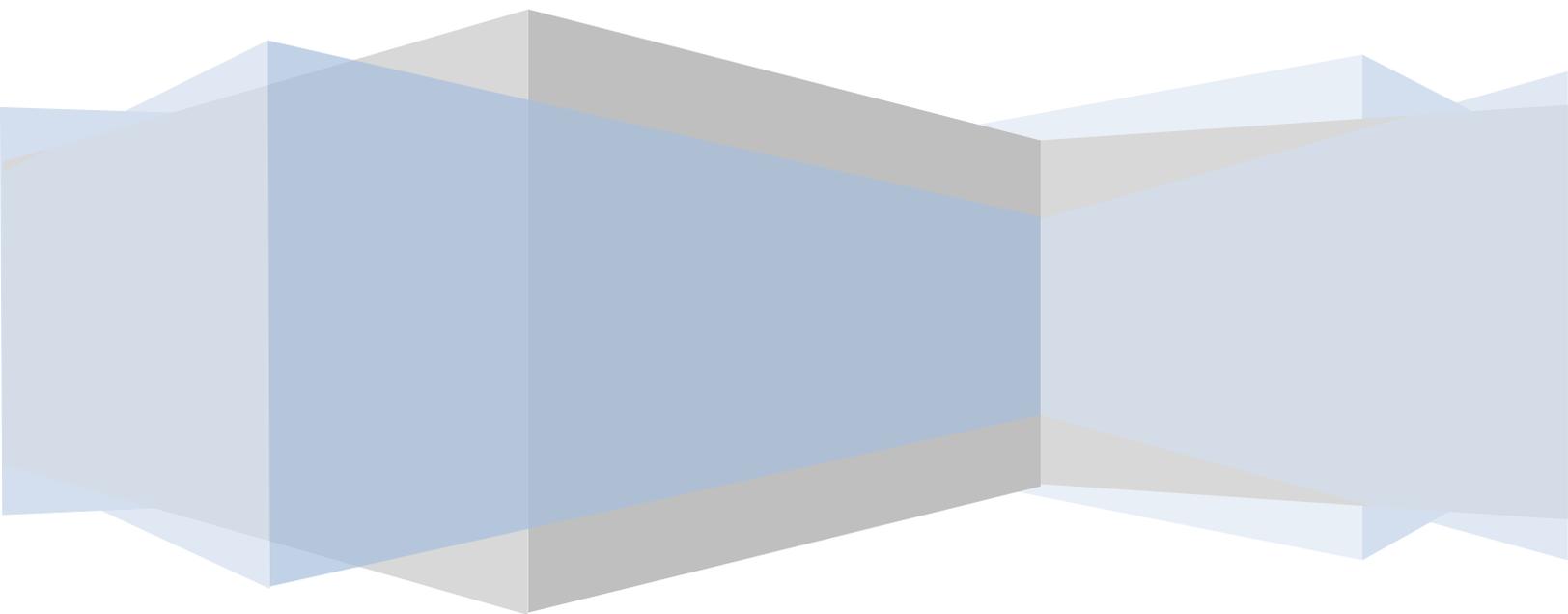


# **City of Green Bay Excess Stadium Sales Tax Application**



Timeline:

August 9, 2016	Determine distribution percentage or dollars by the three classifications outlined by the State of Wisconsin legislature: debt reduction, economic development and property tax relief
August 9, 2016	Review application and process with Finance Committee
August 16, 2016	Common Council to review and approve the application and process of distribution of excess stadium sales tax.
September 23, 2016	Due date for application to the City of Green Bay Finance Director. Application can be emailed to <a href="mailto:dawnfo@greenbaywi.gov">dawnfo@greenbaywi.gov</a> , mailed or dropped off at 100 N. Jefferson Street – Room 105, Green Bay, WI 54301 no later than 4:00 on September 23, 2016
Sept. 26 – October 10, 2016	Applications to be reviewed by the sub-committee. Members to include Alders Galvin, Dorff and Zima along with the Finance Director, Director of Planning and Economic Development and a City Attorney.
October 11, 2016	Recommendation presented to the Finance Committee
October 18, 2016	Common Council to approve the Finance committee recommendation

