



Personal Property Tax Rebate Program

Jefferson County is very aggressive with its *Corporate Personal Property Tax Rebate Program*. This program allows local counties, and municipalities to negotiate with new and expanding Colorado companies for **corporate personal property tax rebates of up to 50 percent for up to ten years**. The County realizes the importance of growing its primary employment base to strengthen the local economy. Jefferson Economic Council facilitates requests for program applicants on behalf of the County.

To qualify for a rebate, the project must fall in one of the following categories:

- **New Business Facility**—a newly acquired, constructed, or leased facility used to operate a revenue-producing enterprise.
- **Qualified Replacement Facility**—a facility in which a business has invested at least \$3 million or 300 percent of the investment in the old facility.
- **Qualified Expansion Facility**—expansion qualifies under “new business facility,” and the facility isn’t a “replacement facility.”

In addition, a company requesting a rebate must do so before final purchase or lease and prior to any public announcement and be a “**primary employer**,” a company that sells a majority of its product or service outside of Jefferson County (bringing new dollars into the county) and **pay average salaries of \$35,000+** (excluding top management). JEC will also perform an economic impact analysis to show if the project brings a positive revenue return to Jefferson County.

CALCULATING REBATE AMOUNT

Industrial and commercial property is assessed for property tax purposes at 29% of market value. The average total mill levy in Jefferson County is about 100 mills. However, the rebate only applies to the mill levy portion collected by the negotiating entity (county or municipality). Jefferson County’s portion of the mill levy is 24.3460 mills.

Sample Calculation

The following is a sample formula for calculating the personal property tax rebate for the county’s portion of the mill levy in a single year:

Market value of personal property x 29% (assessed value) x negotiating entity’s mill levy x 50% =
Yearly rebate amount.

Example:

\$10 million in personal property x 29% x 24.3460 mills (or .0243460) x 50% =
\$35,302 per year*

Applications for businesses requesting a personal property tax rebate can be obtained from Jefferson Economic Council by calling 303-202-2965 or emailing mclaymore@jeffco.org.

*(example does not consider depreciation schedules).

APPLYING FOR A PERSONAL PROPERTY TAX REBATE

- Step 1. Review Business Incentive Packet** — Applicant receives and reviews a business incentive packet from Jefferson Economic Council (JEC) including: guidelines; flow chart; incentive questionnaire; and sample agreement.
- Step 2. Rebate Request** — Company completes and returns to JEC:
- A letter from a company executive introducing the company, project and requesting a rebate (Letter #1);
 - The completed and signed business incentive questionnaire (the questionnaire must be signed by someone with financial responsibility for the company);
 - A company product/service brochure, current annual report, or some other piece of marketing material from the company.
- Step 3. Economic Impact Analysis** — JEC staff completes an economic impact analysis based on information the applicant provides in the completed business incentive questionnaire.
- Step 4. Rebate Request to County** — Based on the outcome of the economic impact analysis, JEC staff submits the rebate request and findings from the economic impact analysis on the applicant's behalf to the Jefferson County Administrator.
- Step 5. Review by County Administrator** — The County Administrator coordinates with the County Attorney to review the application, determining if the company meets the legal criteria for a personal property tax rebate. If the criteria are met, the County sends a letter to JEC stating so and suggests the applicant request a hearing with the Board of County Commissioners (BCC) when the applicant is ready to move forward with the referenced project.
- Step 6. Hearing Request by Company** — The applicant completes and returns to JEC another letter (Letter #2), addressed to the County Administrator, requesting a hearing with the BCC. JEC forwards the applicant's request letter to the County Administrator.
- Step 7. County Schedules Briefing/Hearing** — The County Administrator forwards to JEC a letter and two copies of the standard agreement for notarized signature by the applicant. The letter gives the dates and times for a briefing and hearing with the BCC to introduce the project. The candidate's completed incentive questionnaire becomes an exhibit within the agreement.
- Step 8. Prepare for BCC Briefing** — JEC forwards any marketing or briefing materials regarding the applicant to the County Administrator
- Step 9. BCC Briefing** — The applicant brings the signed agreements to the scheduled Wednesday BCC briefing. JEC introduces the applicant; project; and economic impact analysis results to the BCC. The applicant is asked to give a brief presentation.
- Step 10. Public Hearing** — BCC forwards the rebate request to a public hearing. JEC testifies on behalf of the applicant during the public hearing. Applicant does not need to attend the public hearing. The BCC votes on a resolution to approve the applicant's rebate request. If the resolution is approved, a copy of the resolution and signed agreement are forwarded to the applicant.



