



## APPLICATION PROCESS FOR ECONOMIC DEVELOPMENT INCENTICES

Mansfield Economic Development is committed to supporting new and existing businesses within the City of Mansfield through the use of available incentives. Below is a brief outline of the process of applying these incentives.

### **ALL REQUESTS FOR INCENTIVES MUST BE RECEIVED PRIOR TO RECEIVING A BUILDING PERMIT AND COMMENCING CONSTRUCTION**

- Contract to purchase a building or parcel of land.
- Provide detailed list of necessary improvements and estimated costs provided by engineers/architects. Primary drivers for incentives are new or retained employment and capital investment.
- Complete an Application (located at [www.mansfield-texas.com](http://www.mansfield-texas.com)) and submit to the MEDC office at 301 South Main Street Mansfield, Texas, or email to [jason.moore@mansfield-texas.com](mailto:jason.moore@mansfield-texas.com), along with a brief letter explaining the project, the amount of assistance being requested and why the assistance is needed. Include any required supporting documentation such as site plans, cost estimates, etc...
- Upon receipt of the application documents, MEDC staff will conduct an economic impact / cost / benefit analysis to determine the value of the project to the City of Mansfield.
- This project is then presented to the MEDC Board of Directors at the regular monthly meeting, which is scheduled to occur the first Tuesday of every month. All documents **MUST** be received no later than 2 Fridays prior to the scheduled meeting. Otherwise, it will be on the following months agenda. For example: To be placed on the \_\_\_\_\_ agenda, all documents will need to be received by 5:00 PM on Friday, \_\_\_\_\_
- The MEDC Board of Directors will review the information and make a decision on whether or not to recommend assistance and the amount of any assistance they decide to recommend.
- The City Attorney prepares a legal document known as an Economic Development Performance Agreement. Once the applicant accepts the terms of the agreement it is then presented to City Council for consideration. **APPROVAL BY THE MEDC BOARD DOES NOT GUARANTEE APPROVAL BY CITY COUNCIL.**
- If approved by Council, the agreement is signed by the President of the MEDC Board and the applicant.
- **APPROVED INCENTIVE MONIES WILL NOT BE PAID UNTIL THE PROJECT IS COMPLETE AND A CERTIFICATE OF OCCUPANCY, SUPPORTING INVOICES AND RECEIPTS ARE SUBMITTED TO MEDC. PLEASE ALLOW UP TO 30 DAYS TO RECEIVE REIMBURSEMENT.**

**Received:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**APPLICATION FOR GRANT OF ECONOMIC DEVELOPMENT FUNDS**

Full legal name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Name/Title of person authorized to sign on behalf of Applicant: \_\_\_\_\_

Amount of MEDC funds requested: \$ \_\_\_\_\_

Proposed use of the MEDC funds: \_\_\_\_\_

What is the address of property for which Applicant is seeking to use the funds?:  
\_\_\_\_\_

Is Applicant seeking to expand an existing facility in the City of Mansfield?:  Yes /  No

If yes, what is the square footage of the existing facility and what is the square footage of the proposed expansion?: \_\_\_\_\_

If yes, what is the approximate cost of the proposed expansion?: \$ \_\_\_\_\_

If yes, what is the estimated value of the Business Personal Property the proposed expansion will create?  
\_\_\_\_\_

Is Applicant seeking to construct a new facility in the City of Mansfield?:  Yes /  No

If yes, what is the proposed square footage of the facility to be constructed?: \_\_\_\_\_

If yes, what is the approximate cost of the proposed construction?: \$ \_\_\_\_\_

If yes, what is the estimated value of the Business Personal Property the proposed project will create?  
\_\_\_\_\_

Is Applicant seeking to move into existing facility in the City of Mansfield?:  Yes /  No

If yes, what is the square footage of the facility being purchased / leased?: \_\_\_\_\_

If yes, what is the approximate cost of the proposed improvements?: \$ \_\_\_\_\_

If yes, what is the estimated value of the Business Personal Property the proposed project will create?  
\_\_\_\_\_

Does Applicant currently own title to the property which will benefit from the expenditure of MEDC funds?:

Yes /  No

If no, does the Applicant have a contract pending to purchase the property?:  Yes /  No

If yes, what is the closing date of the purchase contract? Click or tap to enter a date.

Will the expenditure of MEDC funds result in the creation or retention of “primary jobs” as such term is defined in Section 501.002(12) of the Texas Local Government Code?:  Yes /  No

If yes, how many primary jobs will be created within the next 5 five years?: \_\_\_\_\_

If yes, how many primary jobs will be retained within the next 5 five years?: \_\_\_\_\_

If yes, which of the following types of facilities will the requested MEDC funds be used to help develop, retain or expand? (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> manufacturing and industrial | <input type="checkbox"/> military   |
| <input type="checkbox"/> distribution centers         | <input type="checkbox"/> regional or national corporate headquarters      |
| <input type="checkbox"/> research and development     | <input type="checkbox"/> small warehouse                                  |
| <input type="checkbox"/> recycling                    | <input type="checkbox"/> primary job training for use by higher education |

If the expenditure of MEDC funds will not result in the creation or retention of primary jobs, will such expenditure be used to construct public infrastructure necessary to promote or develop a new or expanding business?:  Yes /  No

If yes, which of the following types of infrastructure will the grant of MEDC funds be used to construct? (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> streets and roads         | <input type="checkbox"/> electric utilities                                 |
| <input type="checkbox"/> drainage                  | <input type="checkbox"/> Internet improvements                              |
| <input type="checkbox"/> rail spurs                | <input type="checkbox"/> gas utilities other related improvements:<br>_____ |
| <input type="checkbox"/> site improvements         |   |
| <input type="checkbox"/> water and sewer utilities |   |
| <input type="checkbox"/> telecommunications        |   |

If the expenditure of MEDC funds will not result in the creation or retention of primary jobs, will such expenditure result in Applicant’s hiring of additional full-time employees?:  Yes /  No

If yes, how may additional full-time employees will be hired within the next five years?: \_\_\_\_\_

If yes, will the facility benefit a property acquired for a project that has another primary purpose?  
Yes No

**Notice: In the event the Board determines that Applicant is eligible for a grant of MEDC funds, Applicant will be required to sign a performance agreement meeting the requirements of Section 501.158 of the Texas Local Government Code. The performance agreement is subject to the approval of both the MEDC Board and the Mansfield City Council. By signing this application, you acknowledge and represent that all the answers and information provided in this application are true and correct.**

**Applicant’s signature** \_\_\_\_\_ **Date** \_\_\_\_\_