

Hire Houston First Application and Declaration



Thank you for your interest in the Hire Houston First program. It is the policy of the City of Houston as defined in Chapter 15, Article XI, to use the City's spending powers in a manner that promotes fiscal responsibility and maximizes the effectiveness of local tax dollars by ensuring a portion of citizens' tax dollars remain in the local economy for the economic benefit of the citizens by utilizing all available legal opportunities to contract with city and/or local businesses.

Businesses interested in becoming eligible to participate in the Hire Houston First program must complete this application and sign the attached affidavit. Only businesses that meet the requirements will be eligible to participate in the Hire Houston First program. A completed HHF application is NOT evidence of designation under the Hire Houston First program. An applicant's eligibility must be confirmed in writing by the Office of Business Opportunity.

Definitions:

- A. **City Business** means a business with a principal place of business within city limits.
- B. **Local Area** means the Houston-Sugar Land-Baytown metropolitan statistical area, as defined by the Office of Management and Budget within the Executive Office of the President of the United States and includes the counties of Harris, Fort Bend, Montgomery, Brazoria, Galveston, Chambers, Waller, Liberty, Austin and San Jacinto.
- C. **Local Business** means a business with a principal place of business in the local area.
- D. **Principal Place of Business** means the business must be either: (1) headquartered in the incorporated limits of the city or the local area, as applicable; or (2) have an established place or places of business in the incorporated limits of the city or the local area from which 20% or more of the entity's workforce are regularly based, and from which a substantial role in the entity's performance of a commercially useful function or a substantial part of its operations is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed as a Principal Place of Business.
- E. **Headquartered** means the location where an entity's leadership directs, controls, and coordinates the entity's activities.
- F. **Subsidiary** is a company that is completely or partly owned by another company ("parent company") that owns more than half of the subsidiary's stock.
- G. **Independent Subsidiary Company** is a subsidiary in which decision making is conducted and carried out independently from its parent company.
- H. **Dependent Subsidiary Company** is a subsidiary in which decision making is conducted and carried out with dependence on its parent company.

Please complete the following and submit it to the Office of Business Opportunity located at 611 Walker Street, 7th floor, Houston, TX 77002. Phone: 832-393-0951. Applications may be submitted via email attachment to HireHoustonFirst@houstontx.gov or faxed to 832-393-0646. **Please answer all questions. Incomplete applications will not be processed.**

1. **Application Date:** / /

2. **Company is applying as (Check Yes or No on each line below. Each line must be checked.):**

Yes No **City Business (CB)** with a principal place of business within the city limits of Houston from which a substantial role in the entity's performance of a commercially useful function or a substantial part of its operations is conducted as defined in Chapter 15, Art. XI. **If you're unsure as to whether your business address is within the city limits of Houston, call 832-393-0951 or write HIREHOUSTONFIRST@Houstontx.gov.**

Yes No **Local Business (LB)** with a principal place of business in the local county area from which a substantial role in the entity's performance of a commercially useful function or a substantial part of its operations is conducted as defined in Chapter 15, Art. XI.

3. **Legal Name of Owner or CEO:** _____

4. **Legal Name of Company:** _____

FOR OFFICE USE ONLY:

5. Qualifying Business Address

Street	City	State	Zip code
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6. Mailing Address

Street	City	State	Zip code
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7. Business Phone Number

[] [] [] []	-	[] [] [] []	-	[] [] [] [] [] []
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Business Fax Number

[] [] [] []	-	[] [] [] []	-	[] [] [] [] [] []
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8. Primary Contact Email

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Business Website

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9. Business Federal Tax ID Number

[] [] [] [] [] [] [] [] [] [] [] []

COH Vendor Registration ID Number (Not Required)

[] [] [] [] [] [] [] []

10. Describe the primary activities of your business

Brief description

11. In accordance with the aforementioned definition for "Headquartered", is your business' headquarters or corporate office located in one of the following (10) counties?

Yes No

If yes, check the location below for the firm's headquarters

Harris	<input type="checkbox"/>	Galveston	<input type="checkbox"/>
Brazoria	<input type="checkbox"/>	Liberty	<input type="checkbox"/>
Chambers	<input type="checkbox"/>	Montgomery	<input type="checkbox"/>
Fort Bend	<input type="checkbox"/>	Waller	<input type="checkbox"/>
Austin	<input type="checkbox"/>	San Jacinto	<input type="checkbox"/>

12. In the fields provided insert the number of employees based in each of the following (10) counties.

Harris		Galveston	
Brazoria		Liberty	
Chambers		Montgomery	
Fort Bend		Waller	
Austin		San Jacinto	

13. List all business locations INSIDE city limits and in the (10) county local area as well as addresses, primary activities and number of employees at each location. (If locations exceed boxes provided, attach document with locations/employees to application)

Business Name	Primary Activity		
Street	City	State	Zip Code
Headquarters? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Employees		

Business Name	Primary Activity		
Street	City	State	Zip Code
Headquarters? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Employees		

Business Name	Primary Activity		
Street	City	State	Zip Code
Headquarters? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Employees		

14. List all company locations OUTSIDE the (10) county local area, including headquarters locations, as well as addresses, primary activities and number of employees at each location. (If locations exceed boxes provided, attach document with locations/employees to application)

Business Name	Primary Activity		
Street	City	State	Zip Code
Headquarters? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Employees		

Business Name	Primary Activity		
Street	City	State	Zip Code
Headquarters? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Employees		

Business Name	Primary Activity		
Street	City	State	Zip Code
Headquarters? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Employees		

15. What is the total number of employees in the entire company (including parent and/or subsidiaries)?

16. Is the company represented on this application an independent or dependent subsidiary of a company with headquarters located outside the (10) county local area? (Check One)

No, not a subsidiary of any company.

Yes, An independent subsidiary. Please submit a copy of the firm's most recent Corporate U.S. Federal Income Tax Return and any other documentation necessary to show independence from the parent company.

Yes, A dependent subsidiary.

A. What is the total number of employees inclusive of the company represented on this application and the parent company within the (10) county local area?

Hire Houston First Declaration

I _____ certify and affirm that my business _____
Print Name of Company Owner Print Name of Company

is located at the following address:

Street City State Zip Code

I certify and affirm that this location is not utilized solely as a post office box, mail drop or telephone message center or any combination thereof with no other substantial work function and affirm that the foregoing information and statements are true and correct with regard to the employee breakdown of the company's work force, location, and principal place of business. In addition, the undersigned gives permission to the City of Houston to conduct random audits to ensure compliance with the Hire Houston First program under Chapter 15, Article XI.

Signature (Owner /Applicant)

Date