied, in consideration of the following criteria (the "Criteria")

1. The number of full time employees added.

2. The amount of tangible financial investment being proposed.
3. The wage scale and benefits package associated with the new job creation.
4. The thoroughness of the BIAP application and applicant's proposal or business plan.
5. The type and amount of incentive assistance requested relative to other sources of funding.
6. Whether the proposal will fill an existing need in the local market.
7. Whether the proposal will positively contribute to the character of the area where the business will be located.
8. That at the time of application, applicant's existing businesses are in good standing with the City of Rutland in relation to taxes, fees and permits.

#### **V. Application Deadline**

To be eligible for the incentive and assistance opportunities set forth herein, a completed Business Incentive and Assistance Application shall be presented to the RRA:

1. In the case of a new investment to an existing Rutland City business: prior to substantial completion of the work associated with the investment, such as the substantial completion of proposed construction or renovation, and/or the implementation and commencement of operation of proposed new equipment or machinery. The term "substantial completion" means that the work is sufficiently complete so that the applicant can utilize the new investment for its intended purpose.
2. In the case of the establishment of a new business: a completed application must be provided to RRA staff prior to the commencement of normal business operations-

#### **VI. Business Incentive and Assistance Program opportunities and terms**

The RRA will work with a prospective applicant to determine an appropriate incentive/assistance package that best meets the needs of the qualifying business and is in the best interest of the City.

Business Incentive and Assistance opportunities available through the program will include:

1. Grants up to \$5,000
2. Forgivable loans of \$10,000 administered by the City via the RRA
3. Secured loans of up to \$50,000 administered by Heritage Family Federal Credit Union and subject to its approval.
4. Businesses shall be eligible to apply for Emergency Assistance due to a Federally Declared Disaster and/or State of Emergency declared by the Mayor.

Upon BOA approval a formal BIAP agreement will be executed between the City and applicant to clarify in writing what the incentive/assistance package will entail, terms of the agreement, and the City and applicant's future obligations and responsibilities.

The City/BOA may also enter into agreements which provide for terms different from those set forth

herein if it is determined to be in the best interest of the City.

**VII. Non-compliance/Termination**

BIAP agreements shall be in writing and shall include all terms necessary to assure the City of the benefits that are the basis for providing incentive/assistance opportunities to the qualifying business.

At the request of the RRA, the business will provide an annual update substantiating any investment and/or job creation projections.

Should the terms of the agreement not be executed in full, the City may choose to terminate the agreement and may require immediate re-payment of any outstanding amounts provided to the defaulting business under this program.

**VIII. Application Process**

The RRA will collect all relevant information in the form of a Business Incentive and Assistance Program Application and, in the event that the RRA decides to recommend financial assistance under this Program, the RRA will present such recommendation to the BOA for its approval. As part of the Application, the applicant shall address how the proposal meets and/or is consistent with (or is not inconsistent with) one or more of the Criteria as set forth herein. Representatives of the business will be notified of all meetings and encouraged to participate in the proceedings.

**Rutland City – Business Incentive and Assistance Program Application - 11/4/24**

1. **Date of Application:**
2. **Owner/Contact Person:**
  - A) **Mailing address**
  - B) **Email**
  - C) **Phone**
3. **Business Overview:**
  - A) **Name of Business**
  - B) **Type of Business**
  - C) **Current number of employees (if an existing business)**
  - D) **Proposed number of new jobs to be created in City**
4. **Property Address:**
5. **Present Use(s) of property:**
6. **Project Overview:**
  - A) **Summary of proposed project (use separate sheet if necessary)**
  - B) **Summary of proposed improvements to real property and estimated financial investment (use separate sheet if necessary)**
  - C) **Summary of proposed improvements to equipment and machinery and estimated financial investment (use separate sheet if necessary)**
  - D) **Estimated Total Financial Investment in Project and Funding Sources (use separate sheet if necessary)**

7. **Schedule:**
  - A) **Date project to commence**
  
  - B) **Estimated completion date**
  
8. **Permits required & received:**
  - A) **State**
  
  - B) **City**
  
9. **Briefly describe the specific assistance package the applicant is requesting through the BIAP:**
  
10. **Rank, by level of importance, the potential assistance the City could provide your business (1 = most important, 2 = somewhat important, 3 = least important).**
  - A) **Financial assistance for real estate acquisition. \_\_\_\_\_**
  - B) **Financial assistance for capital improvements. \_\_\_\_\_**
  - C) **Financial assistance for equipment and machinery. \_\_\_\_\_**
  - D) **Financial assistance for required infrastructure improvements at your site. \_\_\_\_\_**
  - E) **Workforce training support. \_\_\_\_\_**
  - F) **Temporary workspace. \_\_\_\_\_**
  - G) **Relocation assistance. \_\_\_\_\_**
  
11. **Briefly describe how the proposal meets and/or is consistent with one or more of the BIAP Criteria as set forth in the BIAP Policy (use separate sheet if necessary)**

**BIAP Criteria:**

1. The number of full time employees added.
2. The amount of tangible financial investment being proposed.
3. The wage scale and benefits package associated with the new job creation.
4. The thoroughness of the BIAP application and the applicant's proposal or business plan.
5. The type and amount of incentive assistance requested relative to other sources of funding.
6. Whether the proposal will fill an existing need in the local market.
7. Whether the proposal will positively contribute to the character of the area where the business is or will be located.
8. That at the time of application, applicant's existing businesses are in good standing with the City of Rutland in relation to taxes, fees and permits.

12. Provide details on the projected number of new jobs created in City, position titles, pay scales, and timeframe for hiring:

Jobs Creation Template

# of new positions created	Title	Pay Rate(annual/hourly)	Benefits Offered	Estimated Hire Date

**Hypothetical Example**

# of new positions created	Title	Pay Rate(annual/hourly)	Benefits Offered	Estimated Hire Date
2	Manager	\$60,000/Annual	Yes	12/1/20XX
3	Technician	\$45,000/Annual	Yes	2/1/20XX
5	Machine operator	\$20/hour	No	12/15/20XX