## Excess Stadium Sales Tax Application

### **A. Introduction and background**

The City of Green Bay received a one-time payment from the State of Wisconsin from the Lambeau Field excess sales tax collected in Brown County. The City Council has allocated \$1,000,000 of the excess stadium sales tax funds to be used for economic development projects located within the City of Green Bay municipal boundaries and is using a competitive application process to evaluate projects brought forward.

Organizations may submit only one application for funding. If two or more organizations collaborate, the partnership represents the group's only opportunity to apply.

### **B. City objectives for the presented economic development project**

#### ***Objectives***

1. The ability to leverage the City's excess sales tax for additional community dollars.
2. The excess sales tax should have a direct tax levy impact, a project that reduces current or future levy to tax payers.
3. Opportunities brought forward should have business plans attached to the request reflecting how their project will improve or enhance community life for City of Green Bay tax payers and reflect a return on investment of the excess stadium sales tax dollars.
4. Among other criteria, the project could follow the "but for test", but for the City of Green Bay using excess stadium sales tax money, the project would not get done. Show a financial gap.
5. The project has exhausted all other sources of funding solutions including Federal and State grants, donated dollars or other sources such as user fees for the investment that could be used to cover costs of the project.
6. The project should look at what future costs could be incurred if this project is funded using one time excess stadium sales tax. Ask what will be the ongoing operating costs for the program or facility that would require ongoing City / Community support. How will those ongoing operating needs be filled?
7. Does the project offer a direct property tax benefit or does it add to it? Is the project exempt from property taxes or will it place property on the tax roll?

#### ***Priorities***

Funding priority will be given to activities that:

- provide an impactful effect on economic development within the City,
- maximize the use of outside funds or leveraging excess stadium dollars with community dollars (maximize return on investment);

- demonstrate the capacity of the applicant, and the capability the project will be carried out successfully;
- have clearly stated goals and evaluation criteria that are specific, measurable, and realistic;
- present a reasonable, sound budget;
- And/or demonstrate the project will be implemented by an organization (s) with a solid track record.

In addition, because the demand for these funds will exceed the amount the City has to distribute, timeliness is very important. The City is committed to funding projects that are ready to proceed after final approval has been given by the Common Council and those projects are prepared to spend the funds within a reasonable time after approval (any funds that are not spent within a reasonable timeframe may be recaptured by the City.) Also, the City retains the right to review any funded activities at a two (2) month interval to determine if the Subrecipient is likely to expend the awarded funds within the allotted time.

#### **C. City of Green Bay sub-committee**

Deciding who should receive funding is a difficult and time-consuming process. To guide this effort, a Funding Subcommittee has been formed that will review the applications and, if necessary, will meet with eligible applicants to discuss funding requests. The Funding Subcommittee will make a recommendation to the City's Finance Committee of which organizations should receive funding and include award amounts. Award amounts may be less than the requested amount.

The City's priorities, as described above, will guide the Funding Subcommittee in its application review.

#### **D. Application Review and Recommendations**

Applications for excess sales tax will be accepted from August 17, 2016 to September 23, 2016, at 4:00 p.m. Projects submitted after the deadline will not be considered for review.

After discussion and consultation through the review process, applications will be recommended for funding to the Finance Committee of the City of Green Bay who then makes their recommendation to the full City Council. The excess sales tax cannot be used to reimburse activities performed before the final plan is approved by the City Council. A written agreement is required to be signed before any funds may be spent.

#### **E. Contractual Requirements**

Each grantee selected to receive funds is required to sign an agreement with the City of Green Bay. No costs incurred prior to the execution of an agreement with the City are reimbursable. Under City and Federal laws and regulations, applicants will be required to provide the City a completed W9 form and include a tax identification number for their organization prior to any distribution.

