

INCENTIVES APPLICATION FORM

The City of Pasadena requires the following information in order to process an application for incentives. Customarily, this information is protected by the State of Texas through the Texas Government Code § 552.131 and is not subject to public disclosure until the incentive Agreement is executed. An application does not guarantee an incentive grant until it is reviewed and approved by the City of Pasadena – Economic Development Department and City Council, if at all.

The Applicant acknowledges that the City of Pasadena is a governmental body subject to the Texas Public Information Act (PIA) and thus may release information in accordance with the PIA. Any information the Applicant considers to be proprietary, trade secret, or otherwise confidential in its application or other information furnished to the City of Pasadena, should be marked or noted as such, to facilitate the procedure for notice to applicant in the event of a request for information that involves applicant's proprietary trade secret, or confidential information.

SECTION I. COMPANY INFORMATION

1. Applicant Company: _____

2. Applicant headquarters address: _____

City: _____ State: _____ Zip: _____

3. Contact name: _____

4. Ownership: ☐ Private ☐ Public

5. Business Structure: ☐ Proprietorship ☐ Partnership ☐ Corporation
☐ Other

SECTION II. PROJECT INFORMATION

6. Proposed location address: _____ PID: _____

7. Building: ☐ New Construction ☐ Expansion ☐ Improvements

8. Acquisition: ☐ Purchased ☐ Leased

9. If applicable, indicate date of acquisition: _____

10. Company NAICS code: _____

11. List other communities considered for this project: _____

12. Reason for request for incentive: _____

13. Provide number of **Full-Time** Jobs, with hourly wage/salary, to be created or retained. (Do not include Fringe benefits on this section).

Job Title	No. of employees	Hourly Wage per employee	Annual Salary per employee

14. Please include the number of **Part-Time** jobs, with hourly wage/salary, to be created or retained. (Do not include Fringe benefits on this section).

Job title	No. of employees	Hourly Wage per employee	Annual Salary per employee

15. Total company workforce (global/national/local workforce): _____

16. If available, include the expected number of construction jobs: _____

17. Total local jobs to be created (part-time, full-time, construction): _____

18. Provide total annual payroll years 1-5, as required, **excluding** benefits.

	Year 1 (20____)	Year 2 (20____)	Year 3 (20____)	Year 4 (20____)	Year 5 (20____)
Existing Jobs					
New Jobs					
Total Annual Payroll					

19. What percentage of health care benefits is covered by the employer: _____%

SECTION III. INVESTMENT INFORMATION

20. Total dollar investment for proposed project:

REAL PROPERTY	
Land	\$
Existing building improvements	\$
New building improvements	\$
<u>Real Property Total</u>	\$
PERSONAL PROPERTY	
Equipment	\$
Computers	\$
Machinery	\$
Furniture and fixtures	\$
<u>Personal Property Total</u>	\$
<u>GRAND TOTAL</u>	\$

21. Please provide yearly investment breakdown:

CAPITAL INVESTMENT	
Year 1 (20____)	\$
Year 2 (20____)	\$
Year 3 (20____)	\$
Year 4 (20____)	\$
Year 5 (20____)	\$

SECTION IV. LEGAL ENTITIES

22. Please list all applicant subsidiaries that would be a party to the incentive agreement:

Affiliate 1: _____ Relationship to Applicant: _____
Affiliate 2: _____ Relationship to Applicant: _____
Affiliate 3: _____ Relationship to Applicant: _____

SECTION V. ADDITIONAL INFORMATION

23. Please include the following documents when submitting application:

- ☐ Company insurance
- ☐ Health insurance benefits
- ☐ Financial statements 3-year or prior year report
- ☐ Property information
 - Metes and bounds
 - Site survey/renderings showing the location of existing and proposed improvements
 - Legal description
- ☐ If this project is in the Retail / hotel industry, please provide projected sales.

SECTION VI. 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 City of Pasadena. I also certify that I am authorized to sign this application and that the information here is true and correct, and that knowingly providing false information may result in voiding this application and termination of any incentive agreement. I understand and agree submission of an application does not guarantee an incentive grant, even if application guidelines have been met.

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

Submit this application and any additional documents to:

**Economic Development Director
1149 Ellsworth Drive
Pasadena, TX 77506
(713) 920-7957**