



EL PASO COUNTY HEALTHY FOOD FINANCING INITIATIVE APPLICATION



The El Paso County Healthy Food Financing Initiative (HFFI) is a public-private partnership that offers grants and loans to businesses and non-profit organizations to support and accelerate the construction, establishment, rehabilitation, and/or expansion of food retail and food retail infrastructure that will increase healthy food options for currently underserved residents in El Paso County.

Applying for HFFI funding is a two-step process. First, the applicant must complete this program eligibility application to determine whether the proposed project is consistent with the goals and objectives of the program. The applicant will receive an email regarding eligibility status and, if eligible, an invitation to complete the PeopleFund HFFI loan application.

The program eligibility application should be sent to the economic development department via email to economicdevelopment@epcounty.com. A vetting process will be carried out by the County and the Center for Community Health Impact at UTHealth School of Public Health. Eligible applicants will be invited to complete a loan application through PeopleFund. Applicants are encouraged to review the HFFI Program Guidelines.

SECTION A. APPLICANT INFORMATION

1. Legal name of business/organization: _____
2. Federal Tax ID (or SSN): _____ Formation date: _____
3. Business address: _____
City: _____ State: _____ Zip: _____
4. Phone: _____ Email: _____
5. Type of Entity: Nonprofit Limited Partnership Sole Proprietorship
 General Partnership Limited Liability Company Cooperative
6. Type of Business: Single Food Store Mobile Market Supermarket Chain (2-5)
 Farmer's Market Food Hub Supermarket Chain (>5)
 Real Estate Developer Other: _____
7. Current number of employees (if applicable): _____ Full time: _____
Part time: _____
8. Proposed additional No. of employees (if applicable) Full time: _____
Part time: _____

SECTION B. CONTACT INFORMATION

9. Legal name of individual serving as contact for Applicant: _____
10. Title: _____ Relationship to Applicant: _____
11. Mailing Address: _____
City: _____ State: _____ Zip: _____
12. Phone: _____ Email: _____
13. Are you, your business, or any owner or officer of your company involved in any pending lawsuits? If yes, please attach a detailed explanation. Yes No
14. Have you, your business, or any owner or officer of your company been involved in bankruptcy or insolvency proceedings? Yes No

SECTION C. PROJECT INFORMATION

15. Name of proposed or existing store or market (if applicable): _____
16. Mailing Address: _____
City: _____ State: _____ Zip: _____
17. Estimated project start date: _____ Estimated project completion date: _____
18. Type of project: New construction Re-open closed store
 Expand existing store Renovate existing store
 Mix-use development New store in existing building
 Other: _____

19. Status of project site control:

- Currently owned
- Currently leased
- No site control
- Other: _____
- Negotiating purchase
- Negotiating lease
- Site under construction

20. Food market retail area (if applicable):

Existing square feet: _____ Renovation in square feet: _____
 New construction/expansion in square feet: _____ Total square feet after completion: _____

21. Estimated percentage of square footage expected to sell healthy and affordable food: _____

22. Estimated percentage of current healthy and affordable food products sold (if applicable): _____

23. Estimated percentage of future healthy and affordable food products sold: _____

24. Type of Business:
- Single Food Store
 - Farmer's Market
 - Real Estate Developer
 - Mobile Market
 - Food Hub
 - Other: _____
 - Supermarket Chain (2-5)
 - Supermarket Chain (>5)

25. Current number of employees (if applicable): Full time: _____
 Part time: _____

26. Will the food market accept benefits from state and federal aid programs: SNAP WIC

27. Number of people food market serves annually (if known): _____

SECTION D. FINANCING INFORMATION

HFFI grants will generally not exceed \$150,000. In addition, 30-50% of the proposed project's total cost should include financing or other owner's equity (i.e., cash on hand, real estate, existing financing, etc.). All applications will undergo financial review and verification of credit worthiness. Loan applicants will be referred to PeopleFund to complete loan application.

28. Total project cost: _____

29. Amount requested, Loan: _____ Grant: _____

30. Please describe available, expected, and requested sources of funding. If additional space is needed, please attach a document in the format shown below.

| Please list expected use of HFFI financing (e.g., working capital, equipment, construction, staffing, etc.): | |
|--|--------|
| Description | Amount |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| Please list any other sources necessary to complete this project and their status (confirmed, requested): | |
| Source | Amount |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| Please list Owner's equity (e.g., cash on hand, real estate, existing financing, etc.): | |
| Type of Owner's Equity | Amount |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |

SECTION E. ADDITIONAL DOCUMENTS

- Applicant Narrative:** Describe Applicant business or organization, including history of business or organization and management qualifications of key staff members (food market, retail, business, and/or real estate development experience). Include resumes for key staff members.

- Project Description:** Provide a detailed description of the project (current condition, scope of work, healthy and affordable food offerings, the population who will benefit, and how it will fit within El Paso County’s larger healthy food efforts). Include photos or renderings of the project as appropriate.

- Project Goals & Sustainability:** Describe the goals of the project and the organization’s financial projections. For new and existing businesses and organizations, describe the plan for financial sustainability. HFFI offers a one-time infusion of capital; it is not an ongoing source for project funding.

- Project Timeline:** Please provide a 12-month timeline identifying key project milestones.

- Project Budget:** Please provide a full project budget. As appropriate, indicate which areas of the budget are the subject of this request for HFFI funding.

- Community Support:** Provide a short narrative, articles, maps, community letters, or other documents to demonstrate the community’s need and support for the proposed project. Please address how this project will meet the community’s needs for healthy and affordable food.

SECTION F. CERTIFICATION

I hereby certify that I am familiar with the provisions contained in the current incentive policy and guidelines, and that the information provided in this application may become part of an incentive agreement with the County of El Paso. I also certify that I am authorized to sign this application and that the information provided here is true and correct, and that knowingly providing false information may result in voiding this application and termination of any incentive agreement.

Name: _____ Title: _____
Signature: _____ Date: _____

Submit the following application and additional documents (i.e., Section E) to:

Attention: Economic Development Director
500 E. San Antonio Avenue, Room 312
El Paso, TX 79901
O: 915.546.2177
economicdevelopment@epcounty.com