



CITY OF HEARNE

Crossroads of Texas

ECONOMIC DEVELOPMENT

TYPE A - Hearne Economic Development Corp - HEDC
TYPE B - Hearne Community Development Corp - HCDC
306 W Third Street, Hearne, TX 77859
(979) 906-0521 hedctypeb@hotmail.com



BUSINESS ASSISTANCE INCENTIVE PROGRAM

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Introduction

Purpose

The **Business Assistance Incentive Program** is offered by **HEDC** and **HCDC** to promote the development and expansion of new and existing businesses **within the city limits of Hearne, Robertson County, Texas** to increase economic activity, employment, and stability. All incentive funding to businesses through this program will be made in accordance with the **Guidelines & Criteria** and **Terms & Requirements** contained within this packet.

Eligibility

- Any new business planning to locate **within the city limits** of Hearne, Texas shall be eligible to apply for this Program.
- Any business currently located **within the city limits** of Hearne, Texas shall be eligible to apply for this Program.
- All buildings and facilities located **within the city limits** of Hearne, Texas at the adoption of the Business Assistance Incentive Program shall be eligible to apply for this Program.

Availability

Incentives are awarded based on a fiscal year beginning October 1st of each year. Applications are reviewed on a first-come-first-serve basis. Preference will be given to projects that retain existing jobs and/or create new jobs. In an effort to assist as many applicants as possible with the limited program funds available, HEDC/HCDC cannot guarantee that all submitted applications will be funded in any fiscal year.

Guidelines & Criteria

Guidelines

- Incentives will be awarded based on:
 - Proposed capital investment including amount to be spent using local contractors,
 - Number of permanent full and part-time jobs to be added,
 - Projected increase in local sales tax revenues, and
 - Need for incentive funds to enable the project to move forward.
- Applicant must show proof of ownership of the subject facility shown on the application for which incentive funds are being requested.
- The owner of a business to be operated within a leased facility shall provide a copy of a lease agreement for the term of the Performance Agreement.
- All incentives are reimbursement incentives. Incentives must be used exactly as authorized by HEDC/HCDC and will only be funded after completion of the project in accordance with all requirements as stated in the Performance Agreement and verified by HEDC/HCDC, and after the applicant submits to HEDC/HCDC proof of paid receipts for all applicable labor and materials. Five (5) photos of the completed work taken at different angles shall be required.
- The improvements, as presented in the application, must be completed in their entirety. Failure to complete all of the stated improvements shall render the applicant ineligible to receive incentive funding.
- The applicant shall be obligated to make the improvements in accordance with the application submitted and approved by the HEDC/HCDC Board of Directors. Thereafter, any modifications must first receive the written approval of the HEDC/HCDC Board of Directors. Failure to obtain such written approval prior to making any such modifications shall render the applicant ineligible to receive incentive funding.
- The applicant shall be responsible for obtaining all applicable permits related to the improvement project. Copies of all permits related to the improvement project shall be submitted before consideration for funding approval by HEDC/HCDC Board of Directors.
- The applicant shall not begin any requested reimbursable improvements prior to receiving written approval of Incentive funding from HEDC/HCDC.
- Upon approval of a Business Assistance Incentive Program application, and during the construction of the improvements, representative(s) of HEDC/HCDC shall have the right, at reasonable times, to have access to and inspect the work in progress.
- The Applicant must complete the improvement project within the timeframe as stated in the Performance Agreement approved for the Incentive award from HEDC/HCDC. Failure to complete the improvements within the required time period shall result in the loss of Incentive funds

Guidelines (continued)

