

Cost Benefit Grant - Program Guidelines

Grant Year: October 1 – September 30

Annual Grant Budget: \$7,500

Grant Amount: Up to \$1,500 per applicant (first come, first served, subject to availability)

Application Deadline: Rolling

1. Eligibility

The Cost Benefit Grant Program is intended to support businesses that have a realistic pathway to operating within Foreign-Trade Zone 46 or Foreign-Trade Zone 47 and are evaluating whether participation in the FTZ program is appropriate for their operations. Eligible applicants may include:

1. Businesses currently located within FTZ 46 or FTZ 47.
2. Businesses engaged in active real estate lease negotiations or that have entered into new leases within FTZ 46 or FTZ 47.
3. Businesses that hold purchase options for, or that have recently acquired, real estate within FTZ 46 or FTZ 47.
4. Businesses located within the FTZ 46 or FTZ 47 service areas that import, process, or assemble foreign goods and are potential candidates for FTZ designation.

In limited circumstances, businesses with locations outside the current FTZ 46 or FTZ 47 boundaries may be considered eligible where there is a clear and reasonable path to FTZ designation (including, as applicable, through adjacency requirements). Eligibility determinations under this exception shall be made at the discretion of the Board.

2. Grant Application Process:

Eligible prospective operators shall submit a letter of interest or intent for FTZ designation addressed to the Board President. The letter should:

- Provide a brief overview of the organization and describe how the FTZ program could potentially benefit its operations

- Describe the current or planned business activity and its alignment with the intent of the FTZ program
- Identify the business's anticipated location and its connection to FTZ 46 or FTZ 47
- Include a request to participate in the Cost Benefit Grant Program
- The purpose of the application is to demonstrate seriousness of intent and relevance to the FTZ program, not to establish final commitment or approval.

3. Funding Allocation and Reimbursement Procedures:

- The Cost Benefit Grant shall be administered on a reimbursement basis.
- Reimbursement shall become available once the prospective operator has submitted an application to the federal FTZ Board.
- Reimbursement shall be made by check upon submission of acceptable proof of expense.
- At the applicant's request, reimbursement may be credited toward the applicable FTZ application fee upon submission of proof of expense.
- If the cost benefit analysis determines that participation in the FTZ program would not provide a benefit to the prospective operator, reimbursement remains available upon submission of proof of expense.

Grant awards are subject to availability of funds and Board approval. Participation in the Cost Benefit Grant Program does not guarantee approval of FTZ designation by the Board or by federal authorities.

LETTER TEMPLATE

DATE

Board President
(GCFTZ) or (NKFTZ)
77 Comair Boulevard
Erlanger, KY 41018

email address@ xxx.com

Dear XXXXXX,

This letter on behalf of (Organization Name) is to express (Organization Name)'s intent to pursue the establishment and activation of a Foreign Trade Zone (FTZ) site within the service area of (Greater Cincinnati or Northern Kentucky) Foreign Trade Zone, Inc. (FTZ (46 or 47)).

This section should provide the name of the business, contact information, current location, and a brief overview of the current business operations. Including a general explanation of the types of goods imported & exported and from what countries.

Clearly explain how the organization's business plan aligns with the intent of the FTZ program and exhibit commitment to workforce and economic development.

It is understood that pursuing FTZ designation involves a multi-step process, including coordination with the grantee and submission of a formal application to the Foreign-Trade Zones Board, with the goal of activation with U.S. Customs and Border Protection. This Letter of Intent is intended to formally initiate the application process and request participation in the cost benefit analysis grant offered by the grantee.

We would appreciate the opportunity to discuss next steps, including eligibility, application requirements, and timelines. Please let us know a convenient time for a follow-up discussion or meeting.

Thank you for your time and consideration. We look forward to working with you and the (Greater Cincinnati or Northern Kentucky) FTZ team.

Sincerely,