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Economic Incentives Application Cover Sheet

The City of Manhattan welcomes your interest in participating in the City's economic development initiatives. This cover sheet should be completed along with the appropriate addendums for particular incentive sources, including Manhattan Economic Development Funds, Industrial Revenue Bonds and Tax Abatement. Please note by providing a check mark next to which fund(s) are requested and attach the appropriate addendum(s) to this cover sheet.

- City of Manhattan Economic Development Fund
- Industrial Revenue Bonds (enclose \$1000 application fee)
- Tax Abatement (enclose \$1000 application fee)

*Please note that all information is subject to the provisions of the **Kansas Open Records Act**.*

Applicant/Company Name: _____

Address: _____

_____, _____

Telephone: _____

Fax: _____

E-Mail: _____

Website: _____

Principal Contact(s) and Titles:

1) _____

2) _____

Section I: Project Summary

1. Please provide a brief overview of the relocation or expansion project.

2. Please describe the physical characteristics of the proposed project.
 - a. Provide a brief description of the proposed facility, including proposed location, square footage, and age and condition of the building.

 - b. If the building is leased:
 - i. What are the annual lease payments?

 - ii. What is the present value of the lease?

 - c. If the building is owned:
 - i. What are the annual note payments?

 - ii. What is management's estimate on the value of the property?

What is this estimate based on?

 - iii. Has the property been appraised? Yes No
 - iv. Will any portion of the building be leased?

 - d. List any other offices or plant locations of the Company.

 - e. Any special facility needs for proposed location (i.e. water, sewer, power, streets, etc.)

 - f. Describe a project time-line for completion.

Section III: People and Job Creation

- Names of Current Executive/Senior Management Personnel responsible for the proposed operation.

Name	Title	Years of Service	Ownership Interest

- Names of all Directors and Key Employees associated with the Company.

Name	Title	Years of Service	Ownership Interest

- Are any new management talents needed? Yes No
What kind?

What specific members of management will be hired in the next year?

Indicate any management not full time with Company (describe other responsibilities).

- Please list all *current* employees as outlined in the table below.

Job Category	Current Number	Average Hourly Wage
Accounting/Finance		\$
General Management		\$
Research & Development		\$
Clerical		\$
Sales/Marketing		\$
Engineering		\$
Production		\$
TOTAL		\$

6. Please list all *new employees* that will be created by the proposed project using the table format below.

Job Title/Category	Hourly Wage Range (Low – High)	Average Hourly Wage	Jobs Created Per Year										Total Jobs	
			1	2	3	4	5	6	7	8	9	10		
Exempt (Salaried)														
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
Non-Exempt (Hourly)														
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												

Section IV: Signature and Verification

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

Date _____ Applicant's Signature _____

_____ Title



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Economic Development Funding Addendum

This application addendum is to be completed by applicants seeking economic development funding from the City and should accompany the Economic Incentives Application Cover Sheet. The City Commission has outlined the application process and funding criteria in order to analyze and consider requests for funds.

1. The applicant must be initiating or expanding a business or project in the Manhattan area.
2. The applicant is expected to furnish a Business/Project Plan. Depending on the size of the applicant, this Plan may range from a simple to a very complex document. Technical Assistance is available from the following sources:
 - Manhattan Area Chamber of Commerce Economic Development Department
 - Kansas State University – Institute for Commercialization (KSU-IC)
 - Small Business Development Center
 - Others of Applicant's choice

Each of the above listed Business Plan Technical Consultants may provide the following basic services without fee:

- Provide a format of a typical Business Plan
- Review what details are normally included in a Business Plan
- Make suggestions as to where to seek specific assistance on matters of financial projections, marketing analysis and strategy, manufacturing cost estimates, industry considerations, etc.
- Make suggestions for the Plan's Summary statement.

Note: The Business Plan Technical Consultant is not expected to research or write the Business/Project Plan, which is the responsibility of the applicant. Any other services (technical or otherwise) provided by the Business Plan Technical Consultant will be negotiated separately by the Consultant and the Applicant.

3. The applicant is expected to complete this Application Form. Please contact the City of Manhattan for a word document version of the application. Applicants are encouraged to attach additional pages as necessary to fully explain and support the answers to each question.

If submitted to City staff, both your Business/Project Plan and completed Application Form are subject to the provisions of the **Kansas Open Records Act**. Thus, this information will be available for public scrutiny.

Information about application procedures and analysis criteria is attached.

If you need any other information, please feel free to contact any one of the persons listed below:

City of Manhattan	(785) 587-2404
Ron Fehr, City Manager	
Manhattan Chamber of Commerce:	
Lyle Butler, President	(785) 776-8829
Trent Armbrust,	(785) 776-8829
Economic Development Director	

The completed application form must be submitted to:

City Manager
City of Manhattan
1101 Poyntz Avenue
Manhattan, Kansas 66502

Best wishes for a successful future in your business/project!