After a project is approved for funding, an agreement will be prepared and sent by the City of Green Bay to the person identified by the applicant as the authorized official for signature. The agreement will specify the amount of the award, the period for which the funds will be used by, and any administrative provisions.

Special conditions attached to the award, if any, will be specified in the agreement. Grantees will be required to file reports on expenditures, progress toward goals, and beneficiaries upon their request for reimbursement. At the City's discretion, additional information may be requested to substantiate the requested reimbursement. Final reports will be required upon the project completion from the grantee in order to release the final 5% payment of the award. The final reports submitted will then be summarized and presented to the Finance Committee by City Staff.

This grant will be a reimbursable award of money, meaning that the City will reimburse the grantee funds only after funds have been expended by the grantee. Exceptions may be granted by the sub-committee and would be considered a special condition included in the award agreement discussed above.

As part of any grant agreement, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement and funds may be terminated or suspended in whole or in part.

**F. Other Important Considerations for Applicants**

The excess sales tax funding is not intended to be an on-going source of funds for an organization. Applicants should develop a contingency plan to account for a smaller award.

Agencies must have a local board of directors or advisory board that governs the agency. The board must be of sufficient size to be representative of the diversity of the Green Bay community.

Any funds awarded will be available after the final plan is approved by the City of Green Bay Common Council and the Mayor. The application deadline is September 23, 2016, at 4:00 p.m. An original and six (6) complete copies (including attachments) of your application must be submitted to:

City of Green Bay Finance Department  
Attn: Dawn Foeller - Finance Director  
100 N. Jefferson Street, Room 105  
Green Bay, WI 54301

Only complete applications received by the deadline will be considered. If you have additional questions, you may contact Dawn Foeller, Finance Director at 920-448-3026.

# City of Green Bay

## Excess Sales Tax Application

### A. Applicant Information

Applicant:

SSN or Tax ID No.:

Contact Name:

Address:

City/State/Zip:

Phone:

Fax:

E-Mail

Type of organization requesting funding:

Amount of funds being requested:

## B. Proposed Project

1. Describe the proposed "project" in detail. This narrative should describe the project outlined in the financial details.

2. Project Start Date: \_\_\_\_\_

3. Project End Date: \_\_\_\_\_

4. Explain how you will leverage the excess sales tax funds for additional community dollars.

5. Explain how this project will have an impact on the City and its tax payers? Will it reduce future borrowing needs of the City? Will it generate economic development (other businesses will be impacted), what would that be and how did you arrive at the value?

6. Explain why the excess sales tax funds are needed to complete the project. Have all other sources been exhausted including grants and donations? Have user fees been considered? Would improvements be made without the assistance or to a lesser degree?

7. Is this project a one-time project or will it need ongoing funding? If the project will need ongoing funding, will there be additional requests of the City or have other funding sources been secured?

**C. Project Financing**

Please indicate your commitments from the other sources in this section. How will the project leverage the excess stadium sales tax with other community dollars?

### D. Application Attachments

Check if submitted. If not submitted, provide an explanation.

Yes

No

Business Plan is attached

Financial Plan is attached



Letters of commitment or proof of other financing.

### E. Applicant Signature

I certify that all information contained in this document and any attachments or exhibits is true and correct to the best of my knowledge.

I understand and agree to meet and/or carry out all the program requirements as outlined by the City of Green Bay.

I authorize the City of Green Bay to research the company's history, research key individual's histories, contact respective financial institutions, obtain credit reports and perform other related activities necessary for the reasonable evaluation of this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Office Use Only

Date of Application Submission

\_\_\_\_\_

Date of review by sub-committee

\_\_\_\_\_

Date of Finance Committee Approval

\_\_\_\_\_

Date of Common Council Approval

\_\_\_\_\_