



## **SMALL BUSINESS INCENTIVE**

### **FORNEY ECONOMIC DEVELOPMENT CORPORATION**

The Forney Small Business Incentive Program has been established to provide capital investment (examples - patio, grease trap, parking lot), technical support (examples e-commerce, web development), or training support for unique businesses entering the market. These can fall into the categories of innovative technology, professional services, restaurants, retail, and workforce development. You must meet three of the five criteria for consideration:

1. **Innovation:** Encourage businesses that bring an original idea to the community. Consideration is for businesses that introduce innovative products, services, or processes that benefit the local community.
2. **Community Impact:** Evaluate the potential positive impact of the business on the community. Seeking to support businesses that contribute to the local economy, create job opportunities, support local suppliers, and address gaps in the supply chain.
3. **Sustainability:** Give preference to businesses that prioritize sustainability and environmentally friendly practices. Seeking businesses that implement green technologies, use renewable resources, or adopt eco-friendly packaging and waste management practices.
4. **Cultural Enhancement:** Promote businesses that add cultural value to the community. This can include supporting local artists or offering unique and authentic experiences.
5. **Collaboration:** Encourage businesses that foster collaboration within the community. Actively participate in local networks and commitment to mentorship and support of other entrepreneurs.

By incorporating these criteria in our small business program, we aim to attract and support unique businesses that contribute to overall growth, diversity, and vibrancy of the community.

Eligible business applicants must be a business located in the city limits or expanding into the city limits of Forney, Texas with fewer than 100 employees. Kaufman County and unincorporated locations within the Forney area are not eligible. All applicants are considered on a first-come, first-served basis. To be eligible, businesses owners must have at least **5 years** of experience operating a business and at least **1 year** operating a business location.

This program is intended to create jobs, generate sales tax, and to bring priority goods and services into Forney, TX.



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#### **I. General Purpose and Objectives**

The City of Forney Economic Development Corporation (“FEDC”) promotes Forney and its appearance through the redevelopment of buildings

Each fiscal year (October 1 through September 30), the FEDC with approval of the City Council considers allocation of funds in the FEDC’s budget for the grant program. Applications are considered as they are received, and may be funded, if approved, until funds are depleted.

#### **II. Incentive Guidelines**

1. The grant program is a 50% match of all approved project costs in an amount between \$15,000 and \$50,000 (minimum total investment of \$30,000).
2. The grant must be used on property within the City limits.
3. The applicant must be a legal business entity, registered with the State Comptroller’s Office. If renting space, the business owner must have the property owner’s authorization.
4. Projects for grant consideration will be those that seek the redevelopment of a property from a former use into a new commercial, retail, office space, or other appropriate use. Some examples of this would include existing retail use to a restaurant, retail to office space, residential to retail, office space to community event venue, residential to inn/bed and breakfast, etc. Redevelopment may also be considered for vacant property.
5. No grant applications will be accepted for work that has already been started or completed, or for work that is covered by insurance.
6. Grant funds are paid out on a reimbursement basis once completed work has been verified by City staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Grants are awarded as a single payment to the applicant.
7. All submitted plans and completed work will be reviewed based on the City of Forney’s Municipal Codes and Ordinances. Please follow steps on the attached Forney Economic Development Incentive Process.



8. Grant applications and awards can be made in any of the reimbursable activities listed below and may be combined for any single property or project. However, the maximum award amount available annually per project is \$50,000.
  - a. Improvements to the existing exterior structure;
  - b. Improvements to the front façade;
  - c. Interior upgrades;
  - d. Utility upgrades;
  - e. Signage;
  - f. General building/property beautification including landscaping;
  - g. Parking Lot.
9. If an applicant is awarded a grant for any work performed pursuant to this program and the work is altered for any reason within one year from the date of construction, the applicant may be required to reimburse the FEDC immediately for the full amount of the grant. Further, if a property is listed for sale and/or leased to a tenant for a purpose not originally intended by the grant application within one year of reimbursement, the applicant may be required to reimburse the FEDC immediately for the full amount of the grant.
10. Projects will be reviewed and ranked with the following considerations in mind:
  - Project results in an increase in property valuation and/or generates sales tax revenue;
  - Property attracts priority or unique business;
  - Project improves the capacity of water, wastewater and electric utility services;
  - Project results in a significant increase in daytime population;
  - Other appropriate impacts may be considered on a case-by-case basis.

