

Helotes Economic Development Corporation



Targeted Business Incentive Application

INTERNAL USE ONLY	
Project Name:	
Incentive Task Force Lead:	
Date Application Received:	
Application Complete (y/n):	

General Information

The Application for Incentives is intended for internal economic development analysis and efforts will be made to restrict circulation of the information included on the form to appropriate members of the City of Helotes. However, please note that the Texas Open Records Act provides that information collected, assembled, or maintained by the City under a law or ordinance or in connection with the transaction of official business is generally considered to be public information. However, the Texas Public Information Act does provide that information relating to economic development negotiations with a business prospect is withheld from disclosure unless and until an agreement is reached. If an agreement has been reached and is ready for City Council consideration, the final document will be posted to the City of Helotes's website for public disclosure.

Instructions

Please include requested information for all sections. Be accurate and thorough to avoid delays in processing. Where no response is possible, please write N/A. Attachments and additional pages are not required unless specifically requested in the application. We will contact you if supplemental information is required.

In addition to the information required below, please submit the following with your application:

- Certificate of good standing (with State of Texas or other State where doing business)
- Articles of Corporation/Formation
- Letters of Commitment from sources listed under "Committed Level of Financing"

Please submit a completed application and supporting documentation to:

Helotes Economic Development Corporation
Attention: Executive Director
12682 Old FM 1560, Suite 105
Helotes, TX 78023

Questions or Comments

Glenn Goolsby
Executive Director,
Helotes EDC
ggoolsby@helotes-tx.gov
(210) 695-5910

Company Information

Company Name: _____

Headquarters Location: City: _____ State: _____

State of Formation: _____ Federal Tax ID#: _____

Primary Contact Name: First Name: _____ Last Name: _____

Contact Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Mobile: _____ Other Phone: _____

Email Address: _____ Website: _____

Site Selection Consultant (if applicable): _____

Business Description:

NAICS: _____ SIC: _____

Company Age: _____

Business Structure: Private Public Ticker Symbol _____

Registered to Conduct Business in the State of Texas: Yes No

Number of Central Texas Locations: _____ U.S. Locations: _____ Global Locations: _____

Has the Business Faced Any Litigation in the Past 5 Years: Yes No If Yes, Explain:

Project Information

New Business/Project in Helotes Yes No **Expanding** Business in Helotes: Yes No

Project Address:

Is the Project Located in the City Limits of Helotes: Yes No

 If no, is the Project willing to be Annexed? Yes No

Will the Project Property be Owned or Leased? Owned Leased

Project will need to provide either purchase documents or lease agreement before receiving any Incentives.

Please describe the Project:

Local Location of Planned Investment:

Project Timeline

Expected Start Date: _____

Expected Complete Date: _____

Project Capital Investment (U.S. Dollars) Overall

Project Cost Estimate: _____ (Not Including Lease or Purchase Cost)

Land: _____ Total Acres: _____

Building: _____ Square Feet: _____

Project Financing

Method of Financing: _____

Committed Level of Financing:

<u>Applicant</u>	<u>Financial Institution</u>	<u>Local Government</u>	<u>Federal Government</u>	<u>State Government</u>	Grants	<u>Other</u>	<u>Total</u>
_____	_____	_____	_____	_____	_____	_____	_____

Investment Schedule

(Please provide a 10-year list of the following items.)

<u>Year</u>	<u>Land</u>	<u>Building</u>	<u>M&E</u>	<u>FF&E</u>	<u>Taxable Inventory</u>	<u>Labor</u>	<u>Total</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____	_____	_____

PROJECT TOTAL _____

Taxable Sales Schedule:

<u>Year</u>	<u>Annual Sales Subject to Sales Taxes</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Job Categories and Wage Distributions

Job Category	Number of Jobs (employed by company)	Number of Jobs (vendor or contract)	Average Annual Wages	Percent to be Locally Hired
Executive				
Manager				
Supervisor				
Staff				
Entry Level				

What is the expected average wage for the lowest paid 10% of local workers? _____

Job Creation Schedule

(Please provide a 10-year list of new jobs created and wage information – EXCLUDE BENEFITS)

<u>Year</u>	<u>Existing Jobs</u>	<u>New Jobs</u>	<u>Total Jobs</u>	<u>Average Annual Wage</u>	<u>Median Annual Wage</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Service Requirements

