

Procedures And Guidelines For Requesting Economic Development LB 840 Support From The City of St. Paul

Introduction: The Economic Development Plan for the City of St. Paul (The Plan) was established by a vote of the citizens of St. Paul at an election held on May 9, 2000. The control and expenditure of LB 840 funds is governed by the provisions of Nebraska State Statute LB 840 and the plan as approved by the vote of the Citizens of St. Paul. These instructions provide the guidelines established by the City of St. Paul to be followed by any person (s) or entity requesting direct or indirect support from the City of St. Paul involving any expenditure or use of LB 840 funds.

Responsibilities:

1. St. Paul Development Corporation/Program Administrator (Program Administrator). Assist applicants in preparing applications and make recommendations to the City Council and Project Application Review Committee. After approval of an application by the Project Application Review Committee, negotiate the terms and conditions of the plan to be submitted to the City Council.
2. Project Application Review Committee (Review Committee). Review applications for compliance with the requirements of LB 840 and the plan. Collect and/or verify financial, credit, and reference information. Evaluate the project and its potential to succeed, potential to repay any funds advanced from LB 840 accounts, desirability as an addition to St. Paul's business and community climate and the economic benefit to St. Paul. Recommend to the City Council approval, approval with modification, or disapproval of the project.
3. Governing Body/City Council (City Council). Receive applications from the Review Committee and approve or disapprove the application.
4. All persons involved in application processing. Insure that all information concerning applications are held in strictest confidence. Applicant information will only be made available to persons required to have access to the information in the performance of their responsibilities under the plan.

Application Procedure:

Phase I, Application and Preliminary Approval Process

1. Obtain application form for LB 840 Plan Support from St. Paul City Hall or the Program Administrator.
2. (Optional) Prepare preliminary/rough draft or finished application for review and recommendations by the Program Administrator.
3. Submit completed application with all required documentation to St. Paul City Hall for presentation to the Review Committee.
4. Preliminary evaluation by the Review Committee member(s) for properly completed application and submission of all required documentation. If the application is complete it will be referred to the full committee for action. If the application is deficient it will be returned promptly with a written statement of action required to cure the deficiency.

5. Evaluation of the application by the Review Committee with a recommendation for:
 - a. Approval. Application is forwarded to the Program Administrator for negotiation of the terms and conditions of the plan and then forwarded to the City Council for action.
 - b. Disapproval. Disapproval of the application will be provided in writing with the reason(s) for disapproval cited. The applicant will have a period of seven (7) days to notify the Review Committee that the applicant desires to appeal. The applicant will have an additional 10 days to provide the Review Committee with a written appeal. The appeal must specifically address all reasons cited by the Review Committee for recommending the application for disapproval. The Review Committee will review the appeal and forward the application to the City Council for action with a recommendation for approval or disapproval. A personal appearance by the applicant before the Review Committee may be granted at the Committee's option.
 - c. Modification or additional information. If the committee requires additional information, or modification of the application to arrive at a decision, the application will be returned to applicant for action and resubmission.

Phase II, Approval and Execution of Agreements

1. If the Review Committee forwards the application recommending approval, the Program Administrator will negotiate with the Applicant, the terms and conditions of assistance to be provided as established by the Review Committee. The application as approved by the Review Committee will then be forwarded to the City Council via the City Attorney for final approval or disapproval.
2. If the application is approved by the City Council, the Program Administrator will take necessary actions to execute the agreement.
3. If the application is disapproved by the City Council, the reasons for disapproval will be provided. The applicant may appeal the City Council's disapproval in writing. The appeal must specifically address all reasons cited by the City Council for disapproval of the application. The decision of the City Council will be final. A personal appearance by the applicant before the City Council may be granted by the City Council at the Council's option.