### **III. Incentive Application Process**

1. Contact FEDC Staff to discuss the project and determine eligibility. Review attached Forney Economic Development Incentive Process.
2. 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](mailto:purchasing@forneytx.gov) and [Forneyedc@forneytx.gov](mailto:Forneyedc@forneytx.gov). See the following link: (<https://www.forneytx.gov/FormCenter/Finance-21/Vendor-Information-Packet-201>)
3. Complete and submit a City of Forney Building Permit Application. The application is available via the City website at [www.cityofforney.org](http://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”).

4. **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.
5. **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”). The 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.
6. 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.
7. **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. 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.**



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#### **\*CONFIDENTIAL\***

**Please return completed with necessary attachments and signatures to the Forney Economic Development Office, 210 S. Bois D'Arc St. during business hours of 7:30 am and 5:30 pm, Monday through Thursday. If you have application questions, please contact Forney EDC Staff at (972) 552-6465.**

Date of Application: \_\_\_\_\_ Date Received: \_\_\_\_\_

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

P: (start/end date) \_\_\_\_\_

Number of Current Employees (Part/Full-Time): \_\_\_\_\_

Percentage of Employees that are/will be Forney Residents: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Authorized Representative (please include title): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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



Tenant: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Lease Term (start/end date): \_\_\_\_\_ Year Business Formed: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

Number of Proposed Employees (Part/Full-Time): \_\_\_\_\_

Number of Current Employees (Part/Full-Time): \_\_\_\_\_

Percentage of Employees that are/will be Forney Residents: \_\_\_\_\_

Type of Work (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Paint Exterior/Interior        | <input type="checkbox"/> Façade & Building Renovation   |
| <input type="checkbox"/> Signage                        | <input type="checkbox"/> Awnings                        |
| <input type="checkbox"/> Utility Upgrades               | <input type="checkbox"/> Property Beautification        |
| <input type="checkbox"/> Paving/Parking                 | <input type="checkbox"/> Fire Suppression/Safety        |
| <input type="checkbox"/> Patio                          | <input type="checkbox"/> Grease Trap                    |
| <input type="checkbox"/> E-Commerce/Website Development | <input type="checkbox"/> Training/Workforce Development |



Details of Planned Improvements relating to the Incentive Request (attach additional information if necessary)

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How will this project benefit the City? \_\_\_\_\_

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Project Expenditures	Estimated Costs	Grant Amount Requested
Façade/Building Rehab		
Awnings		
Signage		
Utility Upgrades		
Property Beautification		
Paving/Parking		
Fire Suppression/Safety		
Totals		

Total Cost of Proposed Project \$ \_\_\_\_\_

Total Grant Request \$ \_\_\_\_\_  
(may not exceed 50% of Total Cost up to \$50,000; minimum \$15,000)





*Attach with all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building's exterior façade, roof and foundation*

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*Applicant's Signature*

*Date*

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*Authorized Representative's Signature*

*Date*

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*Property Owner's Signature (if applicable)*

*Date*



**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 Small Business 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 small business project.*

I understand that if I am awarded a Small Business 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.

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*Business/Organization Name*

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*Applicant’s Signature*

*Printed Name*

*Date*

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*Authorized Representative’s Signature*

*Printed Name*

*Date*

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*Property Owner’s Signature (if different from applicant)*

*Printed Name*

*Date*

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This section is to be completed by Economic Development Staff

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*Date considered by Staff*

*Recommendation*

*Staff Signature*

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*Date considered by FEDC*

*Action*

*Board President’s Signature*