

INCENTIVES APPLICATION FORM

The City of Laredo requires the following information in order to process an application for incentives. 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 Laredo.

The applicant acknowledges that The City of Laredo is a governmental body subject to the Texas Public Information Act (PIA) and thus may be required to release information in accordance with the PIA.

SECTION A. COMPANY CONTACT INFORMATION

1. Company: _____
2. Headquarters address: _____
City: _____ State: _____ Zip: _____
3. Name of contact person: _____
Phone: _____ Email: _____
4. Ownership: Private Public
5. Business Structure: Proprietorship Partnership Corporation Other

SECTION B. PROJECT DETAILS

6. Proposed location address: _____ City: _____ State: _____ Zip: _____
7. Facility: New Construction Expansion Improvements
8. Acquisition: Purchased Leased
9. If applicable, indicate date of acquisition: _____
10. Company NAICS code: _____
11. Specify industry:
 Health Care Tourism Logistics Retail/Destination/Hotel Manufacturing
 Business/Professional Services Government Agency Other
If other, please explain: _____
12. List other cities/states considered for this project: _____
13. Has the company previously received incentives from the following taxing entities?
 City of Laredo State of Texas N/A If so, when: _____

SECTION C. JOB WAGE AND BENEFITS INFORMATION

14. 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.**

Number of Employees	Hourly Wage per employee	Estimated Annual Salary

15. Please include the number of **PART-TIME** jobs, with hourly wage/salary, to be created or retained. (Fringe benefits not included in calculations).

Number of Employees	Hourly Wage per employee	Estimated Annual Salary

16. Total company workforce (global / national workforce): _____

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

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

19. Provide total annual payroll years 1-2, as required, **excluding** benefits.

	Year 1	Year 2
Existing Jobs		
New Jobs		
Total Annual Payroll		

20. What benefits will be provided by the employer (dental, vision, etc.):

- Medical
 Dental
 Vision
 Life
 Disability
 Workman’s Compensation
 Unemployment
 Paid Time Off (Vacation)
 Other: _____

SECTION D. INVESTMENT INFORMATION

21. Total dollar investment for proposed project:

Real Property	
Land	\$
Existing Building Improvements	\$
New Building Improvements	\$
Personal Property	
Equipment, machinery, fixtures, & others	\$
<u>GRAND TOTAL</u>	\$

SECTION E. ADDITIONAL COMPANY INFORMATION

22. Include the following attachments:

- Proof of company insurance provider
- Proof of health insurance provider
- Capital Investment Plan
- Property information:
 - Site master plan
 - Architectural renderings
 - Legal description (if available)

SECTION F. 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 Laredo. I also certify that I am authorized to sign this application and that the information provided here is true and correct, and that knowingly providing false information may result in voiding this application and termination of any incentive agreement.

Name: _____

Title: _____

Signature: _____

Date: _____

INSTRUCTIONS FOR APPLICATION PACKET:

- 1. Download the application and fill out.**
- 2. After completion, print the application, sign and date.**
- 3. Print and attach any supplemental documents required, i.e. site master plan, capital investment plan, etc.**
- 4. Include a \$2,500 application fee check made out to the CITY OF LAREDO.**
- 5. Send the completed documents and check via FEDEX, UPS or USPS registered mail. No in-person deliveries. Send to:**

**CITY OF LAREDO
Economic Development Department
1110 Houston Street
PO Box 579
Laredo, TX 78040-0579**