



Job Creation/Retention Performance Based Grant Program

GRANT ASSISTANCE APPLICATION

In order to start the grant process, the Tomball Economic Development Corporation (TEDC) will need a letter from the prospect company requesting funding assistance for eligible improvements necessary for the construction and development of commercial property. Eligible infrastructure improvements are outlined in paragraph four below.

This letter of request should include as much of the following information as possible:

- the intent to move the business to Tomball or expand its operation in Tomball
- name of the company
- CEO of the company
- names, addresses, and phone numbers of the principals involved
- name and phone number of the contact person
- type of business and brief description of the proposed operation
- North American Industry Classification System (NAICS) code--can be found on the company's Texas Workforce Commission report form C-3
- exact location of the property/building
- size of the property
- value of the property
- value of equipment/inventory for which you will pay taxes
- deed to property showing ownership
- square footage of the building
- estimated value of capital improvements
 - ...new construction
 - ...existing building rehabilitation
 - ...planned additions to an existing building
- project start date
- project completion date
- site plan and construction plans
- planned number of jobs to be located in Tomball
- planned number of new jobs to be created in Tomball
- average wage of all jobs that will be new to Tomball at the proposed location

Providing this information and documentation assists staff in presenting the grant funding

request to the TEDC Board of Directors. If the request is approved by the TEDC Board of Directors, it is then subject to a Public Hearing and Tomball City Council approval.

Eligible improvements include infrastructure assistance in the form of streets and roads, rail spurs, water, sewer, electric, and gas utilities, drainage, and site improvements.

Proposed projects are reviewed on a case-by-case basis once a funding request has been received from a prospect. A five-year economic impact of the project on the City is done by using payroll numbers, projected sales tax revenue (if applicable), and property tax generated by the capital improvements.

In order to receive grant funding, a performance agreement between the prospect company and the TEDC must be in effect prior to the start of construction on a new facility, expansion/rehabilitation of an existing location, or the relocation of the company's operation and its staff.

Notice to grant applicants:

Texas HB 1196 (Signed 06/15/2007)

This law restricts the use of certain public subsidies to employ undocumented workers. It provides that a public agency, state or local taxing jurisdiction, or economic development corporation shall require a business that submits an application to receive a public subsidy to include in the application a statement certifying that the business, or a branch, division, or department of the business, does not and will not knowingly employ an undocumented worker.

*The attached certification sheet must be submitted along with your grant application in order to be considered for funding.

The providing of this information in no manner constitutes a contract or approval of any project. All projects are "proposed" and not final until all procedures have been completed. No individual person, director or executive director has authority to bind the Tomball Economic Development Corporation. All projects will be taken under consideration and must have approval from the City of Tomball before entering into any type of agreement, negotiations or contract.



ECONOMIC DEVELOPMENT CORPORATION

ECONOMIC DEVELOPMENT ASSISTANCE APPLICATION

Initials of Company Official: _____

Texas Government Code Section 2264.01 Certification

Company certifies that Company, or a branch, division, or department of Company, does not and will not knowingly employ an undocumented worker. If, after receiving a public subsidy, Company or a branch, division, or department of Company is convicted of a violation under 8 U.S.C. Section 1324a(f), Company shall repay the amount of the public subsidy paid by TEDC to Company with interest at the rate of 18% per annum, not later than the 120 days after the date that Company receives a notification of such a violation.

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

Name: _____ Title: _____

Signature of Company Representative

Title