

# Silsbee Economic Development Corporation (SEDC) Procedure Statement

## **Eligibility**

**NEW BUSINESSES - Businesses not presently operating in Silsbee that are seeking assistance must be approved before business opening.** Payment of any award received will occur sixty (60) days after board commitment or when business is fully operational and the herein listed proper paperwork is received, whichever is **LATER**.

If you have any questions about any line item on the Cost Benefit Analysis (CBA) data sheets, you must ask for our help. Otherwise, we will assume that you understand the form and its content.

You must provide five (5) copies of the following proposal requirements (in order) prior to being considered for any incentive:

- \_\_\_ History and description of business (Business Plan if new business)
- \_\_\_ Total project cost summary
- \_\_\_ A statement as to how you plan to use awarded funds (ex. - infrastructure, building materials, land acquisition, bank guarantee); why you are requesting assistance, and a list of other sources of funds you are utilizing for the project (i.e. bank loan, equity, other grants).
- \_\_\_ Certified bids or costs estimated, Vendor quotes, and Sales contracts
- \_\_\_ 3 years' business projections
- \_\_\_ Last 2 years business financial statements
- \_\_\_ Last 2 years business and/or personal tax returns
- \_\_\_ Identifying Documents (i.e. corporation papers, sales tax permit, etc.)

Prior to SEDC issuing a check, you will be required to provide copies of proper documentation on initial expenditures that have been listed on CBA. Proper documentation is as follows: Receipts of all expenditures, Copy of Sales Tax permit and Copy of business structure documents (i.e. Articles of Inc., Partnership, etc.).

## **NORMAL PROVISIONS OF EDA AGREEMENTS**

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

SEDC requires at the anniversary of agreements the following documentation for jobs created/maintained: 1) All Texas Employment Commission's Employer's Quarterly Reports, 2) a roster of its employees (with total hours worked, positions 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. If your company does not meet the expenditures or employee levels as indicated on CBA, you understand your grant amount will be reduced.

**The company's representative that is authorized to enter into a binding agreement with the SEDC is:**

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

**Contact person for yearly documentation will be:**

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

**Mail yearly reminders to: \_\_\_\_\_ Address: \_\_\_\_\_**

*A signed copy of this procedure statement must accompany your CBA.*

**Cost-Benefit Analysis Data Sheets**

The following information is needed by the Silsbee Economic Development Corporation in order to calculate the public costs and benefits of your firm's planned location or expansion in our community. Please complete the requested information and fax these sheets to the SEDC at (409) 385-7033. If you have any questions concerning the requested information, please call (409) 385-9459.

Person completing these data sheets: \_\_\_\_\_

Title \_\_\_\_\_

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

\_\_\_\_\_

Phone number \_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**The Firm and Its Employees**

Name of firm: \_\_\_\_\_

Primary SIC: \_\_\_\_\_

Type of business: \_\_\_\_\_

The firm's taxable property will be located in the following taxing districts:

City \_\_\_\_\_

County \_\_\_\_\_

School District \_\_\_\_\_

Special taxing district, if any \_\_\_\_\_

Describe your firm's location or expansion in our community:

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

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For its new or expanded facility the firm will: Check one)

\_\_\_\_\_  
Occupy an existing facility, with no new construction

\_\_\_\_\_  
Enlarge an existing facility, with some new construction

\_\_\_\_\_  
Construct a new facility

Date or year that construction of the facility will begin

\_\_\_\_\_

Date or year that the facility will begin its new or expanded operations

\_\_\_\_\_

The firm's initial investment in:

Land	\$ _____
Buildings and other real property	
\$ _____	
Manufacturing or processing equipment	\$ _____
Furniture, fixtures and other equipment	\$ _____

Subsequent expansions or investments by the firm, if any:

	Land	Buildings and other real property	Manufacturing or processing equipment	Furniture, fixtures and other equipment
Year 2	\$ _____	\$ _____	\$ _____	\$ _____
Year 3	\$ _____	\$ _____	\$ _____	\$ _____
Year 4	\$ _____	\$ _____	\$ _____	\$ _____
Year 5	\$ _____	\$ _____	\$ _____	\$ _____
Year 6	\$ _____	\$ _____	\$ _____	\$ _____
Year 7	\$ _____	\$ _____	\$ _____	\$ _____
Year 8	\$ _____	\$ _____	\$ _____	\$ _____
Year 9	\$ _____	\$ _____	\$ _____	\$ _____
Year 10	\$ _____	\$ _____	\$ _____	\$ _____

Projected taxable inventories:

Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____
Year 6	\$ _____
Year 7	\$ _____
Year 8	\$ _____
Year 9	\$ _____
Year 10	\$ _____

Annual sales of the firm, if any, that will be subject to local sales taxes during the first year in the:

\$ _____	City
\$ _____	County

Average annual increase in these taxable sales over each of the next 10 years \_\_\_\_\_%

Annual purchases or operating expenses of the firm, during the first year, that will be subject to local sales taxes in the:

