



Quick List

In order to process your request for assistance and make an initial decision, LEAP will need the following from your organization:

- _____ Completed Application Packet (Including Authorization for obtaining credit information and criminal background check) and copy of photo ID
- _____ Resume(s) or information for all principal owners, majority stockholders, partners and officers
Please provide a list all majority owners.
- _____ Tax returns for all principal applicants for the past 2 years
- _____ Tax returns for the business for the past 2 years (if applicable)
- _____ Personal Income and financial statements for all owners and partner applicants
- _____ Income statement for the business
- _____ Organizational structure of business
- _____ **Sole Proprietorship**
- _____ **LLC**
- _____ **Corporation**
- _____ **Partnership**
- _____ Current Business Plan

* This plan needs to reflect the short and long term goals of the business, the estimated number of persons to be employed by the business and the plans for any monetary assistance provided by the LEAP.

Once we have processed your initial request for assistance, it may be necessary for you and/or your organization to provide further, more detailed information so that we may locate any and all programs you and/or your organization qualify for.

If you have any questions, please feel free to contact us:

Lamesa Economic Alliance Project (LEAP)
123 Main Street
Lamesa, Texas 79331
Phone – 806-872-2207
Fax – 806-872-5700
Cell – 469-765-4986
Email: Sean.Overeynder@LamesaDevelopment.org



LAMESA ECONOMIC ALLIANCE PROJECT (LEAP)
ECONOMIC DEVELOPMENT ASSISTANCE APPLICATION

Date of Application: _____

Name of Applicant: _____

Physical Address: _____

Mailing Address (if different): _____

Phone Number: () _____ FAX Phone Number: () _____

Contact Person: _____ Title: _____

Organizational Form:

_____ Sole Proprietorship _____ Partnership _____ LLC _____ Corporation

Proposed Project in this city: _____

Requested Assistance from LEAP (use box for comments):

Assistance locating property

Market Research or Marketing

Loan or Grant.....

Small Business Development Services
(SBDC services are free of charge)

Other:

1. Have you been declared bankrupt in the last 10 years? _____ If yes, where and has the bankruptcy been dismissed? _____

2. Have any of the following events ever been listed on your credit report: foreclosure, repossession of property, tax lien or collection agency referral. If yes, please list: _____

3. Are there any unsatisfied judgments against you? _____ If yes, what is the amount of the judgment and date of judgment \$ _____ Date _____

4. Are you the co-maker, endorser, or guarantor on any loan or contract? _____ If you answered yes, please show amount: _____ and terms of loan: _____

5. Have you ever been convicted of a felony? _____

Economic Development Assistance Application (LEAP)

CURRENT INFORMATION AND FUTURE PLANS:

Do you own or lease the subject property? _____

Total Number of Full-time Employees to be employed in this city: _____

Full-time At least 1,820 hours per year (35 hours per week for 52 weeks)

Number of Full-time Employees currently employed: _____

Number of Full-time Positions to be relocated to this city: _____ / when: _____

Relocated from: _____

Number of New Full-time Positions to be created in this city: _____ I when: _____

Average Hourly Wage of Employees: \$ _____

Estimated Annual Gross Payroll: \$ _____

Employee Benefits (Percentage of Salary): _____

Current Taxable Value before improvements of Real Property

(of all operations * in this city):

\$ _____

Approx. Value of Real Property Improvements to be made in this city: \$ _____

Description of Real Property Improvements: (buildings, remodeling, etc.) _____

Current Taxable Value of Personal Property (of all operations * in this city): \$ _____

Are you delinquent on any property taxes (Real Property or Personal Property)? _____

Approx. Value of Personal Property Improvements: \$ _____

(machinery, equipment, and etc.)

Description of Personal Property Improvements: _____

NORMAL PROVISIONS OF ECONOMIC DEVELOPMENT ASSISTANCE

The company can agree to maintaining its existing employment of _____ and can agree to relocating and/or creating new jobs over a period of _____ years (new jobs per year) at the average hourly rate of \$_____. The company can further agree to the construction of real property improvements in the amount of at least \$_____, and the placing of personal property improvements (machinery and equipment) in the amount of at least \$_____.

LEDC will require that the company provide proof of all real and personal improvements that will be agreed to in the Economic Development Performance Agreement. LEDC will also require that the company provide proof of jobs created and/or maintained in the city for each year of the Economic Development Performance Agreement.

Applicant and/or company is required to obtain all applicable City and other permits and approvals related to the improvement and/or construction project. All improvements and/or construction must comply with all state and local building codes and zoning requirements. Additionally, LEDC will require a Personal Guaranty by the applicant's majority members (51% or greater), stockholders, partners, and officers.

