

# **Application for *Green Building* Tax Abatement in Harris County, Texas Instructions**

## **General Information**

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”). The Guidelines provide detail on eligible facilities, eligible and ineligible improvements, governing regulations, and economic qualifications.

Application shall not be considered complete until all required documentation has been received. Harris County reserves the right to request additional information to complete review of application.

## **Applicant Information**

In addition to the factors outlined in The Guidelines, an additional consideration is an applicant’s financial capacity. Established companies for which public information is available, or a wholly owned subsidiary or operation division of such a company, must include with the application a copy of the 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). Newly-formed companies must also furnish a copy of the business plan and substantiation of financing commitments from a lender and/or venture capitalist.

All applicants are to provide information regarding name, title(s), physical and mailing addresses, of the authorized officers who will execute agreement on behalf of applicant (and owner, operator, lessor, lessee, where applicable).

## **Economic Information**

**(For use in completing Part III on page 2 of Application)**

***Estimated Appraisal Value on Site*** – The value January 1 preceding abatement should be the value established by the Harris Central Appraisal District. If the applicant must estimate value because the taxable value is not known or is combined with other properties under a single tax account, please state. *To qualify, the abated properties must be expected to result in an addition to the tax base of at least \$1,000,000 for “platinum” to \$10,000,000 for basic “certified” upon completion based on the level of LEED or equivalent Green Building Certification, Inc. (GBCI) certification.* Projections of value should be a “best estimate” based on taxability in Texas.

# Application for Green Building Tax Abatement -Harris County, Texas-

A complete original of this application, including supporting documentation of project has been registered with the U.S. Green Building Council or equivalent Green Building Certification, Inc. (GBCI), narrative impact statement, and a \$1000.00 application fee (non-refundable) must be submitted to Harris County Department of Economic Equity & Opportunity, 1001 Preston, Suite 670, Houston, TX 77002. This application will become part of the Green Building Tax Abatement Agreement and any knowingly false representations will be grounds for terminating the application and/or voiding the agreement. The County will forward copies to other taxing jurisdictions, as may be required by Texas statute.

## PART I – APPLICANT INFORMATION

Application Date \_\_\_\_\_

Company Name: \_\_\_\_\_

Headquarters Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Local Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Annual Sales: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_ Years in Harris County: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

## PART II – PROJECT INFORMATION

Location Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Key Map #: \_\_\_\_\_ School District: \_\_\_\_\_ College District: \_\_\_\_\_

Legal Description\*: \_\_\_\_\_ County: \_\_\_\_\_

Tax Acct. Numbers: \_\_\_\_\_ NAICS #: \_\_\_\_\_

Applicable LEED or equivalent Green Building Certification, Inc. (GBCI) Green Building Rating System and Version on Which the Certification Will be Based:

Rating System: \_\_\_\_\_ Version: \_\_\_\_\_

Level and Number of Points of LEED or equivalent GBCI Rating System at Which Applicant Expects Certification:

Level: \_\_\_\_\_ Number of Points: \_\_\_\_\_

Building Structure Information:

Expected Date of Occupancy: \_\_\_\_\_ Gross Square Footage: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Proof that Project Has Been Registered with the U.S. Green Building Council or with equivalent GBCI :

Proof of Registration: \_\_\_\_\_

Information on LEED or equivalent GBCI Accredited Professional Assigned to the Design Team for the Projects (If Applicable):

Name of LEED or equivalent GBCI Accredited Professional:

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*\*Attach plat survey, with a metes & bounds description, for project site.*

*Attach statement fully explaining project, describe existing site and all proposed improvements, provide complete "Investment Schedule/Budget" detailing improvements (line item) for which abatement is requested.*

**PART III – ECONOMIC INFORMATION**

Construction Estimate:

Start Date \_\_\_\_\_

Contract Amount \$ \_\_\_\_\_

Completion Date \_\_\_\_\_

Estimated Appraised Value On Site	Land	Improvements	Total
Value on January 1 preceding abatement (Per Harris Central Appraisal District Records and Account Number)	\$	\$	\$
Estimated value of new abatable investment: Building		\$	\$
Estimated value of new abatable fixed-in-place Machinery and Equipment		\$	\$
Estimated value not subject to abatement (e.g., Inventory)		\$	\$
Estimated value of property subject to ad valorem tax at end of abatement		\$	\$

**Company Representative Authorized For Contact:**

**Authorized Company Official:**

Name:	Authorized Signature:
Title:	Name:
Telephone #:	Title:
Email:	Telephone #:
Website:	Email:
	Website:

## Narrative (to Accompany Application)

- I. **Introduction of the Company**
  - a. Describe the Company's business activities, locations, primary markets, history (when and where incorporated), headquarters location, parent or subsidiary companies in the form of limited partnerships or limited liability companies with a complete diagram showing names, ownership percentages, and which ones will be active and in what capacity concerning this project.
  - b. Names of chief officers
  - c. Provide copy of annual report or financial statements, as detailed in "Instructions."
  
- II. **Describe the project**
  - a. Facts about the proposed site (acreage, cost, location, ownership).
  - b. Type and value of proposed improvements (construction budget in line item form, list of fixed in place equipment to be included in the project).
  - c. Project timeline – construction start date and end date.
  - d. Environmental impact information must be provided, noting any anticipated impacts of the project on the environment, including, but not limited to, water quality storm water and runoff, floodplain and wetlands, solid waste disposal, noise levels and air quality. Further, include history of environmental compliance by company as required in Guidelines and Criteria.
  - e. All other governmental assistance/incentives being requested or already approved for the project, (e.g. Industrial Development Bonds, Smart Jobs Funds).
  
- III. **Site Control**
  - a. If leasing property, please attach copy of lease.
  - b. If company owns or is purchasing land, please attach copy of deed or executed contract-option to purchase.

**APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL  
ALL REQUIRED INFORMATION HAS BEEN SUBMITTED**

# 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.