



# Local Economic Development Assistance (LEDA)

## REQUEST FOR ECONOMIC DEVELOPMENT INCENTIVES Los Alamos County, New Mexico v. 08-22-13

Please attempt to be brief but complete, using separate sheets of paper as necessary. Electronic copies may be provided but an original signed copy is required. Please use the LEDA Instruction Form, and if you still have questions contact Steven Lynne at 505-662-8294 or [steven.lynne@lacnm.us](mailto:steven.lynne@lacnm.us).

### I. Applicant Information

Legal name	
Trade name (dba)	
Address	
City, State, ZIP	
Phone #	
Fax #	
Primary contact person	
Federal Tax ID #	
NM State Tax. and Rev. #	
County Business Registration #	

This business is organized as a (n):  
C-Corporation, S-Corporation, Limited Partnership, Other (describe)

Principals	Title	Address


Please **attach** copies of:

- Incorporation papers
- By-laws
- Resumes of all principals (owners, partners, directors or officers).

## II. Purpose of the Project

Please provide a brief summary of this project including description, purpose, time frame, and total costs. Attach any relevant information or documentation.

## III. Request of the County

What specific incentives are requested of the County (e.g. loan and/or grant award amount and specifically for what items)? Note: Loans and grants are not designed for operating capital, but for items that provide physical improvements and training directly related to new job creation and economic development.

## IV. Financial History

Yes/No Has the business or any of its officers ever been involved in a bankruptcy?

Yes/No Has the business or any of its officers ever defaulted on any loans or other financial obligations?

Yes/No Does the business or any of its officers have any loans or other financial obligations on which payments are not current?

If the answer to any of the above questions is yes, please **attach** a brief explanation.

Please **attach** copies of:

- Financial statements for the past three years (income statements and balance sheets)
- Projected income and cash flow statements for at least three years into the future
- Completed credit check authorization

## V. Project Funding Sources

Funding Type	Source	Amount

	<b>TOTAL</b>	

Please **attach** evidence of funding sources, such as lender or bank letters of commitment or intent to fund.

## VI. Project Plan

Please **attach** your general business plan for the proposed project, to include:

- Executive summary
- Business description and history
- Product or service description
- Market analysis and strategy
- Summary of competition
- Operations plan
- Organizational chart
- Description of previously completed projects
- Resumes of key staff involved with this project

## VII. Estimated Impact on the Local Economy

A. How many and what type of jobs will this project **create**?

		Number of Jobs Created		
Job Title or Type	Estimated Pay Scale	Year 1	Year 2	Year 3
Total No. of Jobs Created				
Total Estimated Annual Payroll				

Please indicate in the above chart which jobs will you:

- Fill locally (**L**)
- Fill by transfer from other facilities or recruit from outside the Los Alamos, NM area (**O**)

B. How many and what type of jobs will this project **retain or impact**?

		Number of Jobs Retained/Impacted		
Job Title or Type	Estimated Pay Scale	Year 1	Year 2	Year 3
Total No. of Jobs Retained/Impacted				
Total Estimated Payroll				

- C. What is the total projected value of purchases (goods and services) made by the business each year?
- D. What percentage of this value is projected to be purchased in Los Alamos?
- E. What is the total estimated value of new construction, including tenant improvements that the business will require each year in year 1-3?
- F. What is the anticipated impact of this project on the local tax base (e.g. what increases in taxes paid do you expect from this project)?
- G. What is the anticipated impact of this project, if any, on the local school system?

**VIII. Collateral**

What does the business plan to offer as collateral and what is the value of this collateral, including real and business property?

## **IX: Authorization for Financial Verification**

As part of due diligence in processing this application, Los Alamos County may elect to obtain credit reports in relation to this business and/or its principals. Alternately, the applicant may be asked to provide a notarized letter from their lender or CPA stating that they have the financial wherewithal to complete the project as specified in the LEDA application.

I hereby authorize Los Alamos County to obtain such personal or business credit reports.

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Corporation Federal Tax ID #

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **X. Authorization to Proceed and Confidentiality**

I (we) hereby authorize Los Alamos County and its agents and assignees to review this application and the business and/or financial history of the applicants. I understand that the business information contained herein may be subject to staff review but will not be used for any commercial purposes and should be marked by the applicant as confidential where applicable. I understand that the County has certain legal obligations under the Inspection of Public Records Act that may prevent it from maintaining the confidentiality of documents I submit. The county will make every effort to review the application in a timely manner but makes no guarantees to the applicant of specific awards or timing of awards.

I have reviewed and concur with this statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

XI. Certification and Authorization

I certify that the information contained in the application is true and correct, and that any information subsequently obtained which may indicate that statements contained in the application are or were untrue or have become misleading or untrue will be promptly disclosed to the County.

I agree to permit the County to inspect the project at any time to ensure compliance with the project plans and the representations contained in the application.

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Signature of Applicant

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Date

## LEDA Application Administrative Handling Record

Date received: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Review Item	Yes	No	Incomplete	N/A
Incorporation papers				
Bylaws				
Resumes of principals				
Past financial statements (3 yrs)				
Pro-forma (future estimated) financial statements (3 yrs)				
Credit check authorization or lender statement				
Credit check complete				
Evidence of funding				
Business plan				
Economic impact statement				
Signatures and Dates				

Date presented to CAO: \_\_\_\_\_

CAO recommendation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date presented to County Council: \_\_\_\_\_

Action by County Council:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**LEDA PROJECT PARTICIPATION AGREEMENT**  
**\*\*\*INSERT\*\*\***

**LEDA ECONOMIC IMPACT STATEMENT AND ANNUAL PROGRESS REPORT**

**Applicant Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Date of LEDA Award:** \_\_\_\_\_

**Amount/Type of LEDA Award:** \_\_\_\_\_

**Date of This Report:** \_\_\_\_\_

A. How many and what type of jobs has this project **created**?

Job Title or Type		Number of Jobs Created		
		Year 1	Year 2	Year 3
Total No. of Jobs Created				
Total Annual Payroll				

Please indicate in the above chart which jobs will you:

- Fill locally (**L**)
- Fill by transfer from other facilities or recruit from outside the Los Alamos, NM area (**O**)

B. How many and what type of jobs has this project **retained or impacted**?

		Number of Jobs Retained/Impacted		
Job Title or Type	Pay Scale	Year 1	Year 2	Year 3
Total No. of Jobs Retained/Impacted				
Total Estimated Payroll				

- C. What is the total value of purchases (goods and services) made by the business over the past year (12 months)?
- D. What percentage of this value was purchased in Los Alamos?
- E. What is the total value of new construction, including tenant improvements that the business incurred this year?
- F. What was the value of Gross Receipts Tax paid by the business this past year (tax year)?
- G. What has been the impact of this project, if any, on the local school system?