



LOS ALAMOS

Local Economic Development Act (LEDA) Retail Application

Los Alamos County

Community Development Department

1000 Central Avenue, Suite 150 Los Alamos, NM 87544 | (505) 662-8120

Dear Business Owner,

On behalf of the Los Alamos County Council and Economic Development Division, congratulations on passing the Phase I screen. We welcome the opportunity to assist you in locating and/or expanding your business in Los Alamos County, New Mexico.

Attached is the LEDA Retail Application for funding requests eligible under the Local Economic Development Act (LEDA). Please review and complete the application thoroughly. Los Alamos County Economic Development staff are available to assist you with questions about the application process and/or business plan development.

This form applies to Los Alamos County's LEDA Retail Program for development incentives related to land, buildings, or infrastructure.

If you have specific questions, please contact:

Anita Barela

Los Alamos County

Economic Development Program Manager

(505) 662-8006

anita.barela@lacnm.us

Submit completed applications via email to: economicdevelopment@lacnm.us

More information available at: <https://losalamosnm.us/ecodev/LEDA>



LOS ALAMOS

LEDA Retail Application Authorization

The undersigned, on behalf of the entity named as:

_____ (Business Name or Property Owner)

Hereby applies to Los Alamos County, New Mexico for project participation in the form of land, buildings, furnishing, fixtures, equipment, or infrastructure for retail purposes pursuant to the Local Economic Development Act (5-10-1 to 5-10-13 NMSA 1978) and Los Alamos County's adopted ordinance, policies, and procedures.

This application includes a Project Financing and financial questions and documentation requirements that represent a comprehensive outline of the project and requested public participation (incentives).

The undersigned certifies authorization to submit this application.

Authorized Applicant Representative

Name: _____

Title: _____

Address: _____

City: _____ State: ____ Zip: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Property Owner(s) (if different from authorized applicant representative):

Name: _____

Title: _____

Address: _____

City: _____ State: ____ Zip: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Add owner's affidavit if required.



LOS ALAMOS

Project Details and Financials

The purpose of this section is to present a reasonably comprehensive outline of the project ("Project") for which LEDA incentives are being requested. Please respond to each numbered item using a separate document and supplemental documents as attachments. Label each section clearly using the headings below. Write "None" or "Not Applicable" if an item does not apply.

1. Impact on Los Alamos Economy

- a. Describe how the Project will help fill a retail gap in Los Alamos County. Include projected new gross receipts tax revenue.
- b. Describe any existing market competition in the area and how the Project will differentiate itself.
- c. Will the Project expand over time? If so, explain future phases.
- d. Provide the following:
 - i. Total new capital investment
 - ii. Total construction improvement costs
 - iii. Total equipment purchases costs
 - iv. Total estimated taxable value upon completion

2. Project Location

- a. Describe the site and address where the Project will take place.
- b. Is the Project within an established Metropolitan Redevelopment Area (MRA), an infill site, or reuse/rehabilitation of an existing building?
- c. Identify the legal owner of the land and relationship to the applicant.
- d. Identify the current zoning of your property.

For questions about zoning, contact the Anita Barela at the Economic Development Division
economicdevelopment@lacnm.gov - 505-662-8120

3. Construction Impact (if applicable)

- a. Describe the construction scope (square footage, building type, site improvements).
- b. Provide cost, projected start and end dates, construction timeline.
- c. Estimate temporary construction jobs created.
- d. Percentage of local contractors and subcontractors.
- e. Estimated local material purchases.
- f. Estimated total construction spending in the local economy.
- g. Attach a site plan if available.

4. Proven Track Record

- a. Describe past projects completed by the applicant or its leadership.
- b. List any governmental assistance previously received.
- c. Address any bankruptcy history of any partners and its resolution.



LOS ALAMOS

5. Job Creation and Retention

- a. Current employment levels.
- b. Percentage of new hires expected to reside in Los Alamos County.
- c. Projected number of new jobs by year: (as per the proposed duration of the participation agreement)

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

Year 6: _____

Year 7: _____

Year 8: _____

Year 9: _____

Year 10: _____

6. Community Impact

- a. Estimate local product/service purchases (3-year projection).
- b. Estimate out-of-state purchases (3-year projection).
- c. Describe how the Project will attract new businesses or residents.
- d. State any known environmental impacts.

7. Community Contributions

- a. Company policies promoting community engagement, volunteerism, and donations.
- b. Describe current or intended involvement with:
 - i. Los Alamos Chamber of Commerce, Los Alamos MainStreet, or other local organizations.
 - ii. Local charities such as United Way of Northern New Mexico, The Food Depot, or others (financial or volunteer contributions).

8. Will you be applying for a LEDA grant or LEDA Loan?

Please indicate whether you are requesting a LEDA grant or a LEDA loan. Grants are typically awarded in requests of \$20,000 increments up to \$100,000. Larger or more complex projects may be considered on a case by case basis. Refer to the Los Alamos County's LEDA website. [Link added here when ready](#)

9. Financial Arrangements

- a. Provide a breakdown of total project costs:
 - i. LEDA funds requested
 - ii. Conventional loans



LOS ALAMOS

- iii. Applicant equity (Please see LEDA Handbook Section 7: LEDA Evaluation Criteria, which outlines the importance of applicant contribution as part of the project scoring process)
- iv. Third-party private investment
- v. Other
- b. Details on any loans included in #9 a.ii (institution, terms, etc.).
- c. State credit rating and agency (if available).
- d. Statement affirming no outstanding tax issues (or explanation if issues exist).
- e. Corporations only: Estimated increase in NM corporate income tax.
- f. Corporations only: Estimated capital qualified for NM investment tax credit.

9. Financial Statements

- a. Existing businesses: Attach last three years of:

- Balance Sheets
- Profit and Loss Statements
- Cash Flow Statements

OR Annual Reports / 10-K filings

- b. Startups: Attach

- Business plan
- Any signed contracts
- 3-year pro forma:
 - Balance Sheets
 - Income Statements
 - Cash Flow Statements

10. Capital Expenditures Needing LEDA Support

List estimated costs by category:

- a. Land: \$ _____
- b. Buildings: \$ _____
- c. Infrastructure: \$ _____