



NEW BUSINESS ENTREPRENEUR EMPOWERMENT INCENTIVE

FORNEY ECONOMIC DEVELOPMENT CORPORATION

This competitive grant program aims at attracting new businesses to the community, including businesses relocating from other areas or newly established enterprises.

Objective:

1. Focused on encouraging economic growth by bringing new enterprises to the area.
2. Aimed at job creation, investment in new facilities, and overall economic expansion.

Eligible Activities:

1. Costs associated with setting up new operations, such as purchasing land, constructing new buildings, or renovating existing structures.
2. Marketing and promotional expenses to establish the business in the new location.
3. Initial operational costs, such as equipment purchases, technology infrastructure, and workforce development.

Criteria:

1. Locate in a commercially zoned area within the City of Forney;
2. Must be a legal business entity;
3. Must have no more than twenty (20) employees and no more than \$1,000,000 projected annual sales;

Initial Incentive: \$30,000

1. 1st disbursement up to \$10,000 upon certificate of occupancy/opening day.
2. 2nd disbursement up to \$10,000 at first year anniversary.
3. 3rd disbursement up to \$10,000 at second year anniversary – Must show documentation for 3+ staff members.

This is a competitive grant program. Applications will be taken quarterly. There are limited grants available in each fiscal year.



Additional Considerations for Economic Incentives:

1. Significant impact by introducing new services, products, and employment opportunities.
2. Potential to attract additional businesses and stimulate further economic activity.
3. If incentives were not provided, the business would not otherwise locate in Forney, Texas.
4. Creation of jobs, with preference for jobs that meet or exceed Kaufman County's median wage.
5. Capital investment.
6. Significant impact to local sales tax, property tax, hotel occupancy tax and/or utility revenue.
7. Projects requiring infrastructure improvements/upgrades.
8. Within the range of target industries for the FEDC.
9. The business has a majority of their investment capital secured.
10. Unique and/or "destination" businesses that enhances the City's character, tourism and quality of place.
11. Demonstrated need of market demand for the type of business.
12. Market saturation of existing businesses providing similar products/services.

Incentive Application Process

1. Contact FEDC Staff to discuss the project and determine eligibility. Review attached Forney Economic Development Incentive Process.
2. Complete the FEDC Incentive Application.
3. Complete and submit a new vendor form to the City of Forney Purchasing Department. The completed vendor form includes a W-9 and a Conflict of Interest Questionnaire (CIQ). Send the documentation to purchasing@forneytx.gov and Forneyedc@forneytx.gov. See the following link: (<https://www.forneytx.gov/FormCenter/Finance-21/Vendor-Information-Packet-201>).
4. Complete and submit a City of Forney Building Permit Application. The application is available via the City website at www.cityofforney.org or the City of Forney Community Development Office, 101 E. Main Street, Forney, Texas 75126. All proposed projects are subject to review and acceptance by the City of Forney Architectural Review Board ("ARB").
5. Submit a marketing plan which exhibits strategy for business development with the incentive application.
6. Make a presentation to the FEDC Board of Directors.



7. Submit a CPA prepared annual Profit-Loss and Balance Sheet report to the FEDC prior to release of first and second annual anniversary incentive grant.
8. Must create at least three (3) jobs by the second year to receive final year funds.
9. Attend a small business course, seminar, or other training program.
10. **For downtown projects only:** Staff for the Community Development Office will schedule the ARB meeting for consideration of the building application. Please allow 3-4 weeks to schedule the ARB meeting.
11. **For downtown projects only:** If approved at the ARB meeting, the ARB will make a recommendation to the Forney Planning and Zoning Commission ("P&Z"). P&Z will consider the application at a future meeting. The P&Z action will be sent to the City Council during a regular Council meeting for consideration.
12. If the building permit application is approved by the City Council, complete the grant application form and sign the agreement form. Return the completed application form with all original itemized work estimates, color samples, drawings and example sign material of the proposed work to the FEDC office at 210 S. Bois D'Arc Street during business hours of 7:30 am to 5:30 pm, Monday through Thursday. Applications should include the following:
 - a. All projects must meet current building standards and codes, as well as building permit requirements.
 - b. Applications must be complete and contain all required information. Additional information requested by the FEDC Board, or City staff must provide prior to consideration of the grant. It is recommended that applicants meet with FEDC staff to ensure a complete incentive application is submitted.
 - c. All construction bids submitted by an applicant must be current and must be dated no earlier than 90 days prior to the application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the FEDC to determine the bid components and authenticity of the bid.
 - d. An applicant whose application has been denied by the FEDC shall not be eligible to re-submit a grant application for six months from the date the prior application was declined.
 - e. Applicants receiving approval shall commence construction described within the application within 90 days from the date the grant is awarded. All applicants must complete the construction described in the application within one year from the date the grant is approved. If the applicant is unable to commence construction within 90 days from the date the grant is approved or complete construction within one year