- The Applicant must agree that a business establishment will be open for business and in operation as defined within the Performance Agreement from HEDC/HCDC. Failure to open the business establishment in accordance with the terms of the Performance Agreement shall be considered a default and Applicant may be required to reimburse HEDC/HCDC one hundred percent (100%) of the Incentive amount received.
- Approval of all applications shall be with the understanding and agreement that, in the event the business (applicant) fails to remain open as defined in the Performance Agreement or the business or property is sold or transferred anytime from the date the application is approved up to thirty-six (36) months after the funding of the Incentive, the Applicant shall be considered in default of its obligations, and shall be required to reimburse HEDC/HCDC the Incentive funds received, in accordance with the requirements set forth in the Performance Agreement.
- The applicant must agree that, in the event of default of its obligations, HEDC/HCDC has the right to reimbursement for all attorney's fees and costs, which may be incurred as a result of any legal action required to seek reimbursement of all incentive funding received by applicant.
- Applicants must certify that it does not employ nor will it employ any undocumented worker(s) (an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United States or authorized under law to be employed in that manner in the United States). Applicant must agree that if, after receiving Incentive funds, it is convicted of a violation under 8 U.S.C. Section 1324a(f), Applicant shall repay the amount of the Incentive funds with interest, at the rate of twelve percent (12%) per annum, within one hundred twenty (120) days after HEDC/HCDC notifies Applicant of the violation. HEDC/HCDC shall have the authority to bring a civil action to recover any amounts which Applicant must repay HEDC/HCDC under this provision, and in such action may recover court costs and reasonable attorney's fees.
- The obligations of Applicant and HEDC/HCDC will be set forth in a Performance Agreement signed by the business owner(s) on behalf of the business and personally, the landlord (if applicable), and HEDC/HCDC. HEDC/HCDC will be granted a right to file a lien on the property being improved in the event of default by the Applicant and/or landlord on any payment obligations under the terms of the Performance Agreement.

Procedural Steps

All new and existing businesses within the city limits of Hearne, Robertson County, Texas interested in applying for the City of Hearne Economic Development **Business Assistance Incentive Program** are required to:

1. Submit a letter of intent to include a brief overview of the proposed project and amount of funding requested.
2. Applicant must attend a pre-application meeting with two members of the HEDC/HCDC Board of Directors to discuss the application process as well as the viability of the proposed project and funding.
3. Submit a formal application and required documentation electronically to hedctypeb@hotmail.com. The application form can be found within this packet. This packet and application form are available electronically upon request.
4. Applicant must attend the HEDC-HCDC regular monthly Board meeting where the Applicant's application is listed on the agenda for consideration. If the Applicant fails to attend this HEDC-HCDC Board meeting without first notifying the HEDC/HCDC Boards of a scheduling conflict in advance, the Board(s) may rescind the application with or without prejudice or table the application for consideration at its next regular meeting. Should an applicant's application for funding be tabled and the Applicant fails to appear at the next regular Board of Directors meeting, the application will be denied and ineligible for funding.
5. The HEDC/HCDC Board of Directors shall have the prerogative of granting or denying tentative approval of funding the application for a project. Granting tentative approval does not bind HEDC/HCDC Board of Directors in any way and is not a guarantee that the application will receive final approval. A public notice listing the tentative approval of the application on the HEDC/HCDC's monthly agenda will be posted on the entrance doors at the Hearne Public Safety Building located at 306 W Third Street in Hearne, Texas, seventy-two (72) hours prior to the 2nd Tuesday of each month.
6. The Public has the right to petition the City of Hearne to require an election on any project funded by the Business Assistance Incentive Program. In the event a petition bearing the signatures of at least 10% of the registered voters in the city of Hearne is brought to City Hall before or on the 60th day of the waiting period, an election may be required. The results of an election take precedence over any other action by the Hearne City Council and HEDC/HCDC.
7. There is a 60-day waiting period required by law and there are no provisions in law that allows the 60-day waiting period to be shortened. The 60-day waiting period begins on the posting date of the public notice defined in paragraph 5 above.
8. During the 60-day waiting period, the Hearne City Council will be advised of the Applicant's application process. If the requested amount of funding of any project is greater than ten thousand dollars (\$10,000.00), the Hearne City Council must pass two (2) separate resolutions before approval of the project's funding is complete.
9. Action by the Hearne City Council is the final step in the application funding process and shall have the prerogative of approving or denying the funding request.

Application General Information

Applications submitted **and** pre-application meetings with HEDC/HCDC Board of Directors beginning on the second Wednesday of each month and through the first Tuesday of the following month shall be considered at the next regular HEDC/HCDC Board of Directors meeting.

- HEDC Board of Directors meet at 4:00pm on the second Tuesday of each month in the Hearne Public Safety Building Council Chambers located at 306 W Third Street, Hearne, TX 77859.
- HCDC Board of Directors meet at 6:00pm on the second Tuesday of each month in the Hearne Public Safety Building Council Chambers located at 306 W Third Street, Hearne, TX 77859.

Business Assistance Incentive Program packets are available at the HEDC/HCDC offices located in the Hearne Public Safety Building at 306 W Third Street, Hearne, TX 77859. The packet contains all the information and forms needed to file a formal application. This packet is available electronically upon request.

