



# MCKINLEY COUNTY, NEW MEXICO

REQUEST FOR

# ECONOMIC DEVELOPMENT INCENTIVES

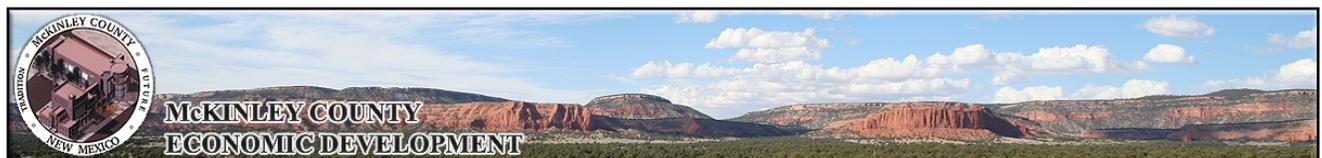
207 West Hill Street Gallup, NM 87301

Questions may be directed to the Smart Growth Commission, via:

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# ECONOMIC DEVELOPMENT INCENTIVE OPPORTUNITIES

The McKinley County has resources available to assist businesses wishing to relocate or expand in McKinley County. The County has adopted a local economic development act (LEDA) ordinance, which allows us to engage in economic development activities without violating the State of New Mexico's anti-donation clause. The County works through the Smart Growth Commission, to qualify applicants and to negotiate agreements that allow businesses to take advantage of these resources.

## INCENTIVE OPPORTUNITIES INCLUDE:

Lease of County-owned properties	Industrial parks
Property tax abatements	Access to loan funds and State tax credits
Industrial revenue bonds	Job training funds
Infrastructure improvement	Customized incentives including LEDA

## ARE YOU ELIGIBLE ?

Any existing or proposed corporation, limited liability company, partnership, joint venture, syndicate, association or other person is eligible provided that it meets one or more of the following criteria:

- A. an industry for the manufacturing, processing, or assembling of any agricultural or manufactured products;
- B. a commercial enterprise for storing, warehousing, distributing, or selling products of agriculture, mining or industry, but, other than provided in Paragraph (D) of this subsection, not including any enterprise for sale of goods or commodities at retail or for the distribution to the public of electricity, gas, water, or telephone or other services commonly classified as public utilities;
- C. a business in which all or part of the activities of the business involves the supplying of services to the general public or to governmental agencies or to a specific industry or customer, but, other than provided in Paragraph (D) of this subsection, not including businesses primarily engaged in the sale of goods or commodities at retail;
- D. a telecommunications sales enterprise that makes the majority of its sales to persons outside of New Mexico.

## WHAT'S THE APPLICATION PROCESS ?

Our process for awarding economic development incentives is governed by the County's Economic Development Plan Ordinance (County LEDA Ordinance No. JAN 07 2008). The basic steps in the process are as follows:

1. Smart Growth Commission staff will meet with you to determine whether or not you are eligible for incentives offered through the County. We will then discuss your specific needs and see how the County and/or Smart Growth Commission can best assist you. Together, we will come up with a preliminary plan of action.
2. You submit a formal application for incentives by the providing the information requested in this packet to the Smart Growth Commission Office. Smart Growth Commission staff will review the information you supply in order to qualify you as a viable business partner, and to determine the economic benefits of your business to the community. All of the information requested is *required by law* before any economic development incentives can be provided.

3. Once your application is complete, Smart Growth Commission staff will negotiate with you regarding the specific incentives to be provided. The amount and type of incentives offered will correlate directly to the positive economic impact that your project will have on the community.
4. Smart Growth Commission staff will draw up a formal Project Participation Agreement, outlining the exact responsibilities of each party, and forward it to the Smart Growth Commission for acceptance. The Smart Growth Commission will then forward its recommendation to the McKinley County Board of Commissioners, along with minutes of the Smart Growth Commission meeting and any other pertinent background information.
5. The McKinley County Board of Commissioners will make a final determination on the Project Participation Agreement at a public hearing.

# REQUEST FOR ECONOMIC DEVELOPMENT INCENTIVES MCKINLEY COUNTY, NEW MEXICO

## WHO ARE YOU ?

Legal name	
Trade name (d.b.a)	
Address	
City, State, ZIP	
Phone #	
Fax #	
Primary contact person	
Federal Tax ID #	
NM State Tax. and Rev. #	
City Business License #	

This business is organized as a:

- C- Corporation     
  S-Corporation     
  LLC     
  Partnership     
  Proprietorship

Principal(s)	Title(s)	Address(es)

Please **attach** copies of:

- Incorporation papers
- By-laws
- Resumes of all principals (owners, partners, directors or officers).

