



CLARK COUNTY OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

Retail Development Project Fund (RDPF)

The Retail Development Project Fund (RDPF) is designed to assist in recruitment and expansion efforts of both service-based and retail-based businesses throughout Clark County. The RDPF Program is separate, and distinct from the EDIA (Economic Development Incentive Agreement) Program also offered through the Community and Economic Development Department. The funding for the RDPF is provided by the Board of County Commissioners.

This program is an annual first-come-first-serve application process, with applicants being evaluated through the following criteria on a weighted scale. The score on the criteria will determine funding, with funding for an individual project not to exceed \$15,000. Non-profits are not eligible to apply for this program.

- Estimated sales tax generation
- New job creation (includes evaluation based on estimated wages)
- Property tax generation
- Location-based evaluation

The RDPF Program is a program designed to assist business-owners in establishing new, or expanding their existing operations in Clark County.

- One-time grants in the amount of up-to \$15,000
- Applicants are eligible once every ten (10) years for an award under the Grant Program
- The Grant Program does not require applicants to pay back any portion of the award
- The program is designed for retail and service-based businesses who are looking to expand new operations or make significant new investments into their current operations

Application Submission Process

- Applications will be accepted throughout the year, dependent on funding and budgetary constraints
- The RDPF Program is dependent on annual funding from the Board of County Commissioners
- The applicant should submit the completed application and required documentation via email to jdietz@clarkcountyohio.gov
- In person applications will be accepted at 3130 E. Main St. Suite 1-A Springfield, OH 45505. Monday-Friday 7:30AM – 4:00PM. However, applicants are strongly encouraged to submit via email
- Applicants will receive a confirmation once the application is received
- Applications are processed on a first-come-first-serve review basis until the funding is exhausted



CLARK COUNTY
OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

Required Documentation

- Revenue Statements (P&L or similar) for previous two years of business activity (if applicable)
- Copy of last two (2) years' tax returns, including Form 1040 with Schedule C Profit or Loss from Business, Form 1120 (if corporation), or equivalent documentation (if applicable)
- Copy of most recent Form W-3 Transmittal of Wage and Tax Statements (showing number of employees)
- Form W-9, signed in current year.
- Certification of no delinquent taxes by any owner/affiliated party (property tax, sales tax, income tax, etc.)
- Businesses without current operations are expected to provide detailed financial statements and a detailed business plan outlining the viability of the business
- Any/all documentation supporting your answers to the Scoring Criteria questions (sales reports/estimates, commitment to create new jobs, payroll reports, construction/renovation estimates, business plans, etc)
- Federal Taxpayer ID number

Final Decision and Notification

- The Clark County Community and Economic Development Department will contact applicants once a decision has been made
- Decisions to award grant funds will be based on a demonstrated need outlined by the applicant
- Approved applicants will complete a Grant Agreement before the release of funds
 - Grant Agreements may require the completion of a project before any funds are released
- All grant funds will be distributed via checks made out in the business's legal name once completed work is verified by the Community and Economic Development Department
- The Clark County Community and Economic Development Department may deny applications based on incompleteness or lack of foundation

For additional information regarding the Retail Development Project Fund Program please contact:

J. Alex Dietz- Economic Development Specialist
Clark County Community and Economic Development
3130 E. Main St. Suite 1-A
Springfield, OH 45503
jdietz@clarkcountyohio.gov
937-521-2185



CLARK COUNTY
OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

Scoring Criteria (20 possible points)

Estimated Sales Tax Generation: (7 possible points)

1. Does (or will) your business generate local Sales Tax? No: (skip Question 2) Yes (3 points):

2. How much Sales Tax do you anticipate to generate in an average year?

Under \$10,000 (1 point): \$10,001-\$20,000 (2 points):

\$20,001-\$30,000 (3 points): Over \$30,000 (4 points):

Job Creation/Retention: (6 possible points)

3. How many FTE jobs will you create and/or retain within 36 months of the commencement of the project?

(Projects must create at least 4 FTE positions)

(FTE: full time equivalent- full time is considered 40 hours per week.