Incentive funds will not be eligible for any project that has initiated any work **prior** to submission of the formal application, pre-application meeting, and notice of approval of Incentive award by HEDC/HCDC Board of Directors.

Zoning for the project property must be commercial. No incentives will be awarded for residential structures.

Applicant is solely responsible for obtaining any necessary and appropriate City of Hearne permits, including payment of any required fees.

Applicant will provide preliminary design details upon request by HEDC/HCDC Board of Directors.

Applicants must be willing to work within the established **Business Assistance Incentive Program** Guidelines and Criteria, set forth in the application and program packet documents.

Approval General Information

All applications must be approved by a majority vote of the HEDC/HCDC Board of Directors and the Hearne City Council.

All applicants shall be notified in writing of the HEDC/HCDC Board of Directors decision to approve or deny the application.

The HEDC/HCDC Board of Directors may award incentive funds to an applicant, with certain provisions, conditions, or other requirements the HEDC/HCDC Board of Directors deems necessary or appropriate.

The HEDC/HCDC Board of Directors shall only approve funding of applications which are consistent with the Development Corporation Act, chapters 501 to 505 of the Texas Local Government Code.

Approval - Performance Agreement

Upon written notification of Incentive Award to Applicant by the HEDC/HCDC Board of Directors, the obligations of Applicant and HEDC/HCDC will be set forth in a **Performance Agreement** signed by the business owner(s) on behalf of the business and personally, the landlord (if applicable), and HEDC/HCDC. **HEDC/HCDC will be granted a right to file a lien on the property being improved in the event of default by the Applicant and landlord on any payment obligations under the terms of the Performance Agreement.**

Funding

- A. Applicant will have ninety (90) days from the completion of the project to submit required documentation for final reimbursement.
- B. Upon notification to HEDC/HCDC by the Applicant that the project has been completed, an inspection by HEDC/HCDC representative(s) shall be made to confirm that such project has been completed in accordance with the application and/or any approved modifications thereto. Such notification shall include, but not be limited to, documentation of paid receipts for materials, labor, permits, inspection reports, copy(s) of cancelled checks, credit card statements, photos or any item that HEDC/HCDC may deem necessary for determining the project's completion.
- C. If a determination is made by HEDC/HCDC representative(s) that the project has not been completed in accordance with the application and/or any approved modifications thereof, the HEDC/HCDC Board of Directors President(s) shall issue a letter to the Applicant indicating all areas of non-compliance within thirty (30) days following the inspection. The Applicant shall then have sixty (60) days, from the date of the President(s) letter, to make the modifications necessary to bring the project into compliance. Failure to complete such modifications within said 60-day period shall be deemed a default of Applicants obligations under the Performance Agreement.
- D. Within thirty (30) days following the inspection required in paragraph (B) above, and the confirmation of completion of the project in accordance with the application and/or any approved modifications thereto, **and** documents of paid receipts and any other item that HEDC/HCDC may have requested have been received, funding authorization will be processed.
- E. HEDC/HCDC has budgeted a set amount of funding per fiscal year to fund the **BUSINESS ASSISTANCE INCENTIVE PROGRAM**. Applications received after the available funding has been exhausted may be considered the following fiscal year. HEDC/HCDC Board of Directors retains sole discretion to accept or reject applications received after the available funding has been exhausted.
- F. All funding and default requirements written in the Performance Agreement take precedence for all Applicants who receive any funding from the **BUSINESS ASSISTANCE INCENTIVE PROGRAM**.

ACKNOWLEDGMENT OF RECEIPT OF GUIDELINES AND CRITERIA

I have received the Guidelines and Criteria associated with the **HEDC/HCDC BUSINESS ASSISTANCE INCENTIVE PROGRAM**. I (WE), the undersigned APPLICANT(S), acknowledge and agree to abide by and be subject to the terms and conditions of the Business Assistance Incentive Program as described herein.

Applicant Name: _____

Signature: _____

Date: _____

Please note:

The HEDC/HCDC shall deliver a copy of these guidelines to any applicant for his/her review and the delivery hereof does not constitute an offer of a Business Assistance Incentive award to the applicant. The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Business Assistance Incentive Program and venue for any lawsuit or other proceeding involving this program shall be in Robertson County, Texas. If any provisions of this Business Assistance Incentive Program are held to be invalid or unenforceable, the validity and enforcement of the remaining provisions shall not be affected thereby.

