

City of Lawrence, Kansas
Economic & Community Development
Application for Public Assistance



The City of Lawrence considers support for economic or community development projects that will provide local public benefits. When requesting assistance for projects, please provide a request letter to the City Commission describing the project, details on the local public benefits it provides, a description of the assistance requested, and why this assistance is needed for the project to proceed. If available, project renderings and graphics are encouraged to be included along with your submission materials. Submit request letter along with the below, completed application for assistance, supporting materials, and applicable application fees to:

Lawrence City Commission
Attn: City of Lawrence, Economic Development Coordinator
6 East 6th Street
Lawrence, KS 66044

Request materials can be submitted electronically to the Economic Development Coordinator: at: bcano@lawrenceks.org

Please indicate which public benefits your project brings to the local community. *(Mark all that apply. Please explain and provide further details on the project's public benefits in the request letter.)*

Above average wages

Affordable housing

In-fill development

Jobs with employee benefits including company-provided healthcare insurance

Primary job creation:

- Primary businesses typically serve customers outside of the immediate area, therefore importing dollars into the community through its sales.
- Non-primary businesses provide goods and services to the local business and consumers, thereby circulating dollars within the community.

Promotion of downtown density

Retention or expansion of existing business

Revitalization of dilapidated, unsafe, underutilized, or historic property

Sustainability/energy efficiency

The information on this form will be used by the City to consider your request for development support and may also be used to prepare a cost-benefit or other analysis of the project. Information provided on this form will be available for public viewing and will be part of compliance benchmarks, if approved for assistance. Prior to submission, applicant may wish to seek technical assistance from City Staff, the Chamber of Commerce, the Small Business Development Center, or others to address questions and ensure the application is complete.

Please provide data in the cells below. Applicant is encouraged to attach additional pages as necessary to fully explain and support the answers to each question. Note anything additional you wish the City to take into consideration for your request and provide supporting documentation.

| Applicant Contact Information | |
|-------------------------------|--|
| Name: | |
| Title: | |
| Organization: | |
| Address 1: | |
| Address 2: | |
| Phone: | |
| Email: | |
| Fax: | |

Application Tips:

Enter contact information for the company representative completing this application.

| Economic Development Support Requested | | |
|---|--------|-----------------|
| City Incentives | Amount | Term (in years) |
| Tax Increment Financing District (TIF) | | |
| Transportation Development District (TDD) | | |
| Neighborhood Revitalization Area (NRA) | | |
| Tax Abatement (TA) | | |
| Industrial Revenue Bonds (IRBs) | | |
| Community Improvement District (CID) | | |
| Other (Please Describe): | | |
| | | |

Application Tips:

Applicable Terms:

- TIF: Up to 20 years
- TDD: Up to 22 years
- Tax Abatement: Up to 10 years
- CID: Up to 22 years

IRBs: If applying for IRBs, please enter the amount that will cover all construction costs for the project. Enter "n/a" for term.

Examples: City provided water main along ABC Street from 1st Street to 2nd Street, employee training grant for 5 years at \$500/new employee, etc.

| Project Information | |
|--|---------------------------------------|
| Name of Company Seeking Incentive(s): | |
| Project Type (check one): | Expansion: |
| | New Facility: |
| Company Type (check one): | Existing Local Company: |
| | Out-of-Area Company Locating Locally: |
| Current Company Address: | |
| Location of Proposed New Facility/Expansion Project: | |
| Describe the Company's Plans to Develop or Expand in the Community: | |
| Operations Start Date at the Expansion or New Facility: | |
| Industry NAICS # for the New or Expanded Facility (6-digit code): | |
| Describe the Primary Industry the New or Expanded Facility Will Support: | |

Application Tips:

Company's Plans: e.g. ABC manufacturing is the nation's largest processors of wind turbine components. The company plans to construct a new 250,000 sf manufacturing plant in Commerce Park, initially employing 150 with an average annual salary of \$35,000 each. Another 50 employees will be hired in Year 5 and 40 in year 7. The firm expects to initially invest \$5 million in land and buildings and anticipates a 50,000 sf, \$2 million expansion in Year 5 and another 50,000 sf expansion in Year 7.

Link for NAICS code lookup:

<http://www.naics.com/search.htm>

| Capital Investment Information for New Facility or Expansion | | | |
|--|--|------|-------|
| Estimated Size of New Facility (square feet): | | | |
| Estimated Size of Land for New Facility (acres): | | | |
| For the new or expanded facility, enter the amount the company anticipates spending for initial and subsequent investments in land, buildings and improvements (do not include machinery or equipment): | | | |
| Year | Buildings & Other Real Property Improvements | Land | Total |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| Total | | | |
| Will land be leased from the City or County (Y/N): | | | |
| If yes, Monthly Lease Rate for Land: | | | |

Application Tips:

If expansion, only include information on size and values of the new facility, not existing facility.

