





# PROJECT INTAKE FORM

Use additional pages, if necessary

## C. INVESTMENT AND IMPROVEMENT SUMMARY

|  |           |
|--|-----------|
| Land Acquisition                                     | \$        |
| Building Acquisition                                 | \$        |
| Building Renovations (Rehab/Façade Improvements)     | \$        |
| New Construction                                     | \$        |
| Employee Training Costs                              | \$        |
| Other Investments (Equipment, etc.):                 | \$        |
| <b>Total Project Costs</b>                           | <b>\$</b> |
| <b>Lease Terms</b> Proposed length of term for lease |           |

## D. CURRENT/PROJECTED PAYROLL INFORMATION

| Summary of Employees/Payroll               | Employees | Payroll |
|--|-----------|---------|
| Current Payroll and Employees              |           | \$      |
| Total Payroll and Employees at end of 2023 |           | \$      |
| Total Payroll and Employees at end of 2024 |           | \$      |
| Total Payroll and Employees at end of 2025 |           | \$      |
| Total Payroll and Employees at end of 2026 |           | \$      |
| Total Payroll and Employees at end of 2027 |           | \$      |
| Total Payroll and Employees at end of 2028 |           | \$      |

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

Once the Intake Form is submitted to the Department of Economic Development, it will be reviewed, and if the project qualifies for financial incentives, an offer letter will be submitted to the applicant.

By submitting this form, the company understands and authorizes the City's Economic Development Department to obtain information from the City's Tax Department for the purpose of verifying current payroll amounts.

By submitting this form, and assuming an incentive is accepted, the Company understands and authorizes the City's Tax Administrator to disclose and discuss all tax information including, but not limited to, tax return details, account status, payment history, and number of employees to the Mayor, Safety Service Director, and Director of Economic Development for the purpose of compliance monitoring with the incentive agreement provisions.