Please return this page to HEDC/HCDC at the completion of your pre-application meeting.

Terms & Requirements

Definitions

Claw back: A provision in a performance agreement which states how and to what extent any incentive payment from public funds must be repaid if the stated Performance Standards are not met.

Growth Target: Businesses that contribute significantly to the City of Hearne's overall economic growth potential and planning, also referred to as fully utilized, productive or contributing for approved projects.

HCDC: Hearne Community Development Corporation **TYPE B**

HEDC: Hearne Economic Development Corporation **TYPE A**

Performance Agreement: A written document designated to protect local taxpayer's interest by submitting a requesting entity's commitments in writing. The agreement links the payment of the incentive to the requesting entity fulfilling its written commitments and required progress reporting.

Performance Agreement Metrics (Include but not limited to the following):

- Capital investment minimum;
- Estimated sales tax performance over a period;
- Estimated average salary over a period;
- Estimated number of full time, part time, and/or total jobs over a period;
- Employee training / defined certifications;
- Estimated total revenue over a period;
- Open for business over a period and/or
- Performance reporting.

Project: Any use of HEDC/HCDC funds authorized by the Development Corporation Act, chapters 501- 505 of the Texas Local Government Code and compatible with the policies established by the HEDC/HCDC Board of Directors and the Hearne City Council. It may be considered a Project after being approved by the HEDC/HCDC Board of Directors and the Hearne City Council. **Eligible projects for the creation and/or retention of primary jobs and community development (Include but not limited to the following):**

- Facilitate manufacturing and industrial activity;
- Research and development facilities, recycling facilities, distribution centers, small warehouse facilities, and regional or national corporate headquarters;
- Professional or amateur sports/athletic facilities, entertainment facilities, tourism facilities;
- Convention facilities, public park purposes, including stadiums, ballparks, auditoriums, amphitheaters, concert halls, open space improvements, museums, exhibition facilities;
- Retail, restaurant, job training facilities.

Service: Business, which is open to the public, but does not collect sales tax for the service or retail.

Process

How it works

Review the incentive program details; complete the pre-application meeting with two members of HEDC/HCDC Board of Directors. Complete the application and provide all required supporting documentation.

HEDC/HCDC Board Review

Completed applications will be reviewed at the next scheduled monthly HEDC/HCDC Board meeting. Incentive amounts are based on the overall contribution to the economic growth plan of the City of Hearne. The Boards will then have two (2) weeks from the meeting date to notify the applicant of the decision and make recommendations and/or comments for changes, alterations, or adjustments to the proposed project.

Performance Agreement

The Performance Agreement is a contract between the applicant and HEDC/HCDC. It will need to be signed, notarized and returned to the HEDC/HCDC office within fifteen (15) days of the Performance Agreement's date. The Performance Agreement will have all the terms, requirements, and detailed expectations of the project, including reimbursement schedules.

Project Work Begins

If approved, the applicant shall provide architectural and engineered plans if requested, obtain the appropriate permits and inspections, and complete approved work in the proposed project.

If new construction or expansion construction project, the funds are used in this order: First, architect plans and civil engineer site plan can reimburse once reviewed by the city engineer and two (2) members of HEDC/HCDC Board of Directors and approved by the Hearne City Council and HEDC/HCDC Board of Directors. If the applicant already has these plans, the funds can be used for other uses only after the city engineer and the Presidents of HEDC/HCDC Board of Directors reviews the site and construction plans and approves the submitted plans (not before). Then funds can be used for additional items. The applicant shall meet and maintain all city codes and ordinances before, during, and after project completion. Monthly progress reports shall be required.

Project Work Completed

All work, inspections, permits, required documentation and reports as described in the application, terms and requirements must be completed within the Performance Agreement scheduled timeline. If the Performance Agreement is not fulfilled, awarded incentives will be forfeited and/or the claw backs will be implemented.

Incentives

Incentives will be awarded based on:

- Proposed capital investment including amount to be spent using local contractors,
- Number of permanent full and part-time jobs to be retained and/or added,
- Projected increase in local sales tax revenues,
- Proposed project's overall contribution to the economic growth of the City of Hearne, and
- Need for incentive funds to enable the project to move forward.

Awarded incentives are the final decision of the Hearne City Council. Awards are available according to the HEDC/HCDC fiscal year budget.

