

## Local Primary Job Expansion Program

Midlothian Economic Development ("MED") has established the Local Primary Job Expansion Program (the "Program") to support businesses that create or retain Primary Jobs while making meaningful capital investments in Midlothian.

Grants are available to businesses creating or retaining Primary Jobs that make a minimum new capital investment of at least \$10,000 in Projects, as defined under Texas Local Government Code §501.101. Through this Program, MED will reimburse eligible businesses up to \$50,000 upon completion of their project.

### GRANT AMOUNT

The maximum grant amount shall be the **lesser** of:

1. **\$50,000** (maximum lifetime grant cap);
2. **Actual Project expenses**; or
3. **The cumulative amount of all City of Midlothian taxes paid** by the business within the last 5 years.

MED staff shall review each application and provide an administrative recommendation regarding the proposed grant amount based on the grant amount Program criteria.

The MED Board shall determine whether to award a grant and the final grant amount. The Board may approve an amount up to or less than the maximum allowable amount based on evaluation factors including but not limited to community impact, job creation, fiscal return, and available funding.

Businesses may submit future applications for new expansion Projects in subsequent fiscal years until the company has reached the \$50,000 grant cap.

### ELIGIBILITY CRITERIA

To qualify for grant consideration, applicants must:

1. Create or retain Primary Jobs as defined by Texas Local Government Code §501.002.
2. Undertake a Project costing at least \$10,000 that meet the definition established under Texas Local Government Code §501.101; and

3. Be located within appropriate commercial zoning that supports business growth (home-based businesses will not be eligible).

## **EVALUATION CRITERIA**

MED Board will evaluate applications based on the following considerations:

- Community Impact – Demonstrate how the business contributes to the Midlothian community, including examples of local engagement or community benefit.
- Business Impact and Return on Investment (ROI) – The applicant must demonstrate how the proposed Project will strengthen the company's growth, financials, competitiveness, employment and long-term operational capacity in Midlothian. Emphasis will be placed on measurable outcomes resulting from the investment.
- Job Creation and Taxable Value – Create or retain Primary Jobs and generate taxable value.
- Minimization of Adverse Impacts – Minimize adverse environmental, traffic, or community impacts.
- Land Use – Be located within the appropriate commercial zoning district and supports future business growth.

## **APPLICATION AND DISBURSEMENT PROCESS**

### **1. Application Submission:**

- Applications must be submitted with supporting documentation.
- MED staff shall evaluate each application and calculate the maximum allowable grant amount based on the "lesser of" criteria outlined in the Grant Amount section.

### **2. Board Review:**

- Applications will be reviewed by the MED Board in closed session for consideration at their next regularly scheduled board meeting. All action will be taken in open session.
- The MED Board shall review each application and shall determine whether to approve or deny the grant and the final grant amount. The Board may approve an amount less than or up to the maximum allowable amount.
- Grant awards are made at the sole discretion of the MED Board and are subject to the availability of funds approved by the Midlothian City Council.

### **3. Award Notification:**

- Following the board meeting, applicants will be notified in writing regarding the status of their grant application.
- Upon approval, MED will provide an Economic Development Performance Agreement (“EDPA”) that will outline the terms and conditions and disbursement of funds.

### **4. Project Completion:**

- Within 30 days of approval of the MED Board. Applicant must sign the EDPA. After signed EDPA is received by MED, the applicant may proceed with the Project.

### **5. Reimbursement:**

Prior to the payment of MED funds, the business must provide:

- Verification that the Project has been completed and complies with the EDPA.
- Completed City of Midlothian vendor packet.
- Itemized list of all Project expenditures with receipts, invoices, and proof of payment for all expenses.
- Documentation of job creation or retention.
- Any additional verification materials requested by MED staff.

Grant funds will be disbursed only after the Project has been completed and all documentation has been submitted and verified.

