

**City of Logan**  
**Department of Economic Development**  
**Request for Assistance--Information Form**

When the Municipal Council considers a request for economic development assistance, the proposed project is evaluated for benefits to the community based on economic development goals adopted by City Council Resolution No. 97-10. This worksheet outlines the information used by the Economic Development Committee and Municipal Council to determine whether a project meets these City goals and is eligible for assistance.

Submit the information to the Department of Economic Development in the format shown below. If there is any additional information you feel is important to convey, please include it in a cover letter. Contact the Department of Economic Development (435-750-9822) with any questions regarding this worksheet or the evaluation process.

**I. General Information**

A. *Description of Business (for development project by a business):* Please include DATE BUSINESS ESTABLISHED, NATURE OF THE BUSINESS, TYPES OF PRODUCTS AND SERVICES, CUSTOMER PROFILE, KEY CUSTOMERS, MAJOR COMPETITORS, MAJOR PAST ACCOMPLISHMENTS, FUTURE PLANS FOR GROWTH/EXPANSION, and HOW THIS PROJECT WILL BENEFIT YOUR BUSINESS.

B. *Description of Project:* Please include SITE OF PROJECT, BEGINNING AND ENDING DATES OF THE PROJECT, DESCRIPTION OF CONSTRUCTION OR OPERATION TO BE DONE, ESTIMATED PROJECT COSTS, OBJECTIVES OF THE PROJECT.

**II. Jobs, Wages and Promotion of Permanence in the City of Logan -- 35% weight**

A. *Current Break Down of Employees (Not Including Principals or Officers of the Firm):*

| Number | Position | Full/Part Time | Base Annual Salary Per Employee | Annual Value of Benefits Per Employee |
|--------|----------|----------------|---------------------------------|---------------------------------------|
| _____  | _____    | _____          | _____                           | _____                                 |
| _____  | _____    | _____          | _____                           | _____                                 |
| _____  | _____    | _____          | _____                           | _____                                 |
| _____  | _____    | _____          | _____                           | _____                                 |

B. *First Year After Project (Not Including Principals or Officers of the Firm):*

| Number | Position | Full/Part Time | Base Annual | Annual Value of |
|--------|----------|----------------|-------------|-----------------|
|--------|----------|----------------|-------------|-----------------|

|       |       |       | Salary Per Employee | Benefits Per Employee |
|-------|-------|-------|---------------------|-----------------------|
| _____ | _____ | _____ | _____               | _____                 |
| _____ | _____ | _____ | _____               | _____                 |
| _____ | _____ | _____ | _____               | _____                 |
| _____ | _____ | _____ | _____               | _____                 |

*C. Fifth Year After Project (Not Including Principals or Officers of the Firm):*

| Number | Position | Full/Part Time | Base Annual Salary Per Employee | Annual Value of Benefits Per Employee |
|--------|----------|----------------|---------------------------------|---------------------------------------|
| _____  | _____    | _____          | _____                           | _____                                 |
| _____  | _____    | _____          | _____                           | _____                                 |
| _____  | _____    | _____          | _____                           | _____                                 |
| _____  | _____    | _____          | _____                           | _____                                 |

D. *To what extent does the firm's policy allow for promotion within the firm and encourage the acquisition of skills for advancement within the firm? If the firm has a written personnel policy, please attach a copy. A historical statement of the proportion or number of employees promoted to higher positions in the firm and a description of training or education supported by the firm will also help establish performance in this area.*

E. *Are upper management positions in the firm located in Logan? Please state the total number of upper management positions in the firm, the number located in Logan and the number located elsewhere.*

**III. Fiscal Returns to the City of Logan -- 20% weight**

*A. Current Property Values*

|                      | Value | Description |
|----------------------|-------|-------------|
| Land (as improved)   | _____ | _____       |
| Buildings/Facilities | _____ | _____       |
| Personal Property    | _____ | _____       |

*B. Property Values after Completion of Project*

|       | Value | Description |
|-------|-------|-------------|
| _____ | _____ | _____       |

|                                   |       |       |
|-----------------------------------|-------|-------|
| Land (as improved)                | _____ | _____ |
| Buildings/Facilities              | _____ | _____ |
| Personal Property Initial Value   | _____ | _____ |
| How long is depreciation period?  | _____ | _____ |
| Personal Property Sustained Value | _____ | _____ |

C. *Current Yearly Sales* \_\_\_\_\_

D. *Projected Sales 1st Yr. after Project* \_\_\_\_\_  
*Projected Sales Yr. 2 after Project* \_\_\_\_\_  
*Projected Sales Yr. 3 after Project* \_\_\_\_\_  
*Projected Sales Yr. 4 after Project* \_\_\_\_\_  
*Projected Sales Yr. 5 after Project* \_\_\_\_\_

E. *To what extent will the firm act as a catalyst in attracting and promoting new business development in the City of Logan?* Please give information such as current and/or projected levels of purchases from Logan vendors, description of type of benefits other firms will have from your development project, or other relevant information.

F. *Is the firm owned and operated by local business people and/or investors?* If ownership or management is mixed, please indicate the proportion of local/non-local ownership and management.

G. *To what extent will the firm continue to be a reliable and stable revenue source in the future?* Please give information that demonstrates the degree of long-term commitment/viability of business operation in Logan, e.g. regarding investment in Logan sites, long-term customer contracts, established history of business in Logan, etc.

H. *To what extent will segments of the City's labor force benefit from the firms supply of new jobs?* Please describe which segments of the labor force will benefit, what job supply gaps the project will fill, etc.

**IV. Community Partnerships -- 15% weight**

A. *To what extent will the firm serve as a beneficial and exemplary citizen in the community?* Please give information such as past activities the firms has engaged in which benefited the community, plans for future activities, etc.

B. *To what extent will the firm cooperate with employees enrolled in educational programs?* Please indicate provisions in company policy for such things as flexible job scheduling for students, provision of incentives to pursue education, etc.

C. *To what extent will the firm cooperate with institutions of higher learning?* Please include information about planned, current or past involvement in such things as research partnerships, internship opportunities, cooperative work-education positions, etc.

**V. Retention and Expansion -- 15% weight**

A. *To what extent does the firm demonstrate a commitment to remain in the City of Logan should the need for expansion or relocation arise?* Please indicate whether the firm would agree to return the assistance from the City if it moves elsewhere within an agreed-upon time period. Also provide any other information that demonstrates the commitment to remain in the City of Logan.

**VI. Facilities and Landscaping Appearance -- 15% weight**

A. *To what extent will the firm provide exemplary facilities with attractive landscaping?* Please include building plans or sketches and descriptions that show the proposed facilities and landscaping, or describe the facilities and landscaping and indicate when plans will be submitted to the City.

B. *To what extent will the firm make improvements and provide maintenance for "commons" areas such as canals, parking strips, fence, lines, etc?* Please indicate such improvements by describing them and referring to plans if available.

C. *To what extent will the firm participate in the overall preservation of the surrounding environment?* Please indicate what air, noise, or water pollution controls the firm will use. Also provide any information that describes what the project or firm will do that enhances the surrounding environment.

If you would like a copy of the form the Economic Development Committee uses to evaluate this information please contact the Department at 750-9820.