from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the 90 day or one year deadline. The FEDC shall not be obligated to allow extensions but may do so for good cause determined solely by the entity which authorized the grant. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the FEDC. A denial of an extension cannot be appealed and shall be final.

- f. As a condition of this grant application, the applicant consents and shall allow the FEDC or other City staff to request City inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City Municipal Codes and Ordinances that are applicable to the construction contemplated in the application.
 - g. No applicant has the proprietary right to receive grant funds. Each request will be considered on a case-by-case basis.
 - h. The applicant shall be required to furnish photographs of the building's exterior, roof and foundation after the construction is completed, as a condition of final reimbursement.
 - i. If any work is altered, left incomplete, not permitted or is used for a different purpose than originally intended by the grant, the FEDC reserves the right to request immediate reimbursement and/or file a lien on the property in the amount of funds granted.
13. **Reimbursement:** When the grant project has been fully completed and reviewed by City of Forney building standards staff or issued a Certificate of Occupancy (C.O.) by the City of Forney, the applicant shall present the FEDC with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding. In addition, the applicant must complete a City of Forney Vendor Form and a 1099 Form to receive payment from the City. The vendor and 1099 forms will be provided by the FEDC. **To ensure timely processing, applicants are highly encouraged to meet with FEDC staff prior to submitting reimbursement requests.**



NEW BUSINESS ENTREPRENEUR INCENTIVE

FORNEY ECONOMIC DEVELOPMENT CORPORATION

CONFIDENTIAL

BUSINESS INFORMATION

Date of Application: _____

Name of Business or Project Name: _____

Tax ID Number: _____

Type of Business/Development: ☐ Commercial ☐ Industrial ☐ Office ☐ Retail/Dining/Entertainment

Business or Site Consultant Address: _____

Business or Site Consultant Phone: _____

Primary Contact & Title: _____

Title of the Primary Contact: _____

Authorized Representative Signing Agreement & Title: _____

Contact's Email: _____

Business/Project Description: _____

Proposed Address/Location of Project: _____

Type of Project: ☐ Expansion ☐ Location/Relocation

If relocating, what is the address of your current location(s)? _____

NAICS Code(s): _____



INCENTIVE REQUEST

What is your total local incentive request (in dollars)? _____

INVESTMENT

What is your total anticipated capital investment? \$ _____

Land	Building Lease	Construction	Equipment	Inventory
\$	\$	\$	\$	\$

Do any of your inventories qualify for Freeport exemption? _____

If so, what is the estimated value (in dollars)? _____

TAXES

Does your business remit sales tax? ☐ Yes ☐ No

If so, what is your projected local sales tax generation? (2% local sales tax rate – 1.5% City/0.25% EDC)



EMPLOYMENT

How many new full-time employees will you hire? (Defined as 35 hours per week or more)

How many new part-time employees will you hire? (Defined as less than 35 hours per week)

Will you be relocating employees to this facility? ☐ Yes ☐ No

If so, how many? _____

What is the average combined wage for new employees at this facility?

How many positions will pay a salary at or above \$54,500* (not including benefits)?

*Reflects Kaufman County median wage (Source: 2024 Bureau of Labor Statistics.)

