



ARAPAHOE COUNTY

Incentive Payment Agreement Program Process

Incentive Payment Agreement Process for Interested Parties

1. Engage with economic development partners.
 - a. Denver South and Aurora Economic Development Council will work with interested businesses to assess appropriateness of Arapahoe County Incentive Payment Agreement Program, using the priorities and matrix as outlined by the County.
2. Provide projections for identified priorities (expected FTE count, projected annual personal property value and estimated incentive amount, capital investment, etc.) and outline request.
 - a. Standard request is 100% for 10 years. Recently, the Board has approved options at 50% for 5 years with an option for a 5-year extension.
3. Partners share projections with County staff and work to schedule a study session with the BOCC to review the request.
4. County staff prepare overview of current program to be presented along with the request.

After First BOCC Approval (informal approval at a study session)

5. County Attorney's Office (CAO) to draft agreement with terms approved by BOCC and send to partners for execution by business.
 - a. If negotiation is needed, CAO will work with partners and/or business to finalize language.
6. Partner returns executed agreement to CAO.
7. CAO drafts resolution and sends agreement and resolution to Commissioners' Office.
8. Commissioners' Office drafts BSR and adds item to next BOCC business meeting.

After Second BOCC Approval (formal approval at a business meeting – consent)

9. Following meeting, Commissioners' Office updates resolution and sends to CAO, gathers signature on agreement and sends executed agreement to partner and business liaison.
10. Commissioners' Office uploads agreements to Contract Insight.
11. Businesses (with the support of economic development partners) are responsible for requesting tax reimbursement on the approved schedule and providing any necessary documentation.
 - a. If the Incentive Payment Agreement is for an expansion of a business facility, the business must reach out to the Assessor to establish a new tax ID number for the incentive.
12. If the agreement includes an option for an extension that the business wishes to pursue, economic development partners will reach out to the Commissioners' Office to schedule a check-in based on agreement and option to extend with the BOCC.