

**City of Rutland, Vermont**  
**Business Incentive and Assistance Program Policy**

**I. Statement of Purpose**

The City of Rutland wishes to encourage industrial and commercial growth which will 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. Eligibility and Criteria**

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) Infrastructure Improvements
- 4) Workforce Training
- 5) Free or Discounted Workspace
- 6) Relocation Assistance

Incentive and financial assistance opportunities will be available to qualifying existing businesses that are currently located in the City, making tangible new financial investment, and creating new jobs within the City.

Incentive and financial assistance opportunities will be available to qualifying prospective businesses which would be starting a new business, relocating an existing business, or expanding an existing business to a location within the City, making tangible new financial investment, and creating new jobs within the City.

Businesses working solely in the fields of retail, food service, or low wage service (under \$13/hr wages) would not be eligible for incentive and assistance opportunities under this program.

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).

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:

- (i) 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.

- (ii) In the case of the establishment of a new business: prior to the commencement of normal business operations.

### **III. 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) Secured loans of up to \$50,000 administered by Heritage Family Federal Credit Union and subject to its approval; 2) Forgivable loans of up to \$10,000 administered by the City via the RRA; 3) Grants of up to \$5,000; 4) Infrastructure improvements where program funds fully or partially finance required improvements; 5) Workforce training support where program funds fully or partially finance workforce training services; 6) Free or discounted workspace where program funds offset costs of temporary workspace within the City; 7) Re-location assistance where program funds offset costs of a business’ relocation to Rutland City.

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 what the City and applicant’s future obligations and responsibilities will be.

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 interest of the City.

### **IV. Non-compliance/Termination**

The BIAP agreement 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 re-payment of any outstanding loan or other financial obligation.

### **V. Application Process**

The RRA will collect all relevant information in the form of a Business Incentive and Assistance Program Application and, in the case of a prospective business, the RRA will serve to initiate a discussion and to represent and assist the new business throughout the BOA approval process. Representatives of the business will be notified of all meetings and encouraged to participate in the proceedings.