

Region Five JOBZ
PRE-APPLICATION MATERIALS

APPLICATION PROCEDURES

Job Opportunity Building Zones, or JOBZ, is a program that provides tax exemptions to businesses in order to stimulate economic development in distressed regions in Minnesota. Region 5 is the Zone Administrator for parcels located in Cass, Crow Wing, Morrison, Todd, and Wadena counties.

The purpose of this pre-application is to assist businesses and communities to navigate the JOBZ process.

Once you complete this pre-application, contact the economic development person below that is responsible for the parcels in the county in which you would like to locate or expand your business. If you have not yet decided where you would like to locate or expand your business, contact Region Five Development Commission.

NOTE: Each subzone community has outlined specific requirements that define a qualified business. Only businesses that meet the requirements of the subzone and receive state and local government approval will be able to receive the JOBZ benefits for parcels located in the subzone.

For more information, please contact:

Cass County

Cass County Economic Development Corp.
Gail Leverson, JOBZ Project Manager
218-631-2306
gleverson@charter.net

Crow Wing County

Brainerd Lakes Area Development Corp.
Sheila Haverkamp, Executive Director
218-828-0096
sheila@bladc.org

Morrison County

Morrison County Community Development
Carol Anderson, Executive Director
320-632-5466
mcdc@fallsnet.com

Todd County

Todd County Development Corp.
Alex Weego, Executive Director
320-594-2729
tcdc@hcctel.com

Wadena County

Wadena Development Authority
Jarrod Olson, Executive Director
218-631-7723
olsonj32@hotmail.com

Region Five Development Commission

Jennifer Hawkins, Economic Development Dir.
218-894-3233 ext. 18
jhawkins@regionfive.org

**Region Five JOBZ
PRE-APPLICATION FORM**

1. Business/Developer Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person, Title: _____

Phone: _____ Email: _____

Fax: _____ Website: _____

Local Development Corporation Contact: _____

2. This is a (circle one): new business business expansion business relocation

3. Business Structure (circle one):

Sole Proprietorship Corporation Limited Partnership

General Partnership Cooperative Corporation Subchapter S Corporation

4. Briefly describe the organization or business, major activities, products or services offered, market, etc. If available, please attach existing information (brochures, web links, etc.).

5. Industry Sector (circle one):

Manufacturing Services Wholesale

Retail High Technology Other

6. Current number of employees: _____ Number of jobs that will be created: _____

7. Average hourly wage per new employee \$ _____

8. Average benefit package cost per new employee \$ _____

Please describe benefits:

9. Please provide annual payroll: Currently \$ _____ Future 2 Year Estimate \$ _____

10. Are you interested in a specific JOBZ parcel? If so, please provide the parcel identification number (available online at www.mnpro.com). _____

11. Explain the proposed source and use of funds for project:

12. List community benefits that will result from the project:

I understand that if my business is found to be a qualified business, and therefore eligible to receive JOBZ benefits, my business will be required to enter into a business subsidy agreement with the entity that administers the subzone in which my business locates. I also understand that my business will be required to pay an annual JOBZ participation fee to the subzone administrator equal to .5 % of annual payroll on qualifying JOBZ activity with a minimum of \$500 and a maximum of \$10,000 per year. If I am a landowner or developer, I understand that I or my business will be responsible for an annual JOBZ participation fee equal to \$0.05 per square foot of rented JOBZ property with a minimum of \$500 and a maximum \$2500 annually. I acknowledge that I or my business may be required to pay all legal fees and other out of pocket expenses incurred by the subzone administrator relating to the placement of my business in a JOB Zone

Signature: _____

Title: _____ Date: _____