### **PROGRAM RESTRICTIONS**

- Lifetime Grant Cap – A business may apply annually for and receive multiple grants under this Program. The total cumulative grant to any single business entity shall not exceed \$50,000 over the lifetime of the Program, regardless of ownership changes, restructuring, or affiliated entities as determined by the MED Board.
- Funding Availability – All grant awards are contingent upon the availability of funds as approved by the Midlothian City Council in the annual budget.
- Discretionary Awards – The MED Board reserves the right to deny any application for any reason.

- Non-Exclusivity – Participation in this Program does not disqualify eligibility for other Economic Development Performance Agreements or local incentives.

### **Ineligible Applicants**

- Current members of the MED Board, Midlothian City Council, and MED staff are not eligible to participate in the Program.

### **PROGRAM ADMINISTRATION**

This program is administered by Midlothian Economic Development. For additional information or to request an application, please contact MED at [info@midlothian-tx.org](mailto:info@midlothian-tx.org) or call 972-427-3080

**Midlothian Economic Development**

**Local Primary Job Expansion Program Application**

**APPLICANT INFORMATION**

Business Name:

\_\_\_\_\_

Business Address:

\_\_\_\_\_

Primary Contact Name:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Secretary of State Filing Number:

\_\_\_\_\_

Business Type:

Sole Proprietorship  Partnership  Corporation  LLC  Other:

\_\_\_\_\_

Related/Affiliate business entity: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Years Operating in Midlothian: \_\_\_\_\_

Do you operate your business within the proper zoning district?

Yes  No

**PROJECT DETAILS**

Project Title/Description:

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Total Estimated Project Cost: \$\_\_\_\_\_ (Minimum \$10,000 required)

Does your Project meet the definition of an authorized Project under Texas Local Government Code §501.101?

Yes  No

"project" includes the land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements that are:

- 1) for the creation or retention of primary jobs; and
- 2) found by the board of directors to be required or suitable for the development, retention, or expansion of:
  - a. manufacturing and industrial facilities;
  - b. research and development facilities;
  - c. military facilities, including closed or realigned military bases;
  - d. transportation facilities, including airports, hangars, railports, rail switching facilities, maintenance and repair facilities, cargo facilities, related infrastructure located on or adjacent to an airport or railport facility, marine ports, inland ports, mass commuting facilities, and parking facilities;
  - e. sewage or solid waste disposal facilities;
  - f. recycling facilities;
  - g. air or water pollution control facilities;
  - h. facilities for furnishing water to the public;
  - i. distribution centers;
  - j. small warehouse facilities capable of serving as decentralized storage and distribution centers;
  - k. primary job training facilities for use by institutions of higher education; or
  - l. regional or national corporate headquarters facilities.

Proposed Project Start Date: \_\_\_\_\_

Proposed Project Completion Date: \_\_\_\_\_

Project Location/Address:

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### **CAPITAL INVESTMENT BREAKDOWN AND PRJECTIONS**

Please provide a detailed breakdown of anticipated Project expenses:

Expense Category	Description	Estimated Cost
Equipment	_____	\$
Machinery	_____	\$
Building/Improvements	_____	\$
Technology/Software	_____	\$
Furniture/Fixtures	_____	\$
Other: _____	_____	\$
Other: _____	_____	\$
TOTAL		\$

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### **TAX HISTORY - City of Midlothian Taxes Paid (Last Five Years).**

Real Property Tax

Tax Year Amount Paid

2025 \$ \_\_\_\_\_

2024 \$ \_\_\_\_\_

2023 \$ \_\_\_\_\_

2022 \$ \_\_\_\_\_

2021 \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Business Personal Property Tax

Tax Year Amount Paid

2025 \$ \_\_\_\_\_

2024 \$ \_\_\_\_\_

2023 \$ \_\_\_\_\_

Tax Year Amount Paid

2022 \$ \_\_\_\_\_

2021 \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Local Sales Tax Paid

Tax Year Amount Paid

2025 \$ \_\_\_\_\_

2024 \$ \_\_\_\_\_

2023 \$ \_\_\_\_\_

2022 \$ \_\_\_\_\_

2021 \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Documentation Required:

Applicants must attach official documentation supporting each category above, which may include:

- Real property tax statements
- Business personal property tax statements
- Texas Comptroller sales tax reports or filings

Five-Year Projection/Proforma. Please provide a five-year projection on how this investment will impact your company's financials and employment.