Section I: Funding Requested

- Please indicate the requested funding from Economic Development Funds (CITY) over a ten-year period in the following format.

	Land	Buildings	Infrastructure	Abatements	Loans	Grants	Other	Total
Year 1	\$	\$	\$	\$	\$	\$	\$	\$
Year 2	\$	\$	\$	\$	\$	\$	\$	\$
Year 3	\$	\$	\$	\$	\$	\$	\$	\$
Year 4	\$	\$	\$	\$	\$	\$	\$	\$
Year 5	\$	\$	\$	\$	\$	\$	\$	\$
Year 6	\$	\$	\$	\$	\$	\$	\$	\$
Year 7	\$	\$	\$	\$	\$	\$	\$	\$
Year 8	\$	\$	\$	\$	\$	\$	\$	\$
Year 9	\$	\$	\$	\$	\$	\$	\$	\$
Year 10	\$	\$	\$	\$	\$	\$	\$	\$
Total:	\$	\$	\$	\$	\$	\$	\$	\$

Section II: Company Information

- Legal Name: _____
Address: _____

- Form of Organization (Indicate whether the company is a proprietorship, partnership or incorporated)
- List all subsidiaries or affiliates and details of ownership for:
 - company _____

_____;
 - principals _____

- Has the Company or any of its Directors/Officers been involved in or is the Company presently involved in any type of litigation? _____ If so, please attach an explanation.
 - Is there any present threat of litigation? _____
- Has the Company or any principal ever filed for bankruptcy? _____ If yes, please explain. _____

Section III: Contracts

1. List any significant contracts into which the Company has entered and which may affect plans in Manhattan. _____

2. Has the Company licensed its technology to others, or is there any lien or claim on the Company's technology? _____

3. Is the company obligated to pay any royalties or is it obligated to future cash or in-kind payments to any third party for technology or any other matter? _____

4. Is there a labor union? _____
If so, describe the contract with the union. _____

Section IV: Benefits and Community Fit

1. Does the company participate in the cost of a health insurance plan for all full-time, non-probationary employees? _____
 - a. If yes, what percentage of health benefits are paid by the employer and what percentage are paid by employee contributions?
Company _____%
Employee _____%
2. Please list and describe any other employee benefits that are provided by the company.

3. Please calculate the total cost to the company of all employee benefits (including health benefits and those reported in question 2) expressed as a percentage of wages for the average company employee. _____ %
4. If the company is an existing company in the area, please estimate the following information, otherwise, please proceed with the next question. City staff may assist with the estimates if necessary.
Please indicate what percentage of your projected workforce will reside in the following locations.
_____% live in Riley County
_____% live in Pottawatomie County
_____% Other
What percentage of your total workforce do you anticipate living within the corporate limits of the City of Manhattan? _____%

5. What bi-products or waste products will be produced at the proposed location, and does your company comply with all applicable environmental regulations?

6. Please provide a history of the company's community involvement and philanthropy and/or state your future plans in this regard. _____

7. Please explain your company's job training program. _____

8. Please describe the advancement paths for positions within the company and the company's philosophy about upward mobility for employees. _____

9. Describe the overall added benefits your company will bring to Manhattan and the community in terms of personnel, skills, labor force, etc.

IV. Other Disclosures

- Has the developer or any affiliated party defaulted on a real estate obligation?
- Has the developer or any affiliated party been the defendant in any legal suit or action?
- Has the developer or any affiliated party declared bankruptcy?
- Has the developer or any affiliated party had judgments recorded against them?

If the answer to any of the above questions is yes, please explain.

V. Finance

- Suppliers: list name, address and phone numbers for 3 current major suppliers

- Customers: list name, address and phone numbers for 3 current major customers

The following information is necessary to complete the application process. However, to protect all applicants' proprietary information, please forward this information to the City's contracted financial advisors, who will use it to prepare a summary and recommendation to City staff regarding each applicant's financial status. Contact the City Manager's Office for more information.

VI. Financial Background

Please attach:

- Description of development company, ownership, and affiliated/partner companies
- Current (latest quarter) balance sheets and income statements for development company
- Past three years of audited year-end financial statements (minimum of balance sheets and income statements) for development company
- Current and historical financial statements for affiliated/partner companies, if applicable
- Current personal balance sheet for developer principal(s), if applicable
- Past three years of personal income tax returns for developer principal(s), if applicable

Section VII: Signature and Verification

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

Date: _____

Applicant's Signature

Title