



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.

_____ **If a Publicly Traded Entity the information below can be replaced by two years of Annual Reports or similar Document that provides that information.**

_____ Resume(s) or information for all principal owners, majority stockholder, 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.

_____ Personal income and financial statements for all owners and partner applicants.

_____ Income statements 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 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 all programs you and/or your organization will qualify.

If you have any questions, please contact us:

Lamesa Economic Alliance Project (LEAP)
123 Main Street
Lamesa, TX 79331
Phone: (806)872-2207
Fax: (806)872-5700
Cell: (254)721-8822
Email: LPeterson@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 Number: () _____

Email: _____

Social Security Number: _____

Company Website _____

Mobile Phone _____

Contact Person: _____

Title: _____

Proposed Project in this city: _____

Requested Assistance from LEAP

after discussions with LEAP Staff.

Assistance locating property:

Market Research or Marketing:

Financial Assistance:

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

Business Plan

Marketing Plan or Assistance:

Business Advisors:

Financial Projections:

Ecommerce Startup:

Franchise Opportunities: Have you been declared bankrupt in the 10 years? _____ If yes, where and has the bankruptcy been dismissed?

Are there any unsatisfied judgments against you? _____ If yes what is the amount of the judgement and date of judgement \$ _____ Date: _____

Publicly Traded Entity's are not required to answer the next three questions:

1. *Have any of the following events ever been listed on your credit reports: foreclosure, repossession of property, tax lien or collection agency referral. If yes, please list:* _____
2. *Are you the co-worker, endorser, or guarantor on any loan or contact? _____ If you answered yes, please show amount: _____ and terms of loan: _____*
3. *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 employed in Lamesa Currently: _____

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

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

Number of New Full-time Positions to be created in the city: _____ / 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 Lamesa) \$ _____

Approx. Value of Real Property improvements to be made in Lamesa: \$ _____

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

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

Are you delinquent on any property taxes (Real Property or Personal Property in City of Lamesa or Dawson County) _____

Approx. Value of Personal Property Improvements: \$ _____

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 improvement 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 Lamesa Economic Alliance Project. LEAP will also require that the company provide proof of jobs created and/or maintained in the city for each year of the LEAP Performance Agreement.

Applicants and/or company is required to obtain all applicable City and other permits and approvals related to the improvement and/or construction projects. All improvements and /or construction must comply with all state and local building codes and zoning requirements. Additionally, LEAP will require a Personal Guaranty by the applicant's majority member (51% or greater), stockholders, partners, and officers. **This Personal Guaranty is not required of Publicly Traded Entity.**

LEAP requires, at the anniversary of the Economic Development Performance Agreement, as well as any other agreements with the LEAP in place, the following documents 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)
- 3) Copies of paid tax receipts.

On Location audits can be arranged in special circumstances at the sole discretion of the LEAP 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' authorized that is approved to enter into a legally binding agreement with the LEAP is:

Printed Name

Signature

Title

CONSENT AND AUTHORIZATION

The undersigned, a corporation, organized under the State of _____, an applicant for financial assistance 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 allegation 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, record and copies as it deems proper in connection with such investigation or investigations. A photocopy of facsimile of this Consent and Authorization shall be deemed, for all proposes, 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 ACKNOWLEDGE BEFORE ME

on this the _____ day of _____, 20____ by _____

(SEAL)

NOTARY PUBLIC STATE OF _____

Lamesa Economic Alliance Project Consent and Authorization – Corporation

PERFORMANCE AGREEMENT

Texas legislation requires both Type A and Type B Economic Development Corporation 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 Type B project. **The Performance Agreement will be drafted by our EDC Attorney, provided to you for your review.**

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
- (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 of economic development corporation.

Page 6 Signature

Date

DATE: _____

APPLICATION: _____

STATE OF: _____

COUNTY OF: _____

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME

on this _____ day of _____, 20____ by _____

(SEAL)

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NOTARY PUBLIC STATE OF _____

Lamesa Economic Alliance Project Consent and Authorization – Individual

Contact person for annual documentation:

Printed Name

Title

Mail annual reminders to:

Printed Name

Title

Street number and Name	City	State	Zip Code
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If more than one operation exists within the City of Lamesa, please list separately below.
Use additional pages, as necessary