

Checklist

Contents of Complete Application Package for Harris County 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 or money order attached made to Harris County Department of Economic Equity & Opportunity.
2. **Narrative** – Completed in accordance with template at end of application.
3. **Investment Budget** – a line-item 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 Qualification”.
7. **A copy of a passed inspection report issued by Harris County Pollution Control Services**, including non-compliance issues identified.
8. **Evaluation of competing locations** – pursuant to The Guidelines, Section 1(f), “Competitively-Sited Project”, include **statement of reason(s) why the requested tax abatement is necessary to ensure that proposed project is built in Harris County** (i.e., documentation supporting assertion that “but for” a tax abatement, the stated project could not be constructed in Harris County).
9. **Quarterly report(s) filed with the Texas Workforce Commission** – for the immediately preceding last four quarters, documenting the current number of permanent full-time employees and the separate quarterly report(s) of full-time Contractor(s)-provided employees, as applicable.
10. **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).

- 11. 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.
- 12. Purchase Contract, if applicable.** Must include under Special Provisions a contingency clause stating abatement applicant/purchaser has applied for tax abatement from Harris County whereby abatement applicant may terminate such contract without penalty or loss of earnest money, in the event that Harris County does not grant a tax abatement.
- 13. Lease Agreement, if applicable.** For a facility to be leased the applicant shall provide with the application the name and address of the lessor and a draft copy of the proposed lease, or option contract. In the event a lease or option contract has already been executed with owner of site, the document must include a provision whereby abatement applicant may terminate such contract without penalty or loss of earnest money, in the event that Harris County does not grant a tax abatement.
- 14. 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 provided 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.
- 15. Human Resource Benefits Policy** including family leave and paid sick leave policies.
- 16. 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 including Harris County’s aspirational goal for MWBE participation which equates to 30% of the total construction investment (hard costs and soft costs).
- 17. Workforce Development Policy,** if available.
- 18. HUD-Qualified Census Tracts.** If the applicant seeks additional incentive to Locate New Project in HUD-Qualified Census Tracts in the County, applicant must include the relevant information and map for the HUD-Qualified Census Tracts.