

GUIDELINES AND CRITERIA

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Revised from 20260120

Revised from 20251021

Revised from 20240115

Revised from 20230720

Revised from 20221017

The Pecos 4B Economic Development Corporation (PEDC) General Improvements Program and the Storefront Improvement Program are designed to assist existing area businesses to improve their storefront appearance and/or inside general structure. This would be a joint effort with the local business and the PEDC to increase revenues and to retain or create jobs. The following are the Guidelines and Criteria that will be used by the PEDC Board of Directors to determine needs and eligibility for participation in either of the programs.

A. Applicant must be an existing or a PEDC Board of Director approved new business in Pecos or Reeves County to be owned and operated by an area resident. This program is not designed to assist franchise/corporate businesses. Part of the PEDC's Board of Directors' decisions (inserted 4/21/26) will be to follow the 5 Cs of evaluating an applicant's ability to make their project successful:

1. Capital – money the applicant has invested in the venture
2. Capacity – debt-to-income ratio (if any)
3. Collateral – will the grant funds will be used for operations to improve equipment and borrowed against PEDC's contribution
4. Character – refers to the applicant's success of recent projects and reputation of past behaviors to gauge reliability &

5. Conditions – is the applicant taking into consideration the overall economic environment and the services to be provided to our local customer base
(Revised 01/2026)
6. New/Startup Companies must provide the following for the Board of Directors to make a sound financial decision:
 - a. Applicant's Projected Financials – Pro Forma Statements
 - b. Business Plan (Applicant can obtain assistance via the SBDC (Small Business Development Center at no cost to the applicant)
(Revised 04/20/26)
 - c. Must be in compliance with TOPC/State/Federal permitting requirements

B. Applicant must complete either, ***but not both***, the Storefront Improvement Program Application or the General Improvement Application for Assistance and present said application to the PEDC Executive Director:

1. prior to the commencement of the project for consideration of possible eligibility or
2. ***90-days*** after the start date and completion of the project

C. Applicants must contribute a minimum of fifty percent (50%) of the capital investment for improvements. The Pecos EDC's participation will not exceed **(\$50,000.00)** per project and will be based on the scoring scale listed on Page 4. (Revised 04/20/26)

- D. Pecos EDC's investment in the project may be determined based on jobs retained or created, with each job retained or created counting as \$5,000.00 towards the funding of the project.
- E. Applicant must agree to a Performance Agreement with Pecos 4B Economic Development Corporation outlining the responsibilities of both parties with regards to capital investment, design and implementation of the improvements and the number of jobs retained or created as a result of the completion of said improvements.
- F. Applicant(s) shall provide the PEDC with documents verifying employment numbers, expenditures on the project and any other documentation the PEDC should request in relation to the project.
- G. Should Applicant be leasing business property, a copy of the lease and letter approving the proposed Improvement from the Lessor must be included as part of the application. Terms of the lease will be considered as part of the decision-making process of the PEDC.
- H. The decision concerning the Applicants need and/or eligibility is at the sole and absolute discretion of the PEDC Board of Directors. The applicant is eligible to resubmit for assistance one time should the initial application fail to be funded by the PEDC.
- I. ***This is a "reimbursement type" program. Meaning the PEDC will reimburse Applicant up to a pre-agreed upon amount — once Applicant has submitted all receipts to the PEDC for review.***
- J. Applicant(s) may re-apply for funds every 60 months from their previous PEDC Grant award to address a 2nd storefront/facade improvement project or General grant application. (Revised 4/20/26)

- K. The Board of Directors of the PEDC may accept recommendations from the Executive Director to allow businesses in the TOPC's Main Street Corridors & Cultural District listed on the Scoring Scale, of this document, to participate in a 100% reimbursement Signage Program, up to \$10,000.00 additional dollars. (Signage Policy - Developed 02/2026 – 04/20/26)
- a The signage must be approved by TOPC's Keep Pecos Beautiful Committee – if active,
 - b It will then be brought to the PEDC's grant committee for review, and
 - c Finally, evaluated by the Executive Director before a vote of the PEDC's Board of Directors.
- L. The Board of Directors of the PEDC may accept and act on any reasonable exceptions as outlined in item A, should the expected outcome benefit the sale taxing entity. The exception shall require a majority vote from the Board of Directors.

Scoring Scale

- 1. Location
 - a. Inside the city limits
 - i. Main Street Corridors (10pts)
 - 1. Hwy 285
 - 2. Business 20 (3rd Street)
 - 3. Eddy Street
 - 4. Hwy 17
 - 5. I-20 Service Roads
 - ii. Cultural District – but not on the Main Street Corridors (7.5pts)
 - iii. All others inside the city limits (5pts)

- b. Outside the city limits (2.5pts)
- 2. Square footage - enclosed building space
 - a. Under 500 sq ft (2pts)
 - b. Between 500 - 999 sq ft (4pts)
 - c. Between 1000 - 1999 sq ft (6pts)
 - d. Between 2000 - 4999 sq ft (8pts)
 - e. Above 5000 sq ft (10pts)
- 3. Number of full and part-time employees
 - a. Under 5 (5.0pts)
 - b. Between 5-9 (7.5pts)
 - c. 10 or above (10pts)
- 4. Tax Revenue to Town of Pecos City of at least 75% of Gross Sales
 - a. Sales tax business (10pts)
 - b. Non-Sales tax business (2.5pts)
- 5. Length of business existence
 - a. Existing or recent purchase of company in operation for over 10 years (10pts)
 - b. Existing or recent purchase of company in operation over 5 years, but less than 10 years (5pts)
 - c. All others (2.5pts)

Score	Max. Grant Award
40-50 pts	\$50,000.00
30-39 pts	\$40,000.00
20-29 pts	\$30,000.00
Below 20 pts	\$20,000.00

The PEDC Board of Directors reserves the right to make exceptions as needed to the grant amount awarded to any applicant.

(Scale/Point System/Allotment – Developed 01/2026)