



St. Tammany Parish ITEP Application

Date: _____ LED Advance Notification # _____

Section I: Business Info

Company Information

Company Name	Industry	HQ Location	Full Time Employees	Existing Payroll

Manufacturer's NAICS: _____

Is Project's Location considered national or international headquarters? _____

Total Number of Existing Jobs (Include Full-Time, Part Time, and Contract): _____

Property Owner/Applicant (If Different from Above): _____

Products Manufactured at Project Site: _____

Total sales prior to project? _____

Total sales in St. Tammany Parish prior to the project? _____

Total property taxes currently paid annually? _____

Describe Manufacturing Process/Activity at Project site:

Project Specifications

Project Type (Expansion, Attraction, etc)	Start Date	End Date	Total New Payroll	Total New Jobs	Facility Location

*New jobs must be permanent, full-time (working 30+ hours per week) employed directly, by an affiliate, or through contract labor; and based at the project site.

Average Annual Wage of New Jobs: _____

Construction jobs created as a result of project: _____

Project Type (Select One): _____ Start Up/New Plant _____ Addition to Existing Facility

Project Description

Will the project result in the creation of New Permanent Full-Time Jobs? (Yes/No): _____

If No, will full time jobs be retained as a result of this project? (Yes/No): _____

ITEP requires the creation of permanent full-time jobs or a compelling reason for the retention of existing full-time jobs. If no new jobs will be created as a result of this project, and the application is based on the retention of jobs, please provide a compelling reason(s) why St. Tammany Parish should consider an exemption award for this project based on job retention.

Is the project a result of an adaptive reuse of a site or building, or does it occupy a site or building that has been vacant for at least two years? If Yes, please describe below, and provide support documents/evidence:

Do/Will at least 50% of New Hires reside in St. Tammany Parish? If yes, a supplemental listing of new hires by name and address may be required: _____

Capital Expenditures

Estimated Building & Material	Estimated Machinery & Equipment	Estimated Labor & Engineering	Total Cap EX

Supplemental Information

Were any St. Tammany Parish based contractors used during construction? If Yes a supplemental listing by name, address and total amount of contract may be required: _____

What is the amount (estimate) of the total new sales resulting from this project over the life of the ITEP? (10 years)? _____

What is the amount (estimate) of the new sales in St. Tammany Parish as a result from this project over the life of the ITEP? (10 years)? _____

What is the amount (estimate) of new purchases resulting from this project over the life of the ITEP? (10 years)? _____

What is the total amount paid to parish vendors as a result of this project? (A supplemental list with names and amounts may be required) _____

Additional Questions

1. Are you currently under an existing ITEP project? If yes, please explain (Please include date granted, date renewed, and date expiring). _____
2. Are you currently or have you ever participated in a state or local workforce development program? _____

Attachments

In addition to any supplemental material requested above, please include with your application the following documents:

- A copy of your LED Advance Notification Form
- A copy of your LED Approved Application

Contact Info (Who St. Tammany Corporation will correspond with regarding application questions.)

Prefix: _____ First Name: _____ Last Name: _____

Contact's Company Name: _____

Title: _____

Mailing Address: _____

Phone Number _____ Email Address _____

Signee Must Have Legal Authority to Sign This Certification

I, _____

(Printed Name of Company Official)

Hereby Certify That I AM _____ OF _____

(Title)

(Company Name)

And I HEREBY CERTIFY THAT THE INFORMATION PROVIDED WITHIN AND SUPPLEMENTAL TO THIS APPLICATION IS TRUE AND CORRECT, AND AM AWARE THAT MY SUBMISSION OF A FALSE STATEMENT OR FALSE REPRESENTATION OF A MATERIAL FACT MAY SUBJECT ME AND MY COMPANY TO CIVIL AND/OR CRIMINAL PENALTIES UNDER LA R.S. 14:133 FOR THE FILING OF FALSE PUBLIC RECORDS AND/OR FORFEITURE OF ANY EXEMPTION APPROVED UNDER THIS PROGRAM. I UNDERSTAND THAT THE INFORMATION SUBMITTED SHALL NOT BE RETURNABLE TO THE APPLICANT.

Company Official's Signature

Printed Name

Date Signed