FINANCES

What is your company's total revenue? _____

Has your business filed for bankruptcy in the last 15 years? ☐ Yes ☐ No

If so, explain: _____



Are you currently delinquent on taxes or have you been delinquent in the last 3 years? ☐ Yes ☐ No

If so, explain: _____

Has your company received any government incentives/tax abatements in the last 15 years? ☐ Yes ☐ No

If so, when and how much? (*Please provide supporting documentation) _____

Has your business ever defaulted on a loan, lease and/or performance agreement? ☐ Yes ☐ No

If so, explain: _____

Have you pursued other financing options for this project? ☐ Yes ☐ No

If so, what type of financing have you pursued/secured? *Please provide a bank commitment letter if a loan has been secured. Also, please list other financing sources (i.e., self, angel investor, etc.).

Type: _____

Amount: _____

Type: _____

Amount: _____

Type: _____

Amount: _____

Total Financing Secured (*REQUIRED FIELD): _____

REAL ESTATE



How many square feet do you plan to occupy/build? _____

If constructing, how many acres do you plan to purchase? _____

If leasing, how long is the term? (If purchasing, skip this question)

Have you already purchased the property or executed a lease agreement? ☐ Yes ☐ No

What is your projected real property value? (If leasing, skip this question)

IMPACT

This section only applies to industrial applicants

Will out-of-town trucks load/unload at the prospective site? ☐ Yes ☐ No

If yes, how many weekly? _____

How much potable water will your operation consume (gallons per day)? _____

How much wastewater usage will your operation discharge (gallons per day)? _____

How much electric demand will your operation need (specify kW/MW)? _____

How much natural gas demand will your operation need (specify ccf/Mcf)? _____

Is on-site rail service needed? ☐ Yes ☐ No

If so, how many rail cars per week do you anticipate? _____

Total Impact Fees	Total Permit Fees
\$	\$



INFRASTRUCTURE

Will out-of-town trucks load/unload at the prospective site? ☐ Yes ☐ No

If yes, how many weekly? _____

Estimated cost of improvements

Roads	Water	Sewer	Electric
\$	\$	\$	\$

Natural Gas	Telecom	Fire Suppression/ Safety Improvements	Paving/Parking
\$	\$	\$	\$

Grand Total of Improvement Costs:

REFERENCES

Name, Address, Phone # & Email

Banker:

Accountant:

Attorney:



I, _____ certify the above information is true and understand the Forney Economic Development Corporation Board may require submission of other documents as part of this application, including, but not limited to: business balance sheet, financial statements, business plan or any other documentation the Board deems necessary.

Signature: _____

Printed Name: _____

Date: _____

****CONFIDENTIAL****

This document is confidential information, protected by Chapter 551.087 of the Texas Government Code (business prospect negotiations). This application will be kept confidential until acted upon by the FEDC Board in Open Session, is approved by the Forney City Council, and/or an agreement between the Forney Economic Development Corporation and the prospect is signed by both parties.



Please return completed application with necessary attachments and signatures during business hours of 7:30 am and 5:30 pm, Monday through Thursday, to the Forney Economic Development Office. If you have application questions, please contact Forney EDC Staff at (972) 552-6465:

210 S. Bois D’Arc St., Forney, Texas 75126

Applicant Acknowledgement Statement

I have met with Forney EDC Staff, and I have read and fully understand the New Business Entrepreneur Empowerment Incentive procedures established by the Forney Economic Development Corporation. I intend to use this grant program for the aforementioned renovation projects to advance the efforts of redevelopment and improve the attractiveness of buildings in the City of Forney. *I have not received, nor will I receive insurance monies for this project.*

I understand that if I am awarded a New Business Entrepreneur Incentive by the FEDC, any deviation from the approved project may result in the partial or total withdrawal of the grant. If I am awarded a redevelopment grant for any work pursuant to this program, and the completed work is altered for any reason within one year from construction, I may be required to reimburse the FEDC immediately for the full amount of the grant.

Business/Organization Name

Applicant’s Signature

Printed Name

Date

Authorized Representative’s Signature

Printed Name

Date

Business/Company Owner’s Signature & Title

Printed Name

Date

Property Owner’s Signature (if different from applicant) Printed Name

Date

This section is to be completed by Economic Development Staff

Date considered by Staff

Recommendation

Staff Signature

Date considered by FEDC

Action

Board President’s Signature