



Department of Economic Development INCENTIVES APPLICATION FORM

The City of El Paso requires the following information in order to process an application for incentives. This information is protected by the State of Texas and is not subject to public disclosure until the incentive agreement is executed. An application does not guarantee an incentive grant. City of El Paso Economic Development staff will conduct a review, normally 10 business days, and will contact the applicant once completed.

*Please note: If Construction has commenced on a project, the incentive application process is **VOID**.

Step 1 SECTION A. COMPANY AND CONTACT INFORMATION

1. Company Headquarters
(Official Name and Address): _____
*Please include web address if available _____

2. Business Structure _____
(i.e. Proprietorship, Partnership, Corporation)
3. Name of Contact Person: _____
Phone: () _____ Email: _____

SECTION B. PROPOSED PROJECT INFORMATION

4. Name and Address: _____

5. Company NAICS Code _____
6. Which target industry does your company most closely relate to?
 - Defense and Aerospace
 - Life Sciences
 - Tourism
 - Advanced Manufacturing
 - Advanced Logistics
 - Business Support Services
 - Retail/Destination
 - Other: (please explain)

Step 2 SECTION C. JOB AND WAGE INFORMATION

7a. **MUST** Provide number of **FULL-TIME** jobs, with hourly wage/salary, to be created or retained. (Fringe benefits are not to be included in these calculations.) Include current employment numbers if applicable. **Attach additional sheets if necessary.**

Title or Occupation Code	Number of Employees	Hourly Wage per employee	Annual Salary

7b (If applicable). Please also include the number of **PART-TIME** jobs, with hourly wage/salary, to be created or retained. (Fringe benefits not included in calculations). Include current PT employment numbers if applicable.

Title or Occupation Code	Number of Employees	Hourly Wage per employee	Annual Salary

8. Provide the total annual payroll for each of the initial five years of operation, **excluding** benefits.

	Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()
Total Annual Payroll					

9. Health Insurance ***Please submit Paperwork to certify Health benefits, which will be offered to employees**

What type of Health insurance will the company offer employees? What percentage of Health insurance will the company cover for employees? _____

Step 3 SECTION D. INVESTMENT INFORMATION

10a. Total dollar amount for proposed project improvements:

Real Property	
Land	\$
Existing Building Improvements	\$
New Building Improvements	\$
Total	\$
Personal Property	
<u>Equipment</u>	
Computers	\$
Machinery	\$
Other- Specify _____ (attach additional sheets if necessary)	\$
Furniture and Fixtures	\$
Total	\$
Grand Total	\$

10b. Please provide **ACTUAL** start and completion dates:

10c. Please provide yearly investment breakdown (If any):

Year	Investment
Year 1 (20)	\$
Year 2 (20)	\$
Year 3 (20)	\$
Year 4 (20)	\$
Year 5 (20)	\$
Year 6 (20)	\$
Year 7 (20)	\$

11. What is the current Minimum Appraised Value, If known please provide: (El Paso Central Appraisal)

Year:	Value: \$
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12. Application packet must include the following:

- If available - Metes and bounds, field notes and/or a site survey showing the location of existing and proposed improvements, and legal description ***please include Property ID**

13. Has the company previously received an incentive with all terms and conditions? YES NO

SECTION E. CERTIFICATION

I hereby certify that the information contained within this application is true and correct.

Name and Title of Officer of Company: _____

Signature: _____

Date: _____

Telephone: _____

(FOR INTERNAL STAFF USE ONLY) SECTION F. ACKNOWLEDGEMENT

- Step 1- Section A-B**
- Step 2- Section C**
- Step 3- Section D-E**

I hereby acknowledge that I have completed all steps within the City of El Paso's incentive application and that all information is true and correct.

Applicant signature

Denisse Carter, EDCCC- Economic & International Development

Date

Date

Return Completed Application to:

**Eddie Garcia
Garciaez2@elpasotexas.gov
Economic Development Manager
Economic & Int'l Development Department
801 Texas Ave. 2nd Floor
El Paso Texas, 79901**