LEDC Requires, at the anniversary of the Economic Development Performance Agreement, as well as any other agreements with the LEDC in place, the following documentation for jobs created, retained and maintained:

- 1) Texas Employment Commission's Employer's Quarterly Reports and IRS Form 941;
- 2) A roster of its own employees (with total hours worked, position(s) held, and hourly wages); and
- 3) Copies of paid tax receipts.

On location audits can be arranged in special circumstances at the sole discretion of the LEDC Board of Directors.

Full-Time employees must work a minimum of 1,820 hours per Economic Development Performance Agreement year (minimum 35 hours/week x 52 weeks).

2016 Update: Any person or business receiving assistance from Lamesa's economic development organizations will now be required to obtain online presence in the form of a website, Google Business claiming (free), and/or a business Facebook Page (not a Facebook Profile) (free).

The company's authorized representative that is approved to enter into a legally binding agreement with the LEDC is:

Printed Name

Title

Signature

Contact person for annual documentation:

Printed Name

Title

Mail annual reminders to:

Printed Name

Title

Street Number and Name

City

State

Zip Code

If more than one operation exists within the City of Lamesa, please list separately below. Use additional pages as necessary.

CONSENT AND AUTHORIZATION

The undersigned, whose date of birth is _____ , driver's license number is _____ , and social security number is _____ , and who is an officer, director, shareholder, agent, employee, owner or manager of _____ , an Applicant for a loan from the Lamesa Economic Alliance Project, hereby authorizes the Lamesa Economic Alliance Project, its agents and employees and anyone acting on its behalf, to institute, conduct and complete, any and all credit checks and investigations it deems appropriate of any and all records, histories and data bases kept or maintained by any credit reporting agency or bureau, and to obtain such information, records and copies as it deems proper in connection with such investigation or investigations. A photocopy or facsimile of this Consent and Authorization shall be deemed, for purposes, as an original of this Consent and Authorization and shall constitute both consent and direction to all persons and entities, to furnish to Lamesa Economic Alliance Project, upon its request and without further authority from the undersigned, such information, records and copies it requests in connection with its investigation.

DATE: _____

APPLICANT: _____

STATE OF: _____

COUNTY OF: _____

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME on this the _____ day of

_____, 20____ by _____

(SEAL)

NOTARY PUBLIC STATE OF _____

CONSENT AND AUTHORIZATION

The undersigned, a corporation, organized under the State of _____ , an applicant for a loan from the Lamesa Economic Alliance Project, hereby authorizes the Lamesa Economic Alliance Project, its agents and employees and anyone acting on its behalf, to institute, conduct and complete, any and all investigations it deems appropriate of any and all records, histories and data bases kept or maintained by the State of Texas, the United States of America, any political subdivision, or any other authority, related to any possible criminal conduct or history, or any allegations of fraud, wrongdoing or malfeasance of any kind on the part of Applicant and/or any of Applicant's agents, employees, officers, owners, shareholders, directors and managers, and to obtain such information, records and copies as it deems proper in connection with such investigation or investigations. A photocopy or facsimile of this Consent and Authorization shall be deemed, for all purposes, an original of this Consent and Authorization, and shall constitute both consent and direction to all persons and entities to furnish the Lamesa Economic Alliance Project, upon its request and without further authorization from the undersigned, such information, records and copies it requests in connection with its investigation.

DATE: _____

APPLICANT: _____

STATE OF: _____

COUNTY OF: _____

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME on this the _____ day of

_____, 20____ by _____

(SEAL)

NOTARY PUBLIC STATE OF _____

PERFORMANCE AGREEMENT

Texas legislation requires both Type A and Type B Economic Development Corporations to enter into a written performance agreement with a business enterprise when the corporation provides funding or makes expenditures on behalf of the business enterprise in furtherance of a permissible Type A or B project.

This performance agreement between the corporation and the business enterprise at a minimum must contain the following:

- (1) a schedule of additional payroll or jobs to be created or retained;
- (2) the capital investment to be made by the business enterprise; and
- (3) the terms under which repayment must be made by the business enterprise to the Type A or B corporation should the business fail to meet the performance requirements specified in the agreement.

The language contained within the Performance Agreement must specify that the business does not and will not knowingly employ an undocumented worker (which statement must also be any application for the subsidy). The language also must require repayment of the subsidy with specified rate and terms of interest if the business is convicted of federal immigration violations as defined in Chapter 2264 of Subtitle F, Title 10 of the Government Code (80(R) HB 1196), not later than the 120th day after receiving notice of the violation from the public entity or economic development corporation.

Signature

Date