If land is currently owned, enter current land value from Douglas County property tax records. Otherwise, enter the market value amount the company will pay for land.

| Local Utility Expenses | | |
|--|--------------------------------|--|
| Utility | Current Local Monthly Expenses | Projected Local Monthly Expenses at New Facility |
| Gas | | |
| Electricity | | |
| Phone | | |
| Cable | | |
| Operating Expenditures | | |
| For Expansion Projects, Current Annual Operating Expenses at Existing Facility: | | |
| Annual Operating Expenses after Expansion/Relocation: | | |
| % of Additional Operating Expenses Anticipated to be Spent Locally: | | |
| Revenues | | |
| % of Revenues at the new Lawrence Facility Anticipated to Come from Non-Local Sources. | | |
| Anticipated Annual Gross Profits: | | |
| Anticipated Net Operating Income (at stabilization): | | |
| Anticipated Net Operating Expenses (at stabilization): | | |

Application Tips:

Current Local Monthly Expenses: Enter 0 for an out-of-area relocation or if project involves a separate, new facility.

Projected Local Monthly Expenses: Enter expense amounts anticipated at the new facility.

Existing Facility Annual Operating Expenses: Enter 0 if project is being relocated from out-of-area or if project involves a separate, new facility.

% Additional Operating Expenses Spent Locally: Enter % of operating expenses anticipated to be spent in Lawrence/Douglas County as a result of the project.

Exports: Enter % of revenues (from the sale of goods or services) anticipated to be generated from sources outside of Lawrence/Douglas County.

Anticipated Annual Gross Profits: Please provide an estimate of anticipated Annual Gross Profits (\$). Note: For expansions, please enter anticipated gross annual profits from expansion.

| IRB and Tax Abatement Request Information | |
|---|--|
| If you are seeking an IRB, please list the full, legal name of the company/entity that will be receiving the IRB: | |
| Will your firm be leasing the building or the land in your expansion or newly constructed facility? (Y/N) | |
| If you are leasing the building or land, and you are seeking a tax abatement <u>without</u> an IRB, please list the tenant and owner and the financial relationship between tenant and owner. | |
| Total Cost of Project Construction: | |
| Estimated Cost of Project Construction Materials: | |

Application Tips:

Total project construction costs should include labor + materials for any real property improvements (e.g. building).

Indicate the costs of construction materials anticipated for the project.

Note: Applicant may be required to provide additional financial information for the project and company.

| Environmental Information | |
|---|---------------|
| Will the new facility meet Energy STAR criteria? (Y/N) | |
| Will the project seek or be designed to LEED certification standards? (Y/N) | |
| <i>If yes, please indicate level:</i> | Certification |
| | Silver |
| | Gold |
| | Platinum |
| Please describe environmentally friendly features of the project: | |
| Please describe anticipated positive environmental impacts resulting from the project: | |
| Please describe anticipated negative environmental impacts and planned remediation efforts: | |

Application Tips:

Environmentally Friendly Features: e.g. Low-energy, led lighting used throughout, pedestrian friendly elements including green space, bike paths, water saving native plantings used in landscapes, etc.

Additional Community Benefits

Describe Other Local Economic Benefits Resulting From Project:

Application Tips:

Local Economic Benefits: Include additional benefits not directly related to project capital investment and direct employment (e.g. Project attracting overnight visitors that will spend on lodging, entertainment, food and beverages, shopping, etc.)

Describe Other Quality of Life Benefits Resulting From Project:

Quality of Life Benefits: Include tangible and intangible benefits; such as how company is/will be a good corporate citizen, community involvement, local philanthropy efforts, and how project /company will contribute to local well being of citizens.

