

# Checklist

## Contents of Complete Application Package for Harris County **Green Building** Tax Abatement

Applicants and projects must meet the requirements established by the Guidelines and Criteria for Granting Tax Abatement in a Reinvestment Zone Created in Harris County (“The Guidelines”), facilities, eligible and ineligible improvements, terms and economic qualifications. Conformance with all sections is the basis for determination of initial eligibility and for favorable consideration by Commissioners Court. As detailed in The Guidelines, these components comprise a “Completed Application.”

1. **Harris County Application Form** – Original signed by company officer with an application fee of \$1000.00 (non-refundable) check attached made to Harris County Department of Economic Equity & Opportunity.
2. **Narrative** – Completed in accordance with template at end of application.
3. **Investment Budget** – detailing components and costs of the real property improvements and fixed-in-place improvements for which tax abatement is requested, including type, number, economic life, and eligibility for a tax exemption granted by the Texas Commission on Environmental Quality (“TCEQ”) (if known).
4. **Plat survey and metes & bounds description** – Also “Key Map: reference.
5. **Project timeline** – Schedule for constructing proposed improvements.
6. **Ten-year environmental and worker safety compliance history** – all facilities located within the State of Texas and owned in whole or in part by applicants, per The Guidelines, Section 2(i), “Environmental and Worker Safety Qualifications.:
7. **A copy of a passed inspection report issued by Harris County Pollution Control Services**, including non-compliance issues identified.
8. **Financial information** –
  - **Publicly traded company** (including wholly owned subsidiary or operation division): most recent annual report to stockholders.
  - **Privately-owned company**: most recent *audited financial statements*, documentation of the date and location of incorporation, bank references (including officer name and telephone number), and accountant and attorney references (names of firms and contact telephone numbers).
  - **New venture**: Business plan and financing commitment from lender and/or venture capitalist; plus bank references (including officer name and telephone number), accountant and attorney references (firms and contact telephone numbers).
9. **Certification by Harris County Tax Assessor-Collector** that all tax accounts, including non-project related tax accounts, within Harris County are paid on a current basis.

10. **Property Ownership or Lease Information:** Applicant must provide legal documentation evidencing property ownership (e.g. recorded property title), or purchase option-contract, or lease agreement along with the name and address of grantor or lessor, as applicable.
11. **Equal Employment Opportunity Policy.** If the applicant does not have a written equal employment policy at the time of application, applicant must provide County with a written plan for adoption of such policy, to be completed and provide to the County prior to any Agreement being executed. An equal employment policy **must** account for **Fair Chance Hiring** opportunities. Refer to item 8 under Section 2.g. “Basic Qualifications for Tax Abatement” of The Guidelines. NO Agreement will be entered into until the copy of the policy is provided to County.
12. **Human Resource Benefits Policy** including family leave and paid sick leave policies.
13. **MWBE (Minority/Women-owned Businesses and Enterprises) Utilization Policy or Commitment,** if available. Applicant must commit to making good faith effort to increase opportunities for MWBE contractors and subcontractors for the construction of the project, as applicable, including Harris County’s aspirational goal for MWBE participation which equates to 30% of the total construction investment (hard costs and soft costs), as applicable.
14. **Workforce Development Policy,** if available.