- Awards are eligible for Type A/B projects which meet the city of Hearne's ordinances for a business with a physical address within the Hearne city limits.
- Awards are accompanied by a Performance Agreement.
- Any false or misleading information on an application will disqualify the application.
- Awards will not be considered for work that has already been initiated.
- Awards will not be considered for any work completed by self or representative of the business. All work must be completed by licensed and registered professionals.
- The applicant, business and/or property owner must not be in any litigation, in violation of city ordinances, owe Federal/State or local taxes or outstanding debt to the city of Hearne within the twelve (12) months preceding the application submittal. Any active liens or legal proceedings filed that would affect the property or business for which the incentive is intended, must be declared at any time of the application or the agreement will disqualify the business/property from the incentive, forfeiting any funds for consideration or awarded.
- Under no circumstance will an applicant be paid in advance.
- All incentive funding must be used exactly as stated in the Performance Agreement.
- HEDC/HCDC Board of Directors, at its discretion, may offer tangible property or services in lieu of a cash incentive.

Application

- The application may come from the property owner or the business owner. If the application comes from the business owner, the business owner shall provide a notarized letter from the property owner supporting the application and agreeing to the terms and requirements.
- The business owner shall provide a lease or other documentation showing the term of the lease.
- All required city permits shall be obtained prior to work starting and all final inspections must be passed, and copies provided.
- The Applicant and/or Property Owner shall agree to have a sign/banner acknowledging the HEDC/HCDC Business Assistance Incentive Program placed on their premises during and up to thirty (30) days after completing the project.
- A letter shall be sent to Applicant of denial or approval. If approved, the letter will be the Performance Agreement specifying details of the project, design, and terms and requirements that were approved for funding.
- All appeals to the denial of the application will go before Hearne City Council in writing within thirty (30) days of the denial notification letter's date.
- Hearne City Council decisions on all appeals will be final.
- Work shall be started by the required start date specified in the Performance Agreement.
- Work must be completed by any due dates specified in the Performance Agreement.
- The Applicant shall notify the HEDC/HCDC Boards in writing, prior to any work completed, if any changes are made. The Boards reserve the right to reconsider the application status on the changes.
- If the Applicant is unable to meet the due dates specified in the Performance Agreement, the Applicant may submit a written request for an extension to the start date or completion date, provided the extension request is made at least five (5) days PRIOR to the original due dates specified in the agreement.
- The HEDC/HCDC Board of Directors shall not be obligated to allow extensions but may do so for a good cause determined solely by the Boards. If granted, the extension shall be for the term and the conditions specified exclusively by the Boards. If all the conditions for the extension are not met, all awarded incentives will be forfeited in full.
- An extension denial cannot be appealed and the denial decision by the HEDC/HCDC Board of Directors shall be final.

Documentation - Part 1

The following documents must be attached with the application:

- Summary of the business plan, including the proposed site, hours of operation and the estimated number of current jobs and additional jobs created,
- Projected employment, including permanent full-time, permanent part-time, and average wage,
- Projected project timeline,
- Amount of funds or assistance requested,
- Detailed budget including what the requested funds will be used for,
- Projected three (3) years annual sales and local sales tax paid annually,
- Three (3) years of annual financials in current businesses name to include the most current annual or semi-annual financial report (statement) showing profit and loss, net worth and status of Applicant's capital account **or if a new business**, Applicant's personal financials including the last three (3) monthly bank statements and last three (3) years of tax returns,
- Letter of commitment from the financial institution or proof for primary financing and construction budget or renovations,
- Projected economic impact based on tangible and reasonable projections, and
- Plans for funding maintenance and operations at the proposed site/project.
- Estimated cost of construction and/or renovations with at least three (3) detailed bids or estimates from qualified contractors. (A qualified contractor is a contractor that is currently licensed in their field.)
- Photographs - five (5) before project pictures taken from different viewpoints reflecting the present form and condition of the property/building,
- Elevation drawings illustrating proposed changes and/or alterations (including placement of signs),
- Site plan (to scale) illustrating current structure and proposed changes with property lines and dimensions, easements, and setback lines clearly indicated, and
- Detailed drawings and plans of the building that will indicate all proposed work (including any structural work or repair, paint color, awnings, signage, etc.).

Documentation - Part 2 (If applicable)

If Applicant is not the property owner, Applicant must submit a copy of a lease agreement attached to this page. This page must be signed by the property owner and notarized.