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| Employment Information | | | | | | | | | |
|---|--------------|--------|-------------------|--------|-------------------|--------|-------------------|--------|-------------------|
| Construction Employment for New Facility or Expansion | | | | | | | | | |
| # Full-Time, Construction Jobs: | | | | | | | | | |
| Average Annual Salary for Full-Time, Construction Workers (during construction period): | | | | | | | | | |
| Construction Period (months): | | | | | | | | | |
| For Expansion, # of Full-Time Employees Currently Working in Lawrence: | | | | | | | | | |
| New Employment Resulting from Project | | | | | | | | | |
| Net New Jobs (full-time, permanent) | Year | # Jobs | Avg Annual Salary |
| | 1 | | | | | | | | |
| | 2 | | | | | | | | |
| | 3 | | | | | | | | |
| | 4 | | | | | | | | |
| | 5 | | | | | | | | |
| | 6 | | | | | | | | |
| | 7 | | | | | | | | |
| | 8 | | | | | | | | |
| | 9 | | | | | | | | |
| | 10 | | | | | | | | |
| | Total | | | | | | | | |
| Anticipated # of Employees to Be Relocated Locally as a Result of the Project | | | | | | | | | |
| # of Net New Full-Time Employees Anticipated to be Relocated From Outside of Kansas: | | | | | | | | | |
| # of Net New Full-Time Employees Anticipated to be Relocated from Outside of Lawrence/Douglas County: | | | | | | | | | |
| # of Local, Full-Time Jobs Anticipated At End of Incentives Period: | | | | | | | | | |

Application Tips:

Enter 0 if project is new or relocation.

Enter information by major job category (e.g. administrative, support, professional, executive, production, etc.)

For a local expansion, Net New Jobs = number of additional employees to be hired each year, excluding employees that are already employed in Lawrence.)

Average Annual Salary: Only provide wage information. Do not include the value of non-wage benefits such as insurance and time off.

Jobs at End of Incentives Period: Enter total number of full-time employees (existing & new) anticipated to be employed at the new facility over the term of incentives (e.g. If applying for a 10-year tax abatement, this would be the total number of local Existing (if expanding) + Net New full-time jobs anticipated at the end of that 10-year period.)

| Employee Benefits | |
|---|-------------------------------|
| Description | After Expansion or Relocation |
| % of Employees with Company Provided Health Care Insurance | |
| % of Health Care Premium Covered by Company | |
| % of Employees with Company Provided Retirement Program | |
| Will You Provide Job Training for Employees? (Y/N) | |
| If Yes, Please Describe: | |
| | |
| What is the Lowest Hourly Wage Offered to New Employees? | |
| What Percentage of Your New Employees Will Receive this Wage? | |
| Will You Provide Additional Benefits to Employees? (Y/N) | |

If Yes, Please Describe:

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NRA Eligibility Statement

If applying for an NRA, please describe how your project meets one of the following state statute requirements for eligibility:

(1) Project is in an area in which there is a predominance of buildings or improvements which by reason of dilapidation, deterioration, obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, the existence of conditions which endanger life or property by fire and other causes or a combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime and which is detrimental to the public health, safety or welfare:

(2) Project is in an area which by reason of the presence of a substantial number of deteriorated or deteriorating structures, defective or inadequate streets, incompatible land use relationships, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the actual value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or a combination of such factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is detrimental to the public health, safety or welfare in its present condition and use:

(3) Project is in an area in which there is a predominance of buildings or improvements which by reason of age, history, architecture or significance should be preserved or restored to productive use:

Disclosures

| | |
|---|--|
| Company Form of Organization: | |
| Company Principals: | |
| | |
| List all subsidiaries or affiliates and details of ownership: | |
| Subsidiary : | |
| | |
| | |
| Principals: | |
| | |
| | |
| Has Company or any of its Directors/Officers been involved in or is the Company presently involved in any type of litigation? | |
| Has the Company, developer or any affiliated party declared bankruptcy? | |
| Has the Company, developer or any affiliated party defaulted on a real estate obligation? | |
| Has the Company, developer or any affiliated party been the defendant in any legal suit or action? | |
| Has the Company, developer or any affiliated party had judgments recorded against them? | |
| <i>If the answer to any of the above question is yes, please explain:</i> | |
| | |

Note: Applicant may be required to provide additional financial information for the project and company.

When you have completed this form to your satisfaction, please sign and send, along with **applicable application fee(s)** to:

City of Lawrence
Attn: Economic Development Coordinator
6 East 6th Street
Lawrence, KS 66044
Fax: 785-832-3405
Email: bcano@lawrenceks.org

| Application Fees | |
|---|-----------------|
| Tax Abatement | \$500 |
| Industrial Revenue Bonds (IRB) | \$1,000 |
| Community Improvement District (CID) | \$2,500 |
| Transportation Development District (TDD) | n/a |
| Tax Increment Financing (TIF) | n/a |
| NRA Application Fees | |
| Project Capital Investment | Application Fee |
| \$1,000,000 and Under | \$1,000 |
| \$1,000,000-\$10,000,000 | \$3,500 |
| Over \$10,000,000 | \$5,000 |

I hereby certify that the foregoing and attached information contained is true and correct, to the best of my knowledge:

Applicant/Representative: _____
(Please Print)

Signature: _____

Date: _____

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