

The City of Madison
Commercial Ownership Assistance Program Guidelines
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Eligible Applicants	<ul style="list-style-type: none"> • Applicants must be City of Madison residents, own a business located within the City of Madison and not have received funds in any way through this program in the past. • The program is for existing business owners to support them in taking the next step toward owning or developing a business property. As such, applicants should be established businesses with two or more years of operating experience. • Applicants will be required to demonstrate the viability of their business concepts through a business plan, financial statements, and/or other documentation. • If an applicant currently owns their commercial property the proposal must be an expansion of their property and the applicant shall not own or partially own any other property beyond their primary residence. • Applicants if eligible are encouraged to be certified with the Targeted Business Enterprise (TBE) Program through the City of Madison’s Department of Civil Rights. • The COA Program is an Economic Development initiative focused on supporting for-profit businesses to build community wealth by expanding their enterprises.
Eligible Uses	Funds can be used by businesses to purchase their existing building, buying a new building, sizeable expansion or redevelopment of an existing building or property the business owns, or purchasing a condominium unit.
Eligible Locations	The program can be used for any commercial property located within the City of Madison.
Priority Locations	Properties located anywhere within the City of Madison are eligible to apply for this program. Priority consideration is given to applications for projects located within under-invested communities, as defined by the City of Madison’s federally designated Opportunity Zone census tracts, Food Access Improvement Areas, and/or Neighborhood Resource Team areas. Again, any location in the City of Madison is eligible.
Loan Amount	Loans of up to \$250,000
Match	The COA Loan cannot be more than 25% of the total price of the building or cost of the project. The City will work with applicants to support efforts to seek additional financing from other sources including traditional lenders, non-traditional lenders, and equity partners.
Loan Terms	All loan repayments are deferred until sale, cash-out refinance for other than property improvements, the property is transferred or ceases to be a location for a business owned by the borrower. If any of the above happen within the first 7 years repayment of the full amount is required. If any of the above happen between years 8-14 repayment of one-half the borrowed amount will be required. If the applicant still owns the property after year 15 the original loan amount will be forgiven. There will be no interest rate.
Paying it Forward Clause	Applicants who are selected will be asked to speak with future recipients on lessons learned and their experience.
Training and Technical Assistance	The City of Madison Office of Business Resources, in partnership with other city agencies and non-profit partners, will work with select applicants to provide training and technical assistance related to the City of Madison development process and help connect them to any other assistance needed.