



City of Norwalk High Quality Jobs Grant Application

City of Norwalk Economic Development
1104 Sunset Dr
Norwalk, IA 50211

Website: norwalk.iowa.gov/econdev

Please submit this application to Hollie Zajicek or Chris Cataldo. HollieZ@Norwalk.Iowa.Gov,
ChrisC@Norwalk.Iowa.Gov

Purpose of the Grant

The High Quality Jobs (HQJ) grant program assists new and existing companies with business growth/expansion and new job creation in order to provide more high quality opportunities for Norwalk residents. The HQJ grant is available to new companies locating in Norwalk as well as existing Norwalk businesses. The grant will be administered by the Economic Development Department and reviewed by the Economic Development Work Group, followed by approval from the City Council.

Grant Details

The City of Norwalk will provide a grant incentive for each new position created as detailed below:

1. Incentive will be \$1,000.00 per full time position with qualifying wage based on the State of Iowa's current HQJ wage threshold, up to 20 positions. *This threshold is derived from the bi-annual Laborshed report of the State of Iowa Administers.*
2. An incentive of \$500.00 per new full time position that does not meet the State wage threshold will also be available, up to 20 positions.
3. There is a cap of 40 jobs total for each company that qualifies for the incentive (20 jobs that meet the \$1,000.00 threshold, 20 jobs that meet the \$500.00 job threshold). The max grant amount a company could qualify for is \$30,000.00.
4. Companies that qualify for the HQJ grant program will receive 50% of the total grant at the start date of the new positions in Norwalk. The remaining 50% on the two year anniversary of the start date for each original position that has been maintained and still in existence at that time.

**NOTE: If any original qualifying jobs are unfilled at the two year mark when the company requests the remaining 50% of the grant, they may still receive the remaining*

grant portion by providing proof that the unfilled positions are still available and actively being posted or marketed to job seekers.

Qualifications and Requirements

1. Companies must provide the Economic Development Department with full application and proof of employment, start date, and annual salaries for each position being submitted for the incentive program. Acceptable documents may be from licensed accounting service, lending institution, payroll service, or state employment agencies. The City of Norwalk will verify if wages meet the State threshold.
2. In order for a position to qualify for incentive dollars, it must be created new for the Norwalk facility (*not transferring workers from another location*) and must be maintained for a minimum of two years from creation.
3. Qualifying new jobs (*being created*) must be due to a new company locating in Norwalk or an existing Norwalk company expanding their business model through one or more of the following:
 - Building or moving into a larger facility
 - Adding an additional location (*facility*) in Norwalk
 - Expanding existing facility to provide more square footage
 - Adding a new product line, service, or division to an existing Norwalk company profile.
4. In order for new jobs to qualify for the grant, they must be created and filled within one year of the company's start date (*new business to Norwalk*) or growth/facility expansion in which the new jobs were created for. Applications will not receive any portion of funds until those positions are filled.

Application Instructions

- o Complete the applicable sections of the application fully. If questions are left unanswered or required attachments not submitted, an explanation must be included.
- o Any inaccurate information of a significant nature may disqualify the application from consideration.

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