

Sargent County Job Development Authority

Application and Review Procedures

The following guidelines are intended to serve as a source of general guidance for the SCJDA members in the administration of this program. It is important to note the economic development needs of the area are such that a large degree of procedural flexibility is necessary to capitalize on windows of opportunity. In that context, administration of the SCJDA must be dynamic enough to optimize opportunity, yet realistic enough to ensure the monies made available by this tax are prudently applied to the development needs of the area.

APPLICATION PROPOSAL PROCEDURES

STEP 1: Pre-Application proposal Procedure- the applicant will provide the SCJDA with a brief overview of the proposed project and determine the suitability of the venture for Economic Development Funds. If the proposal is accepted, the proposers may then submit a full application for SCJDA consideration. If the proposal is not accepted by the SCJDA, an application for Economic Development Funds will not be considered. This procedure is generally intended to ensure that a judgement about the appropriateness of the request for funds is made early in the process. This saves both the SCJDA and the applicant the time and expense involved in full application processing when they are not within the scope and intent of the development monies available. It should be noted the proposal and application process has been designed to allow the SCJDA the latitude to start the client at the point in the process which best serves the firm/individual, and the Economic Development Fund.

Step 2: After the proposal pre-application has been accepted, a SCJDA designated member will provide the applicant with a copy of the Economic Development Fund Form 1 (proposal Outline). Invitations to submit a full application remain valid for one year.

Step 3: The applicant will complete the Economic Development Fund Form 1, along with the required attachments and return it to the SCJDA designated member for review and processing to the SCJDA along with any other information or documentation requested by the SCJDA.

Step 4: The SCJDA designated member will process the proposal to the SCJDA for consideration. The SCJDA will have the discretion to have the proposal pre-screened by any person, group or agency for amendments or any other purpose.

Step 5: The SCJDA will consider the proposal and render a decision.

Step 6: if the proposal is rejected, the applicant may request an oral hearing before the SCJDA within thirty (30) days of notification the proposal has been rejected. The SCJDA may reconsider the proposal after the oral hearing and either approve, deny, or approve after amendment, the proposal and notification will then be given to the applicant.