By signing and submitting an application for an incentive request, the applicant, business, and property owner fully understand, accept the terms and requirements as included in the HEDC/HCDC application, HEDC/HCDC terms and requirements, and the City of Hearne ordinances. The HEDC/HCDC Board reserves the right to review, accept or reject all applications. Awards are based on fulfilling a Performance Agreement and limited to available funds in a fiscal year.

Property Owner Signature _____ Date _____

Property Owner Name printed _____

Signature _____ Date _____

(Applicant)

Given under my hand and seal of office this _____ day of _____, _____

(Notary Seal)

Notary Public, State of Texas

Commission expire date _____

Please return this page and document with completed application to:

Hearne Economic & Community Development
306 W Third Street (hand deliver)
Hearne, Texas 77859
Phone 979-906-0521
Email: hedctypeb@hotmail.com

Business Assistance Incentive Pre-Application

The information contained in the following pages of this application is confidential between the applicant and HEDC/HCDC; thus, in the event this application is rejected, the City of Hearne, HEDC, and HCDC shall not keep a copy thereof for any reason. If the request is granted, this application and all related documents will be filed at Hearne City Hall and available for public inspection.

I acknowledge that HEDC/HCDC may or may not grant any application or request hereunder purely as a matter of discretion, that there is no legal right to rely on any previous actions taken in same or similar applications or in previous actions taken on another application concerning the same or similar property.

Applicant **MUST** attach supporting documents or extra pages when the space provided for a response is inadequate, or the applicant desires to provide additional information.

Applicant Name _____

Address _____ City _____ State _____ Zip _____

Telephone (Work) _____ (Home/Cell) _____

Amount of Assistance requested: \$_____.

Please attach a “Letter of Intent” to this page to schedule your pre-application meeting.

Please return this page and “Letter of Intent” to:

Hearne Economic & Community Development

306 W Third Street (hand deliver)

Hearne, Texas 77859

Phone 979-906-0521

Email: hedctypeb@hotmail.com

Business Assistance Incentive Application

The information contained in the following pages of this application is confidential between the applicant and HEDC/HCDC; thus, in the event this application is rejected, the City of Hearne, HEDC, and HCDC shall not keep a copy thereof for any reason. If the request is granted, this application and all related documents will be filed at Hearne City Hall and available for public inspection.

I acknowledge that HEDC/HCDC may or may not grant any application or request hereunder purely as a matter of discretion, that there is no legal right to rely on any previous actions taken in same or similar applications or in previous actions taken on another application concerning the same or similar property.

Applicant MUST attach supporting documents or extra pages when the space provided for a response is inadequate, or the applicant desires to provide additional information.

Applicant Name _____

Address _____ City _____ State _____ Zip _____

Telephone (Work) _____ (Home/Cell) _____

Please return this application to:
Hearne Economic & Community Development
306 W Third Street (hand deliver)
Hearne, Texas 77859
Phone 979-906-0521
Email: hedctypeb@hotmail.com

City of Hearne Economic & Community Development Business Assistance Incentive Application

2025

CERTIFICATION OF APPLICATION – APPLICANT BUSINESS

Authorized Business Representative (Applicant)

First Name:	Last Name:	Title:
Organization Name:	Doing Business As (DBA):	
Street Address:	Mailing Address:	
City:	State:	Zip:
Phone Number: (xxx) xxx -xxxx	Cell Number: (xxx) xxx -xxxx	
Email:	Website:	
Background Check Information		
Driver License Number:	State:	Social Security Number:
Last Previous Street Address:		
City:	State:	
Zip:	County:	
Previous States Resided in last 3 years:		

Authorized Consultant Representative *Enter "N/A" if not applicable.*

The following consultant is authorized to provide and obtain information related to this application.

First Name:	Last name:	Phone #:
Email:	Company:	

To the best of my knowledge and belief, the information contained in this City of Hearne Economic & Community Development Corporation (HEDC/HCDC) Business Assistance Incentive Application is true and correct, as evidenced by my signature below. I further certify that the business entity is in good standing under the laws of the state in which the entity was organized and that no delinquent taxes are owed to any taxing entity. I authorize the HEDC/HCDC to complete background and credit checks. Should this project be approved, the HEDC/HCDC requires (in addition to the application), a Performance Agreement between the HEDC/HCDC and the recipient of incentives. The Performance Agreement will outline project costs, timelines, and other information as may be necessary to carry out the project in an efficient manner and will include any claw back or forfeit provisions. Application approval by the HEDC/HCDC Board is required prior to the start of any of the project work. Incentives are awarded as budgeted funds are available and in compliance with State Economic Development Corporations rules. By signing below, the applicant, current business property owner(s) understand and agree to the terms and requirements listed in the application as well as any supporting documentation provided.

