



COMMERCIAL LEASE SUBSIDY PROGRAM APPLICATION PACKET

Community Action Development Corporation of Bethlehem (CADCB) are introducing a pilot program, the CADCB Commercial Lease Subsidy Program. The goal of the program is to strengthen our neighborhoods by minimizing or lowering vacancies in our business corridors and provide economic opportunities in south Bethlehem and Northside 2027 neighborhood. This program will provide businesses the support they need to get off the ground, helping to build more vibrant downtown areas that attract more businesses and the talent we need to build a competitive economy, thus creating a stronger and more resilient community.

Eligibility

Any new business opening or moving into one of the designated business corridors or an existing business looking to open a second location within one of the boroughs may be eligible for the program. Businesses currently located in one of the boroughs that would like to relocate to another borough are not eligible.

Guidelines

1. CADCB will offer financial support to approximately seven businesses during the businesses first six months of operation in one of the designated business corridors. CADCB will provide a 100% rent payment of up to \$1,500 monthly to the commercial business owner for the first three months and a 50% rent payment of up to \$750 to the commercial business owner for each of the next three months. The lease payments will be made for six consecutive months.
2. A limit of one Lease Assistance grant will be approved per applicant (or related entity).
3. Applicant must be planning to lease between 500 s.f. – 5,000 s.f. of first floor, market-rate office or retail space in an eligible area for a minimum 2-year term. As this is an incentive program, no award will be made for leased space that has already been executed prior to application.
4. Applicant must certify that they are not in default of any other financing.
5. Applicant may be held responsible for repaying subsidy to CADCB in case of non-payment of rent. Personal guaranty of business owner(s) is required.
6. Applicant must meet with a Business Advisor staff of the Rising Tide Community Loan Fund (RTCLF), a subsidiary of Community Action Committee of the Lehigh Valley, to ensure that the applicant has an approved business plan (see below).
7. The applicant must agree to remain in business and not to sell or assign such business to another person or entity for a period of 12 months from the date subsidy is fully funded.
8. Applicants are required to provide a draft or executed copy of a lease for the commercial space to be occupied
9. Building to be leased must meet local building codes and ordinances and must be “rent ready” before subsidy will take effect.
10. Approved applicants will be required to enter into a written agreement with CADCB that sets forth the terms and conditions of the rental subsidy.
11. The applicant must provide Proof of License to conduct business within the City of Bethlehem as well as the Commonwealth of Pennsylvania and the Pennsylvania Tax Clearance Certificate.
12. Rent subsidy ceases once tenant’s rent is submitted 30 days late as reported by property owner.

Business Plan Required

This business plan required will include, at a minimum, the following information:

- a. Purpose of your business
 - What product or service are you selling?
 - What is unique about your business?
 - What are your company's strengths and weaknesses?
 - What is the nature of this industry?

- b. Description of Market
 - Who are your target customers?
 - How large is the target market for your product?
 - Is the market growing?
 - What are your marketing and advertising strategies?
 - What is your company's pricing strategy?
 - What contracts or purchase orders do you currently have?

- c. Description of Competition Who
 - are your competitors?
 - What are your competitor's strengths and weaknesses?
 - What has been the failure rate of your competitors in the last few years, and why have they failed?

- d. Description of Management Capacity
 - What is your experience in this industry?
 - What is your management background?
 - Who will manage the business?
 - Do you have a lawyer, accountant or consultant to assist management?
 - Who are the other key management people within your company?

- e. Description of Legal Status
 - How are you legally organized? (Sole proprietor, partnership, corporation - C or S, nonprofit, cooperative, etc.) When was the business formed?
Please include a copy of your business license.

Fees*:

- \$50 Application Fee for For-Profit Entities
- Annual Administrative Fee equal to 1% of the Annual Lease Incentive

* All fees are non-refundable.

Proof of license to conduct business within the City of Bethlehem, Commonwealth of Pennsylvania and Pennsylvania Tax Clearance Certificate are required.

Please note: It is the applicant/client's responsibility to maintain a current and clear tax clearance certificate and remain compliant with license requirements for their business. If a current and clear certificate and license are not evidenced to CADCB at time of application, CADCB will not proceed with approval.

Application Processing

The CADCB Commercial Rent Subsidy Program applications will generally be processed and presented to the CADCB Vibrant Economic Climate Committee within thirty (30) calendar days of receipt of a complete application. If the CADCB Steering Committee grants final approval, the applicant will then be notified.

Please fill out the attached application completely and direct all questions to:

Yadira Colon-Lopez, Director

CADCB

409 East 4th Street

Bethlehem, PA 18015

ycolonlopez@caclv.org

610-807-9337

DECLARATIONS

I (we) attest that to the best of my (our) knowledge and belief, the information contained in the foregoing application is correct and true. I (we) am (are) aware that the filing of a false instrument in connection with this application may constitute an attempt to defraud Community Action Committee of the Lehigh Valley and may be a felony under the laws of the Commonwealth of Pennsylvania. I (we) agree to abide by the provisions of all applicable local, state and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my(our) business.

I (we) acknowledge that this application is not a legally binding document for purposes of receiving any Program assistance including funding, and that my (our) designation as a Program client does not guarantee my (our) receipt of any Program assistance.

Sign below:

Signature

Date

Printed Name and Title

Sign below:

Signature

Date

Printed Name and Title

Property Owner Signature

Date

LEASE DOCUMENTATION

Client Information:

Date (month/day/year): _____

Client Name: _____

Client Address: _____

Type of Assistance: Rent

The monthly rent/mortgage payment is \$ _____

The one month amount being paid by this agency is \$ _____

The amount being paid is for the month of (month/year) _____

The one-month amount being paid is/was due on (month/day/year) _____

**No deposits, late fees, etc. are eligible for assistance.*

CADCB Verification (To be completed by the CADCB staff):

CADCB Staff Name: _____

CADCB Staff Signature: _____

Date (month/day/year): _____

Property Owner Verification (To be completed by the property owner):

This is to confirm that rent for _____
for the property at _____

_____ with
a monthly rent amount of \$ _____ (rent only: includes no deposits, late fees, or other charges) is
due on _____.

Property owner Name: _____ Phone: _____
_____ Address: _____

Signature: _____ Date (mo/day/yr): _____