Economic Development Study Session:

Sample ED Application Process

1. Applicant contacts City inquiring about possible incentives.

2. Staff meets with applicant to discuss proposed project and possible ED programs the project may fit. Staff also explains the overall application process:

   • Application is available on the City's ED webpage:
     http://www.lawrenceks.org/economic_development
   • Application is in Word and can be edited/saved by applicant until finalized. Staff is available to answer questions while the applicant is completing the form.
   • Applicant is encouraged to send a draft version to staff to preview eligibility as well as help ensure all questions are answered. If project does not appear to meet state or city eligibility, staff will discuss with applicant at this stage and the application typically will not proceed.
   • If the project appears to meet both city and state eligibility criteria, applicant is also encouraged to provide a narrative that explains the project, their request for assistance and why it is needed.
   • Staff reviews application and starts to gather additional information for analysis and reporting.

3. Application and narrative (if provided) is forwarded to the City Commission to receive the request. City Commission can either refer the request to the Public Incentives Review Committee (PIRC) for recommendation or stop the application from proceeding if there is no interest in considering it.

4. Staff prepares analysis and technical report.

5. Work begins on draft regulating documents that will be needed (e.g. resolutions, ordinances, NRA plans, performance agreements, etc.)

6. PIRC reviews the application, request, and supporting materials then votes on a recommendation to send to the City Commission.

7. Request goes to the City Commission for consideration.

8. In the case of an NRA, the request is also considered by the County, School District and then returns to the City for final consideration.

9. If assistance is authorized, agreements are finalized/executed.

10. Project becomes subject to tracking, compliance, and reporting.