



**ECONOMIC DEVELOPMENT INCENTIVES APPLICATION**

Date of Application: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

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

Proposed Project in this city: \_\_\_\_\_

Requested Assistance from AEDC (use box for comments):

Job Creation Grant.....

Tax Abatement .....

**CURRENT INFORMATION AND FUTURE PLANS:**

1. 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)
2. Number of Full-Time Employees currently employed in this city: \_\_\_\_\_
3. Number of Full-Time Positions to be relocated to this city: \_\_\_\_\_ When: \_\_\_\_\_  
Relocated from: \_\_\_\_\_
4. Number of New Full-Time Positions to be created in this city: \_\_\_\_\_ When: \_\_\_\_\_
5. Average Hourly Wage of Employees \$ \_\_\_\_\_
6. Average Salary Wage of Employees \$ \_\_\_\_\_
7. Estimated Annual Gross Payroll: \$ \_\_\_\_\_
8. Employee Benefits (Percentage of Salary): \_\_\_\_\_%



9. Current Taxable Value before improvements of Real Property (of all operations \* in this city) \$ \_\_\_\_\_

10. Approx. Value of Real Property Improvements: \$ \_\_\_\_\_

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

12. Current Taxable Value of Personal Property: \$ \_\_\_\_\_

13. Approx. Value of Personal Property Improvements: (machinery, equipment, and etc.) \$ \_\_\_\_\_

14. Description of Personal Property Improvements: \_\_\_\_\_  
\_\_\_\_\_

**NORMAL PROVISIONS OF PERFORMANCE AGREEMENTS**

The company can agree to the maintaining its existing employment of \_\_\_\_ and can agree to relocate or creating \_\_\_\_ 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 (machine and equipment) in the amount of a least \$ \_\_\_\_\_.

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

AEDC requires at the anniversary of agreements the following documentation for jobs created/maintained: (1) Texas Employment Commission’s Employers’ Quarterly Reports and IRS Form 941, (2) a roster of its employees (with total hours worked, position held, and hourly wage), and (3) copies of paid tax receipts. On-location audits can be arranged in special circumstances. Full-Time Employees must work at least a total of 1,820 hours in a twelve-month period.

The company’s representative that is authorized to enter into a binding agreement with the Andrews Economic Development Corporation is:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person for yearly documentation will be:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Title:



## LIST OF REQUIREMENTS TO RECEIVE AEDC INCENTIVES

A written request from applicant for assistance must include at minimum:

1. Company overview and/or history.
2. Amount of request and/or type of assistance needed.
3. A business plan including description of project requiring assistance.
4. Company Impact Statement (i.e. employment positions created, salary range, employee skill level, commitment to staying in Andrews, economic impact on community, etc
5. Financial statement information to include:
  - a. Past 2-3 fiscal year-end financial statements, if available.
  - b. In-house prepared fiscal year-end financial statements and related tax returns if audited statements are not available.
  - c. Most recent interim monthly financial statements.
6. Owners' personal financial statements and tax returns if applicant is a non-publicly traded company and individual or company owns 20% of the applicant.
7. Annualized pro-forma financial statement, related cash flow forecast and supported assumptions.
8. Monthly cash flow pro-forma for the twelve (12) months following the requested financial assistance.
9. List of collateral to be pledged, if appropriate, and estimated current market value. The basis of the valuation should be included as well as qualifications of any appraiser used.
10. Financial references.
11. Resume/background of owners(s) and/or principal managers(s).
12. Additional information as may be required by the Andrews Economic Development Corporation or their sub-committees.