

# Project Checklist

The Celina Economic Development Corporation, Board of Directors, meets the **first Tuesday** of every month. In order to be considered for financial incentives, the following information must be provided a week in advance of their regular board meeting. Incentives are given on a **case by case** basis.

The Development Corporation Act of 1979 gives cities the ability to finance **new and expanded business** enterprises in their local communities through economic development corporations (EDCs). Chapters 501, 504 and 505 of the Local Government Code outline the characteristics of Type A and Type B EDCs, authorize cities to adopt a sales tax to fund the corporations and **define projects EDCs are allowed\*** to undertake. All businesses must meet the State of Texas' requirements and provide the following documentation.

## Required Documents:

- CEDC Application
- Jobs and sales tax worksheet
- Visuals of project - site plan, floor plan, renderings, etc.
- Itemized construction costs of project
- Send all documents to [info@celinaedc.com](mailto:info@celinaedc.com)

\*For more information about State requirements and allowed projects, please visit <https://comptroller.texas.gov/economy/local/type-ab/>



# City of Celina

## Economic Development Corporation

### Application for Incentives

#### **Applicant Information (entity in which an agreement will be made)**

Applicant Company Name	
Company Representative	
Title	
Mailing Address	
City, State, Zip	
Telephone	
Email	
Website Address	

#### **Tenant Representative**

Title	
Company Name	
Mailing Address	
City, State, Zip	
Telephone	
Email	

#### **Property Owner**

Property Owner's Representative	
Title	
Mailing Address	
City, State, Zip	
Telephone	
Email	

#### **Property and Project Description**

1. Property address and/or location description:
2. Attach a copy of the Letter of Intent or the lease agreement between property owner and tenant.
3. Attach a copy of the latest sales tax payment (if existing business).
4. Property legal description (metes and bounds):
5. Provide a floor plan or site plan of the proposed project.
6. What are the capital costs for the project?
7. Will any zoning changes be necessary to accommodate the project?  
If yes, please provide additional information.

8. Description of activities, products, or services produced and/or provided at project location.
9. Other cities being considered for this project:
10. Current Value (attach copy of latest property tax statement from Collin or Denton County Appraisal District including both real and personal property):

Real Property	\$
Personal Property	\$

11. Describe any off-site infrastructure requirements:

Water	
Wastewater	
Streets	
Drainage	
Other	

12. Estimate annual utility usage for project:

Electric (kWh)	
Water (gpd)	
Wastewater (gpd)	
Gas (mcf)	

**Employment Impact at Project Location**

1. Provide employment information for the number of year's incentive is requested.

<b>Employment Information</b>	<b>Existing Operation (if applicable)</b>	<b>At Project Start Date (mo/yr)</b> ___/___	<b>At Term of Incentive</b>
A. Total number of permanent, full-time jobs			
B. Employees transferred in from outside Celina			
C. Net permanent full-time jobs (A minus B)			
D. Total Payroll for all permanent, full-time jobs (A)	\$	\$	\$
E. Projected number of construction related jobs			
F. Estimated total construction payroll		\$	

**Community Impact**

1. Summarize the overall economic impact on the City of Celina (sales tax, Real Property and Business Personal Property improvements, employment, business sector, etc).

2. Requested incentives amount: \_\_\_\_\_

3. Any additional information: \_\_\_\_\_

I certify the information contained in this application (including all attachments) to be true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**Celina Market Projections - 5 year Plan**

<b>Name of Business</b>						
<b>Total Taxable Sales</b>						
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	
<b>Projection</b>						
<b>Year 1 Monthly</b>						
<b>Month</b>	<b>Projection</b>					
M-1						
M-2						
M-3						
M-4						
M-5						
M-6						
M-7						
M-8						
M-9						
M-10						
M-11						
M-12						
<b>Year 1</b>						
<b>Total Employee Counts</b>						
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	
<b>Projection</b>						
Part Time						
Full Time						
Totals						

## **Economy**

Economic Development

### **Type A and B Economic Development Corporations Overview**

The Development Corporation Act of 1979 gives cities the ability to finance new and expanded business enterprises in their local communities through economic development corporations (EDCs). Chapters 501, 504 and 505 of the Local Government Code outline the characteristics of Type A and Type B EDCs, authorize cities to adopt a sales tax to fund the corporations and define projects EDCs are allowed to undertake.

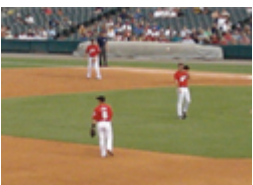
#### **Type A EDCs — Developing Industries**



Type A EDCs are typically created to fund industrial development projects such as business infrastructure, manufacturing and research and development. Type A EDCs can also fund military base realignment, job training classes and public transportation. More details »

[[comptroller.texas.gov/economy/local/type-ab/type-a.php/](http://comptroller.texas.gov/economy/local/type-ab/type-a.php/)]

#### **Type B EDCs — Developing Industries & Cultivating Communities**



Type B EDCs can fund all projects eligible for Type A, as well as parks, museums, sports facilities and affordable housing. However, Type B EDCs are subject to more administrative restrictions than Type A. More details » [[comptroller.texas.gov/economy/local/type-ab/type-b.php/](http://comptroller.texas.gov/economy/local/type-ab/type-b.php/)]

#### **Allowable Costs**

There are some limitations on how sales tax revenues can be used to fund a project. Eligible expenditures include:

- acquisition of land;
- machinery and equipment;
- construction costs;
- planning and professional services related to the project;
- financial transactions and reserve funds; and
- administrative and other necessary expenditures.

## **Primary Jobs Requirement**

The main requirement is that the businesses bring new money into the community. In 2003, the Legislature voted to require that certain projects create or retain primary jobs. A primary job is one at a company that exports a majority of its products or services to markets outside the local region, infusing new dollars into the local economy. Primary jobs are further limited to specific industry sectors such as agriculture, mining, manufacturing and scientific research and development. Those industry limitations can be found in Local Government Code, Chapter 501.

## **Performance Agreements**

EDCs cannot simply give sales tax proceeds to businesses. An EDC must enter into a written performance agreement with any business enterprise that it funds directly or makes expenditures that benefit an eligible project. At a minimum, the performance agreement must contain:

- a schedule of additional payroll or jobs to be created or retained;
- the capital investment to be made by the business enterprise; and
- the terms for repayment of the EDC's investment if the business fails to meet the performance requirements specified in the agreement.

## **Special Provisions for Border Communities**

Development corporations created by cities located within 25 miles of the Texas-Mexico border may fund airport facilities if the city has a population of less than 50,000 or an average unemployment rate that is greater than the state average rate during the 12 months prior to the project's approval. In addition to airports, Type A and Type B corporations located in Hidalgo County may fund ports and sewer or solid waste disposal facilities required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises.

### **Disclaimer**

This information should not be construed as, and is not a substitute for, legal advice.

Cities are urged to consult the Attorney General's Economic Development Handbook and their own legal counsel for any questions or interpretations of economic development laws.