Example: Two part-time employees averaging 20 hours per week would be one FTE employee)

At Least 4 (1 point): 5-10 (2 points): Over 10 (3 points):

4. What will the average starting wage be?

Less than \$15/hour (1 point): \$15-19.99/hour (2 points): Over \$20/hour (3 points):

Property Tax Generation (3 possible points)

5. Will you construct a new facility or significantly improve an existing building? (3 possible points)

(Significantly improve: invest in excess of \$50,000 in an existing building)

No: Yes (3 points):

Location-Based Evaluation (4 possible points)

6. Where will your business be physically located?

Within the City of Springfield* (1 point): Within the City of New Carlisle (4 points):

Within an incorporated Village (Enon, South Charleston, South Vienna, etc) (4 points):

Within the unincorporated areas of Clark County (3 points):

The city of Springfield has economic development incentives separate from the Clark County programs



CLARK COUNTY
OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

Application

Please fill out the application in its entirety. Failure to do so may result in a denial of your request.

Legal Business Name (Include dba in parenthesis):

Majority Business Owner's Name (include applicants name if different from Owner):

Business Street Address:

City:

Zip Code:

Applicant's Phone number:

Applicant's email:

Year Business was formed:

Number of Full Time Employees (FTE) as of Application Date:

Average Monthly Revenue:

Monthly Sales Tax Generation:

Is your business:

Minority Owned:

Woman-Owned:

Veteran Owned:

N/A:



CLARK COUNTY
OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

Please provide a brief description of your business, and some of the products/services you offer:

Please provide a brief description of how this grant would help you create or expand your current operations:

Federal Tax ID Number:

Disclosures:

Is the organization, business, or any owner (minority or majority owner) delinquent on any federal, state, or local taxes or assessments; direct or guaranteed loans; leases; contracts, grants; child support payments; or any other financial obligations?

Yes:

No:

If yes, provide explanation:



CLARK COUNTY
OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

Does the organization, business, or any owner (minority or majority owner) have any outstanding judgements, tax liens, pending bankruptcy proceedings, pending lawsuits, or criminal proceedings currently pending?

Yes:

No:

If yes, provide explanation:

Does any owner (minority or majority owner), household member of an owner, or spouse of an owner, work for, or serve in any official capacity for Clark County, or any municipality in Clark County?

Yes:

No:

If yes, provide explanation:



CLARK COUNTY
OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

This page must be printed out and initialed/dated and signed in wet ink- no digital signatures will be accepted

Disclaimer:

Application for the RDPF Grant **DOES NOT GUARANTEE** an award or funding. The amount awarded will depend on several factors, including the amount of funds available in the program, viability of the project, and the scope/size of the project the Applicant is undertaking. It is the sole responsibility of the Applicant to determine or seek independent advice to determine tax implications to the Applicant and its Owner(s). Confirm your understanding of these disclaimers by initialing and dating in the box below:

Initial: _____

DATE: _____

Disclaimer:

By signing your name in the box below, you are certifying that all of the information provided in this application and related documentation is true and accurate. You are also certifying that you will assist in the verification of the information provided in this application, and provide additional information, if requested.

By signing your name in the box below, you are aware that misuse/fraudulent claims may result in criminal and/or civil action being taken against you and you may be liable to repay these grant funds if an investigation determines misuse/fraud.

Print: _____

Signature: _____

DATE: _____

Please email or drop off your completed application and related documents to the following:

J. Alex Dietz- Economic Development Specialist
Clark County Community and Economic Development
3130 E. Main St. suite 1-A
Springfield, OH 45503
jdietz@clarkcountyohio.gov

937-521-2185

Delinquent Tax Certification

I/We hereby certify and confirm that (business name): _____

does not currently owe any outstanding or past-due taxes to any governmental agency including, but not limited to: income tax, property tax, sales tax, etc.

Business Name: _____

Representative (print): _____

Representative (signature): _____

Date: _____