APPLYING FOR A PERSONAL PROPERTY TAX REBATE

STEPS 1&2.

Applicant reviews JEC packet; completes incentive questionnaire and submits initial rebate request to JEC

STEP 3.

JEC performs an economic impact analysis to pre-qualify applicant's rebate request

STEP 4.

JEC sends request, impact analysis and application to County Administrator for approval

STEP 5.

Review by County Administrator

NO

YES

STEP 6.

Company writes a letter to the County Administrator requesting a briefing and hearing with the Board of County Commissioners (BCC)

PUBLIC HEARING PROCESS

STEP 7.

Company is sent contracts for signature and is invited to a BCC briefing

STEP 8.

Company goes before BCC at public briefing

STEP 9.

BCC forwards to Public Hearing

NO

YES

STEP 10.

Resolution Approved?

NO

YES



Business Incentive Questionnaire

Confidential

COMPANY INFORMATION

Company name: _____

Product/service description: _____

Present location(s): _____ Industry: _____

_____ Year established: _____

PROJECT INFORMATION

Project description: _____

Is project a(n) expansion
 relocation
 new facility

Are you looking at a(n): existing building
 build-to-suit

Will you: lease, or
 purchase the new facility?

Facility size: _____ sq. ft.

Jefferson County site(s) being considered:

If leasing...
average annual lease payment \$ _____
market value of property \$ _____

Other competitive site(s) being considered:

If purchasing...
cost of new facility \$ _____
tenant improvements costs \$ _____

Project timeframe (projected dates):
Begin construction _____
Begin company operations _____

If doing a build-to-suit...
land purchase price \$ _____
construction materials costs \$ _____
construction soft costs \$ _____
construction labor costs \$ _____

Percentage of goods/services exported outside the County:
_____ %

Total project cost \$ _____
(land, building, and personal property)

FINANCIAL INFORMATION

Estimated gross and net revenues:	Gross	Net
Year 1	\$ _____	\$ _____
Year 2	\$ _____	\$ _____
Year 3	\$ _____	\$ _____
Year 4	\$ _____	\$ _____
Year 5	\$ _____	\$ _____

CAPITAL INVESTMENT INFORMATION

Real property investment at new facility:

(land and building only) \$ _____

Corporate personal property (cpp) investment:

(Starting in year 20__)

Existing cpp at move-in \$ _____

\$ _____ Furniture/fixtures

\$ _____ Computer equipment

\$ _____ Manufacturing equipment

New cpp investment over the next 5 years

(purchased for the new facility)

Year 1 \$ _____

\$ _____ Furniture/fixtures

\$ _____ Computer equipment

\$ _____ Manufacturing equipment

Year 2 \$ _____

\$ _____ Furniture/fixtures

\$ _____ Computer equipment

\$ _____ Manufacturing equipment

Year 3 \$ _____

\$ _____ Furniture/fixtures

\$ _____ Computer equipment

\$ _____ Manufacturing equipment

Year 4 \$ _____

\$ _____ Furniture/fixtures

\$ _____ Computer equipment

\$ _____ Manufacturing equipment

Year 5 \$ _____

\$ _____ Furniture/fixtures

\$ _____ Computer equipment

\$ _____ Manufacturing equipment

EMPLOYMENT INFORMATION

Number of current employees that will work at the new facility: _____

Total of additional employees to be hired at the new facility over 5 years: _____

Year 1 _____ add'l employees

Year 2 _____ add'l employees

Year 3 _____ add'l employees

Year 4 _____ add'l employees

Year 5 _____ add'l employees

Average wage: \$ _____
(excluding top executives)

Average wage by position and salary range:

(Please include number of employees in each position)

Num.	Position title	Avg. salary
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Annual benefits package for employees:

(\$ value/employee) \$ _____

Estimated average annual payroll for first 5 years:

Year 1 \$ _____

Year 2 \$ _____

Year 3 \$ _____

Year 4 \$ _____

Year 5 \$ _____

The information in this survey has been represented in good faith.

Company name: _____

Signature: _____ Date: _____

(must be signed by someone that is financially responsible for the company)

Name/title of representative signing: _____