

**Harpersfield Township-Geneva  
Joint Economic Development District #2**

**JOB CREATION TAX CREDIT APPLICATION**

**Important:** Final Board approval is necessary before job creation (the “project”) can begin. The project must be within the boundaries of JEDD#2 to qualify for tax credits. Please allow twenty-one days for processing.

**A. GENERAL INFORMATION**

1. Name of applicant firm:  
\_\_\_\_\_
2. Current address:  
\_\_\_\_\_
3. Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_
4. Proposed address if different from above: \_\_\_\_\_
5. Type of business organization (corporation, partnership, etc.):  
\_\_\_\_\_ In state of: \_\_\_\_\_
6. Name(s) of principal owner(s) or officer(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Present number full time equivalent (FTE<sup>\*</sup>) employees: \_\_\_\_\_ Current payroll: \$ \_\_\_\_\_
8. Proposed number of new FTE employees at the project site: \_\_\_\_\_
9. Estimated annual payroll generated from the new FTE employees: \$ \_\_\_\_\_
10. Pre-project market values, as determined for local real property taxation, of applicant’s real property within JEDD #2 boundaries: \_\_\_\_\_

\_\_\_\_\_

\* A full time equivalent (FTE) employee is an employee (or group of employees) that work at least 35 hours per week and whose work positions and activities are located within the boundaries of JEDD #2.

**B. PROJECT INFORMATION**

11. An estimate of the amounts to be invested in connection with the project:

- A. Purchase of Land/Building \$ \_\_\_\_\_
- B. New Building Construction \$ \_\_\_\_\_
- C. Building Additions \$ \_\_\_\_\_
- D. Improvements to Existing Buildings \$ \_\_\_\_\_

12. Total investment amount: \$ \_\_\_\_\_

13. Reasons for requesting tax credits:

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14. Project Completion Schedule: Show pre-project MARKET VALUES under Pre-project column and values of INCREASES or IMPROVEMENTS over each pervious year (NOT cumulatively) for columns One through Five as appropriate for your situation. Project only as far as you are comfortable with investment and job creation estimates. The projected first year for startup of commercial operations resulting from this investment is 201\_\_.

**December 31, Project Year:**

	Pre-project	One	Two	Three	Four	Five
	201-	201-	20-	201-	201-	201-
Real Property						
Employment (FTE)						
Payroll						

**C. JOB INFORMATION**

15. Number of applicant's PRE-PROJECT jobs (FTE) by type:

- management (full time) (part time)
- supervisors (full time) (part time)
- engineer (full time) (part time)
- production (full time) (part time)
- clerical (full time) (part time)
- maintenance (full time) (part time)

transport	(full time)	(part time)
other	(full time)	(part time)

16. Number of NEW jobs (FTE) created directly by this project:

management	(full time)	(part time)
supervisors	(full time)	(part time)
engineer	(full time)	(part time)
production	(full time)	(part time)
clerical	(full time)	(part time)
maintenance	(full time)	(part time)
transport	(full time)	(part time)
other	(full time)	(part time)

17. Wage rates of NEW jobs (FTE) created directly by this project:

management	\$	(full time)	\$	(part time)
supervisors	\$	(full time)	\$	(part time)
engineer	\$	(full time)	\$	(part time)
production	\$	(full time)	\$	(part time)
clerical	\$	(full time)	\$	(part time)
maintenance	\$	(full time)	\$	(part time)
transport	\$	(full time)	\$	(part time)
other	\$	(full time)	\$	(part time)

18. Brief description of BENEFITS for new employees:

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19. Brief description of INDIRECT job GAINS or LOSSES that might result at OTHER local firms as a result of the project.

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Description of other project assistance from governmental or quasi-governmental agencies other than the Board:

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**D. CERTIFICATION**

1. The applicant believes the information contained hereon and submitted herewith is correct to the best of his/her knowledge and belief.
2. The applicant understands the start of the project prior to receiving final Board approval may jeopardize that approval and the tax credits.
3. The applicant understands that, if approved, the information contained on this application will serve as the basis for a signed agreement between the firm and the Board. State law and local policy REQUIRE annual monitoring for conformance to that agreement. Failure to comply may result in LOSS AND/OR CLAWBACK OF TAX CREDITS.
4. The applicant hereby certifies that the firm is current in all tax obligations to both Harpersfield Township and the City of Geneva.
5. The applicant represents that receipt of tax credits is a major factor in applicant's decision to hire new FTEs.
6. The applicant understands that it cannot claim tax credits unless it also receives job creation tax credits for the project from the State of Ohio.

Typed name and title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_