



## NEW BRAUNFELS ECONOMIC DEVELOPMENT INCENTIVE APPLICATION

This application to the City of New Braunfels (City) and/or the New Braunfels Industrial Development Corporation (IDC) is for any grant or loan of public funds. The information collected in the application will become a part of any economic development agreement with the City or IDC. Knowingly providing false information will result in voiding the application and termination of any economic development agreement.

Date of Application

### SECTION A – CONTACT INFORMATION

Full Legal Organization Name			
Street Address			
City	State	Zip Code	Website Address
Principal Contact Person	Title	Phone Number	Email Address

### SECTION B – COMPANY INFORMATION

Indicate Ownership of Applicant Company:    Private                      Public

Applicant's North American Industrial Classification System (NAICS) Code for operations at project location:
City of Company Headquarters
State of Company Headquarters
Company's Total Workforce (full-time equivalents)

### SECTION C – PROPOSED PROJECT

Denote the type of business operations proposed:

- |                        |                   |                                    |
|------------------------|-------------------|------------------------------------|
| Agribusiness           | Biotechnology     | Corporate or Regional Headquarters |
| Aviation/Aerospace     | Creative Services | Finance                            |
| Information Technology | Manufacturing     | Logistics/Distribution             |
| Telecommunications     | Housing           | Business Services                  |
| Mixed Use              | Other             |                                    |

Type of Project:  
 New Construction                      Expansion or modernization                      Leasehold Improvements

**SECTION C – PROPOSED PROJECT (CONTINUED)**

Project Name	
Project Address or Approximate Location	
County	School District
Expected Date to Undertake Improvements	Expected Date to Complete Improvements
Proposed Project Description	

**SECTION D – TAXABLE ASSETS AND OPERATIONS**

Indicate the project's capital investment each year.

Year	Land	Buildings and Other Real Property Improvements	Furniture, Fixtures, and Equipment	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total				

Are the building improvements costs entered above for construction?      Yes      No

**SECTION D - TAXABLE ASSETS AND OPERATIONS (CONTINUED)**

Enter building permits and fees to be paid to the City during construction, if applicable.

Year	Total City Building Permits and Fees
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Total	

Enter estimated taxable inventories at the end of each year. Enter an amount in Year 1 and the percent of annual increase.

Year	Total Inventories
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Percent of annual increase:

**SECTION D - TAXABLE ASSETS AND OPERATIONS (CONTINUED)**

Enter the project's estimated taxable purchases of materials, supplies, and services in the community and the project's estimated taxable sales that will be subject to sales taxes in the community. Enter an amount in Year 1 and the percent of annual increase.

Year	The Project's Taxable Purchases	The Project's Taxable Sales
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Percent of annual increase:		

Indicate the number of telephone lines at the project:

Indicate the percent of the project's utility usage for manufacturing or processing operations:

**SECTION E – EMPLOYMENT INFORMATION**

Indicate the number of new, full-time jobs to be created for the first ten (10) years of the project:

Year 1	Year 2	Year 3	Year 4	Year 5
Year 6	Year 7	Year 8	Year 9	Year 10

Indicate the number of employees to be hired for the project by classification:

Managerial/Executive	Salary Range (Annual)	Positions Filled By Relocated Worker
Professional	Salary Range (Annual)	Positions Filled By Relocated Worker
Administrative	Salary Range (Annual)	Positions Filled By Relocated Worker
Skilled	Salary Range (Annual)	Positions Filled By Relocated Worker
Semi-skilled	Salary Range (Annual)	Positions Filled By Relocated Worker
Unskilled	Salary Range (Annual)	Positions Filled By Relocated Worker

**SECTION E - EMPLOYMENT INFORMATION (CONTINUED)**

Are bonuses, profit sharing, or other incentives used by the company?    Yes            No

If yes, please describe the structure of performance incentives.

Is there seasonality to hiring needs?    Yes            No

If yes, please provide details on the seasonality of the Project's employment needs.

Quantify and describe the investment in training and education for new employees.