Signature _____ Date _____
(Applicant)

Given under my hand and seal of office this ____ day of _____, ____.

Notary Public, State of Texas

(Notary Seal)

Commission expire date _____

City of Hearne Economic & Community Development Business Assistance Incentive Application

2025

BUSINESS APPLICANT INFORMATION

Is the Applicant registered with the Texas Secretary of State to do business in Texas? (If "No", enter N/A for this section)

List exact legal name registered in Texas:

Street Address:

City:

State:

Zip:

Texas Secretary of State File Number or Texas Taxpayer Number:

(Enter "N/A" if not registered for a number)

This 11-digit number is issued to an individual/entity by the Texas Comptroller of Public Accounts.

Employer Identification # (EIN):

(Enter "N/A" if you are self-employed and do not have employees)

The Employer Identification Number (EIN), also known as the Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number, is a unique 9-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purposes of identification.

Business Credit Rating:

Business Credit Rating Source:

NAICS Code:

Service/Product Produced:

<https://www.census.gov/eos/www/naics/>

Structure of Applicant (private, public, LLP, LLC):

Years in business:

Employees:

Most recent annual net income \$:

Most recent annual sales \$:

CEO/ President Name:

Evidence of good standing under the laws of the state in which the business was formed or organized is required.

Attach a Certificate of Status issued by the Texas Secretary of State, or the equivalent document issued by the state official having custody of the records pertaining to entities formed under the laws of that state.

N/A if not applicable _____

Note: To search an entity's Franchise Tax Account Status, visit the website of the Texas Comptroller of Public Accounts (CPA) at <https://ourcpa.cpa.state.tx.us/coa/Index.html>. To resolve any issues regarding a company's status with the Texas CPA, contact the CPA's Franchise Tax Division at (512) 463-4402.

Attached Certificate of Formation: ☐ Yes ☐ No State of Incorporation _____ N/A if not incorporated: _____

Attach By-laws and/or Operating Agreement

Disclose and attach an explanation of any tax-related forfeiture. N/A if not applicable _____

List any person or entity that has at least 5% ownership in the Applicant Company (Enter N/A if does not apply):

Name	Percent Ownership

PROJECT SUMMARY

Enter N/A if any of the fields below do not apply

Construction Begin Date:	Construction Complete Date:
Fully Operational Date:	Purchase Machinery & Equipment Date:
Hiring New Employees Begin Date:	
Physical location of proposed site (address or intersection):	
Primary Contractor Name:	
Contractor Address:	Contractor Phone Number:

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Attach a list of permits and inspections and related fees:

- Any local, state, or federal permits that will be, or have been acquired, including the corresponding fees paid, issuing agency and the expected date of receipt, enter N/A if not applicable_____
- Any local, state, or federal surveys or inspections that will be, or have been acquired, including the corresponding fees paid, issuing agency and the expected date of receipt, enter N/A if not applicable_____

COMPANY FINANCIAL DATA

Enter N/A if any of the fields below do not apply

Committed Funding

Project is fully funded, or financing is secured ☐ Yes ☐ No

Attach detailed funding plan - Proof of committed funding may be required

Business Participation \$:	Financial Institution(s) \$:
State Participation \$:	Business Assistance Incentive Program\$:_____ Source: HEARNE EDC
Federal Participation \$:	Total \$:

Attach three consecutive years of financial data in the form of audited financial statements containing, at a minimum, the following categories:

Current assets	Inventories	Total Assets
Current Liabilities	Total Liabilities	Total Equity
Net Income	Revenue	Cost of Goods Sold / Sales
Current Accounts Receivable		

Note: Audited financial statements are required from the Applicant Business. If financial statements are provided from the parent entity or individual, the parent or individual will be required to guarantee any economic development grant contract with the HEDC/HCDC, should one result from this application. If this is a startup company, the applicant must provide a feasible business plan and three consecutive years of personal tax returns.