Electric

Peak Monthly Demand in Kilowatts (KW): _____

Average Monthly Usage in Kilowatt Hours (kWh): _____

Average Monthly Load Factor: _____

Dual Feed Required: Yes No

Current Rate (cents per kWh): _____

Water

Average Monthly Usage: _____ Meter Size: _____

Waste Water

Average Monthly Discharge: _____

Miscellaneous

Building Size: _____ Manufacturing Space: _____

Office Space: _____ Ceiling Heights: _____

Acres: _____ Docks/Type: _____

Parking Requirements: _____

Fiber: Yes

Economic Impact of Project

Will the Project Generate:

Property Tax:		
Land:	Yes	No
Building:	Yes	No
M&E:	Yes	No
Inventory:	Yes	No

Estimated Taxable Value of Property:

Land: _____

Building: _____

M&E: _____

Inventory: _____

Percent Eligible for Freeport Exemption (exported from Texas within 175 days): _____%

Local Sales Tax: Yes No

State Sales Tax: Yes No

Total annual company purchases subject to local sales tax: _____

(For example: office supply purchases, operating expenses, and taxable professional services)

Total Annual Local Taxable Retail Sales: _____

Indirect Local Revenue: Yes No

Describe:

--

Other Local Revenue: Yes No

Describe:

--

Employee Benefits and Labor Force Practices

Health Insurance

Life Insurance

Dental Insurance

Prescription Drug Plan

Retirement Plan

Vision

401(k)

Flexible Spending Accounts

Paid Leave

Tuition Reimbursements

Pension

Disability

Counseling

Other: _____

Please describe training provided to employees:

Does the company provide opportunities for employee advancement:

Yes

No

Describe:

Are there funds for additional employee education (tuition match, etc.):

Yes

No

Describe:

Does the company actively promote diversity in hiring and promotion:

Yes

No

Describe:

Quality of Life Considerations

Does the company have a community outreach program:

Yes

No

Describe:

Does the company actively encourage volunteer/charitable efforts:

Yes

No

Describe:

Type of Incentives Desired

Property Tax Abatement

Sales Tax Rebate

Water Impact Fee Credit

Infrastructure Assistance

Building Permit Fee Rebate

Cash Incentives

Please describe what the Incentives will be utilized for:

Amount of Incentives Requested: _____

Signature/Confirmation of Accuracy

CERTIFICATION OF UNDOCUMENTED WORKERS

Chapter 2264 of the Texas Government Code requires that each business that submits an application to receive a public subsidy include in the application a statement certifying that the business, or a branch, division or department of the business does not and will not knowingly employ an undocumented worker. An undocumented worker means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United State or authorized under the law to be employed in that manner in the United States. If after a public subsidy, the business, or a branch, division, or department of the business is convicted of a violation under 8 U.S.C. Section 1324a(f), the business shall repay the amount of the public subsidy with interest, at the rate and according to the other terms provided by an agreement under Section 2264.053, not later than the 120th day after the date the public agency, state or local taxing jurisdiction, or Industrial Development Corporation notifies the business of the violation.

CONFIDENTIALITY OF RECORDS

Any potential agreements (including this application) between the City, EDC and the Company are subject to disclosure under the Public Information Act, which is codified in Chapter 552 of the Texas Government Code. There are exceptions, however, for the disclosure of confidential material considered to be third-party proprietary. If the City receives an Open Records Request for all materials related to an economic development agreement and the City is in possession of confidential financial or operational information from the Company, the City will submit a request to the Texas Attorneys General Office-Open Records Division (AG) to keep the requested materials confidential. It is the responsibility of the Company, however, to respond to the AG's petition within ten (10) business days with the assertion that certain financial and operational information is considered third-party and proprietary and thus not subject to the Public Information Act. If the Company does not respond to the AG's petition, the City cannot be withheld from disclosing the requested materials to the requestor.

CONFIRMATION OF ACCURACY

To the best of my knowledge and belief, the information contained in this Application for Incentives is true and correct, as evidenced by my signature below. I further certify that the business entity is in good standing under the laws of the jurisdiction(s) in which the entity is organized or authorized to conduct business and that no delinquent taxes are owed to any taxing entity. I additionally certify that the Company is in compliance with Chapter 2264 of the Texas Government Code.

If incentives are awarded, the applicant will be subject to a performance agreement and be required to submit documentation regarding the number of employees, average wages by employee category, taxable sales, personal property inventory and any other pertinent information required in the contract for incentives awarded for the number of years stipulated in the performance agreement.

Signature: _____
(Company Representative)

Date: _____