Would the company commit to hiring a set percentage of employees from New Braunfels?    Yes            No

If yes, please indicate the approximate percentage.

Indicate which types of benefits the company offers full-time employees:

- |                              |                  |                                   |
|------------------------------|------------------|-----------------------------------|
| Paid Vacation                | Health Insurance | Retirement – Defined Contribution |
| Retirement – Defined Benefit | HSA/FSA          | Paid Sick Leave                   |
| Tuition Reimbursement        | Other            |                                   |

If applicable, please provide details on benefits such as health insurance, retirement, and tuition reimbursement.

**SECTION F – OTHER PROJECT INFORMATION**

Has the company, its affiliates, or any officers been cited, been under investigation, or have litigation pending for any alleged violations of federal, state, county, and/or municipal laws, codes, or ordinances?    Yes            No

If yes, please provide further details.

## **SECTION F - OTHER PROJECT INFORMATION (CONTINUED)**

Has the company ever received economic development incentives from the City and/or IDC?    Yes            No

Is any interest in the proposed project held by a current official or member of the New Braunfels City Council, Industrial Development Corporation, or other City official or employee?    Yes            No

## **SECTION G – REQUIRED COMPANY FINANCIAL INFORMATION**

The following information is needed to fully evaluate the company's request for incentives. The following documents are required for full consideration for this application:

Business Plan

Audited financial statements for the past three (3) years (income, balance sheet, and cash flow statements).

Relevant information regarding the applicant company's structure and organizational chart identifying affiliates and subsidiaries, if any.

Year-to-date financial statements, including income statement and balance sheet.

Pro-forma financial statements for the proposed project (minimum of five years).

## **CERTIFICATION OF UNDOCUMENTED WORKERS**

Chapter 2264 of the Texas Government Code requires that each business that submits an application to receive a public subsidy 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. An undocumented worker means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United State or authorized under the law to be employed in that manner in the United States. If after a public subsidy, the business, or a branch, division, or department of the business is convicted of a violation under 8 U.S.C. Section 1324a(f), the business shall repay the amount of the public subsidy with interest, at the rate and according to the other terms provided by an agreement under Section 2264.053, not later than the 120th day after the date the public agency, state or local taxing jurisdiction, or Industrial Development Corporation notifies the business of the violation.

## **APPLICATION FEE**

In some instances a completed incentive application will require an unusually high degree of review. As such, the City shall submit a letter to the applicant within ten (10) business days of receiving the application outlining the projected application fees associated with the application. If the Company does not receive a letter within ten (10) business days of submitting an application, no fee will be assessed during the application process.

## **CONFIDENTIALITY OF RECORDS**

Any potential agreements (including this application) between the City, IDC and the Company are subject to disclosure under the Public Information Act, which is codified in Chapter 552 of the Texas Government Code. There are exceptions, however, for the disclosure of confidential material considered to be third- party proprietary. If the City receives an Open Records Request for all materials related to an economic development agreement and the City is in possession of confidential financial or operational information from the Company, the City will submit a request to the Texas Attorneys General Office-Open Records Division (AG) to keep the requested materials confidential. It is the responsibility of the Company, however, to respond to the AG's petition within ten (10) business days with the assertion that certain financial and operational information is considered third-party and proprietary and thus not subject to the Public Information Act. If the Company does not respond to the AG's petition, the City cannot be withheld from disclosing the requested materials to the requestor.

CERTIFICATION

I certify that I am authorized to sign the economic development incentive application and that the information provided in this application is true and correct. I additionally certify that the Company is in compliance with Chapter 2264 of the Texas Government Code. I understand that the information provided will become a part of any economic development agreement with the City of New Braunfels and/or the IDC.

Signature

Date

Please submit this application and required documents via email or in person to:

Jeff Jewell  
Economic Development Manager  
City of New Braunfels  
550 Landa Street  
New Braunfels, TX 78130

Phone: (830) 221-4621  
Email: [jjewell@nbtexas.org](mailto:jjewell@nbtexas.org)