\$ _____	City
\$ _____	County

Average annual increase in the firm's local taxable purchase or operating expenses over each of the next 10 years \_\_\_\_\_%

Estimated monthly utility usage at the firm in the first year:

Water \$ \_\_\_\_\_  
 Wastewater \$ \_\_\_\_\_  
 Solid waste \$ \_\_\_\_\_  
 Electricity \$ \_\_\_\_\_  
 Natural gas \$ \_\_\_\_\_  
 Cable \$ \_\_\_\_\_

Percent of total utility usage for processing or manufacturing activities \_\_\_\_\_%

Expected number of telephone lines \_\_\_\_\_

Estimated annual increases in the firm's utilities -- utility usage or utility prices -- over each of the next ten years:

Water \_\_\_\_\_%  
 Wastewater \_\_\_\_\_%  
 Solid waste \_\_\_\_\_%  
 Electricity \_\_\_\_\_%  
 Natural gas \_\_\_\_\_%  
 Telephone \_\_\_\_\_%  
 Cable \_\_\_\_\_%

Number of new workers to be hired at the firm each year:

	Number of new workers to be hired each year	Number of workers who will be hired each year who will move to the community to take a job with the firm
Year 1	_____	_____
Year 2	_____	_____
Year 3	_____	_____
Year 4	_____	_____
Year 5	_____	_____
Year 6	_____	_____
Year 7	_____	_____
Year 8	_____	_____
Year 9	_____	_____
Year 10	_____	_____
Total	_____	_____

Average annual salaries of new employees in the first year \$ \_\_\_\_\_

Percent of expected annual salary increases after year 1 \_\_\_\_\_%

Household size of a typical new worker who will move to the city to take a job with the firm (Enter 3.5 if unknown) \_\_\_\_\_

Number of school age children in the household of a typical new worker who moves to the community (Enter 1.25 if unknown) \_\_\_\_\_

Percent of new workers who move to the community that will require the building of new residential property, after their move, if applicable (Enter 20% if unknown.) \_\_\_\_\_%

Where a typical new employee of the firm will shop for taxable goods and services, as a percent of the employee's total shopping:

In the City \_\_\_\_\_%  
 Anywhere in the County \_\_\_\_\_%

**Construction**

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Will the construction contracts for the firm's buildings and other real property in initial construction and subsequent expansions be lump-sum or separated contracts (material and labor are separated)?

Lump-sum \_\_\_\_\_ Separated \_\_\_\_\_

If a separated contract, purchases of construction materials in the city and county:

	In the City	In the County
Year 1	\$ _____	\$ _____
Year 2	\$ _____	\$ _____
Year 3	\$ _____	\$ _____
Year 4	\$ _____	\$ _____
Year 5	\$ _____	\$ _____
Year 6	\$ _____	\$ _____
Year 7	\$ _____	\$ _____
Year 8	\$ _____	\$ _____
Year 9	\$ _____	\$ _____
Year 10	\$ _____	\$ _____
Total	\$ _____	\$ _____

Percent of total construction costs for the firm's facility for:

Materials \_\_\_\_\_%  
 (Enter 50%, if unknown)

Labor \_\_\_\_\_%  
 (Enter 50%, if unknown)

Percent of the retail spending by all construction workers that will be made in the:

City \_\_\_\_\_% County \_\_\_\_\_%

Purchases of furniture, fixtures, and equipment (those purchases that are subject to sales tax) that will be made in the city and county:

	In the City	In the County
Year 1	\$ _____	\$ _____
Year 2	\$ _____	\$ _____
Year 3	\$ _____	\$ _____
Year 4	\$ _____	\$ _____
Year 5	\$ _____	\$ _____

Year 6	\$ _____	\$ _____
Year 7	\$ _____	\$ _____
Year 8	\$ _____	\$ _____
Year 9	\$ _____	\$ _____
Year 10	\$ _____	\$ _____
Total	\$ _____	\$ _____

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**Visitors**

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Regular visitors:

Number of out-of-town visitors expected at the firm in the first year \_\_\_\_\_

Average annual increase in the number of out-of-town visitors over the next ten years \_\_\_\_\_

Average number of days that each visitor will stay in the city \_\_\_\_\_

Average number of nights that an average visitor will stay in a motel in the city \_\_\_\_\_

Average daily spending in the city by a visitor for taxable non-lodging spending  
 \$ \_\_\_\_\_  
 including meals, local shopping, rental car, entertainment, etc.

Average daily motel room rate in the city  
 \$ \_\_\_\_\_

Truck drivers loading and unloading at the facility, if applicable:

Estimated number of out-of town trucks visiting the facility in the first year \_\_\_\_\_

Average annual increase in the number of out-of-town trucks after the first year \_\_\_\_\_

Average amount that will be spent in the city by the drivers of each out-of-town truck loading and unloading at the firm's facility \_\_\_\_\_

Average percent of truckers that will stay overnight in a local motel \_\_\_\_\_

Average number of nights that truckers staying overnight will stay in a local motel \_\_\_\_\_

Average daily room rate for a trucker's motel room  
 \$ \_\_\_\_\_