



NONCONFORMING BUILDING CODE /  
GRANDFATHERED MATCH FORGIVABLE LOAN  
(01.01.2025)



GENERAL CONTACT INFORMATION

Building Name/Owner Name		FOR INTERNAL USE ONLY	
Address:		Date of Application Received:	
City:	State:	Zip:	Date Received to Roughrider Fund
Contact:	Cell #:		Date City Council Approved Application:
Phone:	Fax:		Funding Amount Approved:
Email:			Form 641 on File with SBDC:
Federal Tax ID #:	Date Business Established:		W9 Form:
Is SBDC Involved?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Time Sensitive: YES <input type="checkbox"/>
		NO <input type="checkbox"/>	RRF Handbook Scoring Matrix:
Amount of RRF Requested \$			Personal Guarantee:
Commercial Property Address:			Forgivable Loan Agreement:
Current Tenants:			

BUSINESS OWNERSHIP INFORMATION:

Key Owner's Names	% Ownership	Source of Funds	Amount
		A.	
		B.	
		C.	
Key Management Name / Phone #	Titles		
		D.	
		E.	
		Total:	

KEY ADVISORS:

	Name	Firm / Company	Phone Number
Attorney:			
Accountant:			
Insurance Agent:			

BANKING INFORMATION:

TAX EXEMPTION:	Have you or will you be seeking a property tax exemption?	YES	NO
FINANCIAL INSTITUTION'S NAME	CONTACT PERSON	PHONE NUMBER	

TENANT OCCUPANCY /INFORMATION				(F.T.: Full Time P.T.: Part Time)			
Current Employees	F.T.		Avg. Salary	\$	P.T.		Avg. Salary
Est. After 1 yr	F.T.		Avg. Salary	\$	P.T.		Avg. Salary
Est. After 2 yrs	F.T.		Avg. Salary	\$	P.T.		Avg. Salary
Est. After 3 yrs	F.T.		Avg. Salary	\$	P.T.		Avg. Salary

<input type="checkbox"/> Nonconforming Building Code/ Grandfathered Match Forgivable Loan Application	<input type="checkbox"/> IRS W 9 Form
<input type="checkbox"/> SBDC 641 Consult Date: / / 2025	<input type="checkbox"/> Compliance with City Ordinance

The undersigned says applicant is duly authorized to verify the foregoing application, that applicant has read the same and is familiar with the statement contained herein and that the same are true in substance and in fact. The City of Watford City, Roughrider Fund, and Watford City Economic Development reserves the right to use the results of the report in published reports and/ or articles as an example of a City of Watford City funded project.

AUTHORIZED SIGNATURE:

TITLE:

PRINTED

NAME:

DATE:



List of current business tenants: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Roughrider Fund amount requested: \$ \_\_\_\_\_

Please give a brief description of the building and current businesses located in it: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What will Roughrider Fund funds be used for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What types of businesses will you be recruiting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the goods & services of existing tenants change as a result of this project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the enhancement to your property benefit the public and the city: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any additional information you would like the committee to know about your project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Representatives Signature of Acknowledgement

Date



## COMMERCIAL PROPERTY – NONCONFORMING BUILDING CODE / GRANDFATHERED MATCH FORGIVABLE LOAN

**This fund exists to** diversify and grow the local economy and grow the local tax base for public benefit.

**Guidelines and Eligibility** for Nonconforming Building Code/Grandfathered Match Forgivable Loan:

- Application must be made on Commercial Property – Nonconforming Building Code / Grandfathered Match Forgivable Loan Application Form (1/2025)
- Application requires an initial project consultation and review with SBDC
- Application requires Community Development Department **ECONOMIC IMPACT SCORING MATRIX**
- Nonconforming Building Code/ Grandfathered Match Forgivable Loan:
  - Eligible match expenses include:
    - ANY expenses that conform otherwise nonconforming structural and construction elements of a commercial building under the currently adopted building code
  - Proof of PAID reimbursable receipts required
  - Project is required to operate within City limits or ETA
  - Award amounts of:
    - \$5,000, \$10,000, \$15,000, or \$20,000 are determined by project size

PROJECT SIZE (DETERMINED BY ELIGIBLE RECEIPTS)	TOTAL AWARD
\$ 10,000 - \$ 25,000	\$ 5,000
\$ 25,001 - \$ 50,000	\$ 10,000
\$ 50,001 - \$ 75,000	\$ 15,000
\$ 75,001 – Up	\$ 20,000

- When appropriate, the city will require security for the forgivable loan
- If the applicant is continuing the business in the same or similar manner as stated in the application after the 24 months, the loan will be forgiven; if not, the loan will be called due.



## ECONOMIC IMPACT SCORING MATRIX

**ECONOMIC IMPACT SCORING MATRIX** shall be completed by the Community Development Department for all BUSINESS programs according to Chapters 6, 8, and 9 of this handbook:

Project Size (all investments)	\$ 100,000 to \$499,999	\$ 15,000	\$500,000 to \$999,999	\$ 20,000	\$ 1,000,000 up	\$ 25,000
Estimated jobs	1 - 2	\$ 15,000	3 - 4	\$ 20,000	5 or more	\$ 25,000
Average Annual Salary	up to \$29,999	\$ 15,000	\$ 30,000 to \$59,999	\$ 20,000	\$60,000 and up	\$ 25,000
Property Tax VALUE Increase	YES	\$ 15,000	NO	<ul style="list-style-type: none"> <li>limited to projects within City Limits</li> </ul>		
Sale Tax Collections	YES	\$ 15,000	NO	<ul style="list-style-type: none"> <li>limited to projects within City Limits</li> </ul>		
Community Impact Incentive	Minimum	\$ 10,000	Maximum	\$ 100,000		

The Community Impact Incentive will provide the Roughrider Fund committee the opportunity to credit a project for the impact it will have on the Fund's mission.

The committee has the opportunity to officially record its assignment of the Community Impact Incentive in the official minutes of discussion of the application in the Roughrider Fund committee meeting minutes.

The Community Development Department will provide research and supporting documentation that helps support committee recommendations including but not limited to:

- <https://econdev.mckenziecounty.net/wp-content/uploads/FINAL-Watford-City-Future-Redevelopment-Vision.pdf>
- Determination of first of its product line or service to the community
- Analysis of future potential for expansion and growth
- Consideration of the level of innovation
- Attainment of Primary Sector certification