## WHAT DO YOU PROPOSE TO DO?

Please provide a brief summary of the project you are undertaking, including description, purpose, timeframe, and total costs. Attach any relevant information or documentation.

## WHAT DO YOU WANT FROM THE COUNTY?

What specific incentives are you asking the County to provide (e.g., parcel of land, building lease, waiver of fees, industrial revenue bonds)?

## WHAT IS YOUR FINANCIAL HISTORY ?

- Yes    No      Has the business or any of its officers ever been involved in a bankruptcy?
- Yes    No      Has the business or any of its officers ever defaulted on any loans or other financial obligations?
- Yes    No      Does the business or any of its officers have any loans or other financial obligations on which payments are not current?

If you answered yes to any of the above questions, please **attach** a brief explanation.

Please **attach** copies of:

- Financial statements for the past three years (income statements and balance sheets)
- Projected income and cash flow statements for at least three years
- Completed credit check authorization

## HOW WILL YOU FUND YOUR PROJECT ?

Funding Type	Source	Amount
Equity Investment		
City Funding		
Bank Loans		
Other Loans		
Other Sources		
	<b>TOTAL</b>	

Please **attach** evidence of funding sources, such as letters of commitment or intent to fund.

## WHAT IS YOUR PLAN FOR THIS PROJECT ?

Please **attach** your business plan for the entity and/or the proposed project, to include:

- Executive summary
- Business description and history
- Product or service description
- Market analysis and strategy
- Summary of competition
- Operations plan
- Organizational chart
- Description of previously completed projects
- Resumes of key staff involved with this project

**Local Economic Development Act Ordinance Jan-7-2008 requirements for public funding – Section 8.2, which mandates that all applicants provide detailed information regarding the following:**

- Cost- Benefit Analysis. *All applicants for economic development projects requesting economic assistance from the County shall submit a cost benefit analysis. Preparing a cost benefit analysis shall be the responsibility of the applicant.*
- Water / Wastewater Plan. *A water usage plan that identifies:*
  - *The anticipated and estimated water usage for all production practices;*
  - *The water source for these premises;*
  - *The return or wastewater plan for what will happen after water is used, and*
  - *A list of the planned water conservation measures;*
- Facility Development Plan. *If a facility is being constructed or renovated, a facility development plan with proper specification that identifies:*
  - *The anticipated and estimated energy uses for all production measures;*
  - *The energy sources for these practices;*
  - *A list of the planned energy conservation measures or green building design features;*
  - *A list of the planned renewable energy sources and uses, and;*
  - *Identify if you are or plan to participate in the Leadership in Energy and Environmental Design (LEED) certification process.*

# HOW WILL YOUR PROJECT AFFECT THE LOCAL ECONOMY?

How many and what type of jobs will this project **create**?

		Number of Jobs Created			
Job Title or Type	Estimated Pay Scale	At Start-up	Beginning of Year 2	Beginning of Year 3	L / O
Total No. of Jobs Created					
Total Estimated Payroll					

Please indicate in the above chart which jobs will you:

- Fill locally (**L**).
- Fill by transfer from other facilities or recruit from outside the McKinley County area (**O**).

How many and what type of jobs will this project **retain or impact**?

		Number of Jobs Retained / Impacted		
Job Title or Type	Estimated Pay Scale	At Start-up	Beginning of Year 2	Beginning of Year 3
Total No. of Jobs Retained / Impacted				
Total Estimated Payroll				

What is the anticipated impact of this project on the local tax base?

What is the anticipated impact of this project on local school system?

**REQUEST FOR ECONOMIC DEVELOPMENT INCENTIVES  
AUTHORIZATION FOR CREDIT CHECK**

As part of our due diligence in processing your request for economic development incentives, McKinley County may elect to obtain credit reports in relation to you and your business and research your Dun and Bradstreet number.

I hereby authorize the McKinley County to obtain such personal or business credit reports.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Federal Tax ID #

Dun & Bradstreet (DUNS #) \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# REQUEST FOR ECONOMIC DEVELOPMENT INCENTIVES ADMINISTRATIVE HANDLING RECORD

Date received: \_\_\_\_\_ Date reviewed: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Review Item	Yes	No	Incompl.	N/A
Incorporation papers				
Bylaws				
Resumes of principals				
Financial statements (3 yrs)				
Pro-forma statements (3 yrs)				
Credit check authorization				
Credit check complete				
Evidence of funding				
Business plan				
Economic impact				
Cost-Benefit Analysis				
Water / Wastewater Plan				
Facility Development Plan				

Date presented to Smart Growth Commission: \_\_\_\_\_

Commission recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date presented to the Board of County Commissioners: \_\_\_\_\_

Action by the Board: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_