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**JOB CREATION/RETENTION**

Does your business create or retain Primary Jobs as and Texas Local Government Code §501.002?

Yes  No

"Primary job" means: a job that is:

(i) available at a company for which a majority of the products or services of that company are ultimately exported to regional, statewide, national, or international markets infusing new dollars into the local economy; and

Is the majority of your product or service exported outside the region?

Yes  No

What are the major locations where your customers are located?

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(ii) included in one of the following sectors of the North American Industry Classification System (NAICS):

NAICS Sector #	Description
111	Crop Production
112	Animal Production
113	Forestry and Logging
11411	Commercial Fishing
115	Support Activities for Agriculture and Forestry
211-213	Mining
221	Utilities
311-339	Manufacturing
42	Wholesale Trade
48-49	Transportation and Warehousing
51 (excluding 512131 and 512132)	Information (excluding motion picture theaters and drive-in motion picture theaters)
523-525	Securities, Commodity Contracts, and Other Financial Investments and Related Activities; Insurance Carriers and Related Activities; Funds, Trusts, and Other Financial Vehicles
5413, 5415, 5416, 5417, and 5419	Architectural, Engineering, and Related Services; Computer System Design and Related Services; Management, Scientific, and Technical Consulting Services; Scientific Research and Development Services; Other Professional, Scientific, and Technical Services
551	Management of Companies and Enterprises
56142	Telephone Call Centers

What Sector # do you fall under? \_\_\_\_\_

Current Number of Full-Time Employees: \_\_\_\_\_

Number of Primary Jobs to be Created: \_\_\_\_\_

Number of Primary Jobs to be Retained: \_\_\_\_\_

Please describe the Primary Jobs that will be created or retained:

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**EVALUATION CRITERIA**

**Community Impact**

Describe how this Project will have a meaningful positive impact on the Midlothian community:

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**Return on Investment**

Describe how this Project will benefit your company and provide a return on investment. Include specific outcomes such as increased revenue, production capacity, service expansion, job retention, efficiency gains, or market growth.

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**Taxable Value**

What taxable value will this Project generate?

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**Adverse Impacts**

Will this Project have any potential adverse impacts (traffic, environment, noise, etc.)? If yes, describe mitigation strategies:

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**ADDITIONAL INFORMATION**

**Are you currently participating in or have you applied for other Economic Development Performance Agreements?**

Yes  No

*If yes, please describe:*

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**Additional comments or information to support this application:**

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**SUPPORTING DOCUMENTATION**

Please attach the following documents to your application:

- Project budget with supporting quotes/estimates
- Documentation of City of Midlothian tax payments (last 5 years)
- Site plan or layout of Project location
- Company financials (Profit and Loss Statement and Balance Sheet)
- Any additional supporting documentation

**ACKNOWLEDGEMENTS**

By submitting this application, the applicant certifies the following:

- The information provided is true and accurate.
- The business meets all eligibility criteria for the Program.

- The applicant understands that funding is contingent upon compliance with program requirements, MED Board approval, and availability of funds approved by Midlothian City Council.
- The applicant understands that grant funds will only be disbursed after Project completion and submission of documentation verifying expenses.
- The applicant understands that total funding received under this Program may not exceed the \$50,000 lifetime cap and that future applications will be evaluated based on remaining eligibility and demonstrated business impact.

Is the business entity owned by, or provide compensation to a current MED staff, MED board member, or City Council member?

Yes  No

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **SUBMISSION INSTRUCTIONS**

Please submit your completed application and supporting documents to:

**Midlothian Economic Development**

info@midlothian-tx.org

For questions or assistance, please contact MED at info@midlothian-tx.org or call 972-723-3080.

**\*MED staff may modify the application at their discretion.**