CAPITAL INVESTMENT, JOB CREATION & INVESTMENT SCHEDULE

Enter N/A if any of the fields below do not apply

Projected Capital Investment consists of the items that the Company may capture as a capital investment on its financial reports, and includes, but is not limited to fixed assets, real property, and business personal property. Operational lease payments do not qualify as capital investment. Improvements made by landlords or investments made by developers do not qualify as capital investment. Local incentives, including land or building donations, should not be included as capital investment by the applicant.

Will the Applicant Company own the facility? ☐ Yes ☐ No If No, attach lease or relationship agreement

Summary of Capital Investment

Land \$:	Building(s) \$:	Machinery & Equipment \$:	Working Capital \$:
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Expected New Jobs Created

Total new and/or retained full time:	Total new and/or retained part time:	Total new and/or retained temp:
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Estimated annual average wage of new and/or retained jobs created \$_____

Excludes benefits or bonuses

A breakdown of the types of new and/or full-time jobs to be created by classification, title, and the salary may be requested. Any type of third-party employee, such as contract workers or temp-to-hire employees, will not qualify as created jobs and should not be included in this job creation schedule. If an incentive is awarded, new and/or jobs and annual average wages must be maintained throughout the term of the contract. Quarterly reports are required.

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Year	Existing Jobs	New Jobs	Total Jobs	Land	Building(s)	Machinery & Equipment	Total Investment
2024							
2025							
2026							
2027							
2028							
2029							
2030							
2031							
2032							
2033							

CHECKLIST & REQUESTED ATTACHMENTS

City of Hearne Economic & Community Development Incentive Application Checklist	Check if Attached (Put N/A if not applicable)
Certification of application signed by Company (pg. 1)	
Evidence of good standing under the laws of the state in which the business was formed or organized. Certificate of Status, if formed in Texas.	
Certificate of Formation	
By-laws and/or Operating Agreement	
Explanation or disclosure of tax-related forfeitures	
List of permit, survey and inspection fees	
Funding plan details	
Three years of audited financial statements for applicant company or business plan and three years or personal tax returns	
Location lease or relationship agreement	
*Committed sources of funding	
*Breakdown of job creation	
*Other requested documentation	

“*” Indicates additional documents required

SUBMISSION INSTRUCTIONS

The application may be submitted in one of the following ways:

Email: hedctypeb@hotmail.com	
Mail:	Drop off:
City of Hearne Public Safety Building	City of Hearne Public Safety Building
Economic & Community Development	306 West Third Street
306 West Third Street	Hearne, TX 77859
Hearne, TX 77859	Phone: (979) 906-0521

OWNER’S/APPLICANT’S AGREEMENT:

I have met with a HEDC/HCDC representative and I acknowledge that I have received, reviewed and fully understand the guidelines, criteria, standards, rules and procedures established by HEDC/HCDC for the Business Assistance Incentive Program. I ask that my request to be considered for incentive funds and agree to abide by the HEDC/HCDC Business Assistance Incentive Program guidelines, criteria, standards, rules and procedures as binding and contractual in nature, in the event that my proposed project is funded by the HEDC/HCDC Business Assistance Incentive Program.

I understand that, if I am awarded a Business Assistance Incentive by HEDC/HCDC any deviation from the project detail approved by the board and/or deviation from this agreement will result in the withdrawal of the final approval for the incentive award and loss of incentive award funds for my proposed project.

All owner(s)/representative(s) who are signatories to the application affirm and represent that neither they, nor any representative or contractor associated with the project whom will participate in the project on behalf of the owner, have any common law or statutory conflict of interest with respect to this incentive and/or the resulting funding that may be provided by HEDC/HCDC.

Signed _____ Date _____

Owner/Applicant

Signed _____ Date _____

Co-Owner/Co Applicant/Owner Representative

Signed _____ Date _____

HEDC Board of Directors President

Signed _____ Date _____

HCDC Board of Directors President

Please return this application to:
Hearne Economic & Community Development
306 W Third Street (hand deliver)
Hearne, Texas 77859
Phone 979-906-0521
Email: hedctypeb@hotmail.com

NOTARY PAGE:

I hereby certify that I am the owner of the property or the majority owner of the corporation owning the property and further certify that the information provided on this Business Assistance Incentive Program Application is true and correct.

Owner/Applicant or Applicant's Agent Signature _____

State of Texas, county of _____

Before me, a Notary Public, on this day personally appeared _____
(Print Owner/Applicant or Applicant's Agent Name)

The above signed, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

Subscribed and sworn to before me, this the _____ day of _____, 20____

Notary Signature

Notary Seal