

# Village of Alsip

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## Pulaski Road Tax Increment Financing Assistance

### 2016 Application Packet For Small Businesses With Project Investment Less than (500,000)

Economic Development – Mayor & Village Board Office  
Village Hall, 4500 West 123<sup>rd</sup> Street, Alsip, IL 60803  
Telephone: 708-385-6902, Ext. 317 – Becky Smith  
([bsmith@villageofalsip.org](mailto:bsmith@villageofalsip.org)), Administrative Assistant to  
Mayor

Revised 07/23/19

Dear Applicant:

This packet contains information and materials necessary for submitting an application for tax incremental financing (TIF) assistance from the Village of Alsip.

This packet includes the following:

- TIF Assistance Application Approval Process Overview
- TIF Application, including
  - Project Proposal
  - Company Information
  - Project Information
  - Total Project Costs
  - Proposed Funding Sources
- Additional Documentation
  - Letter or Credit or other Bank Financing Documents
  - Business Certifications

Please contact Becky Smith, Administrative Assistant to the Mayor, with any questions at (708) 385-6902, Ext. 317. ([bsmith@villageofalsip.org](mailto:bsmith@villageofalsip.org)).

## **I. TIF Assistance Application Approval Process Overview:**

### Eligible TIF Projects:

TIF funds may be used for costs associated with the development or redevelopment of property within the TIF, allowing blighted, declining and underperforming areas to again become viable, and allowing these areas to compete with vacant land at the edge of urban areas.

### Typical projects include:

- The redevelopment of substandard, obsolete or vacant buildings.
- Improving the viability of business districts.
- Providing infrastructure needed to develop a site for new industrial or commercial use.
- Rehabilitating historic properties.

### Types of Eligible Costs:

The Illinois TIF Act generally authorizes TIF funds to be used for:

- Rehabilitation or renovation of existing public or private buildings.
- Property acquisition.
- Demolition and site preparation.
- Studies, surveys and plans.
- Professional services, such as architectural, engineering, legal and financial planning.
- Financing costs, including interest assistance. (*E.g., Interest expense and loan costs on a bank Letter of Credit*)
- Relocation.
- Job training.

Note: Some restrictions may apply.

### The “But For” Clause:

Project proposals must meet the TIF Act’s “but for” criteria. The proposal should demonstrate that it would not be feasible to be completed within the Village of Alsip without the use of tax increment revenue assistance. This evidence would be determined by a staff analysis of the developer’s or company’s property tax proforma, how the project fits into the Village’s strategic plan, and other similar criteria. The applicant must demonstrate the criteria below:

- Are project costs too high without TIF?
- Is there another location under consideration with or without incentives?
- Does the project configuration require TIF because of property assembly, public infrastructure improvement needs, architecture or engineering services or environmental remediation?

Please complete the following application as thoroughly as possible. Include any attachments.

About "Prevailing Rate"

Tax Increment Financing Project is subject to the Illinois Prevailing Wage Laws and Regulations, and it is the applicant's responsibility to comply and require compliance by contractors, subcontractors and suppliers, as required by the Illinois Department of Labor. Therefore, any estimates for work must be at the prevailing rate.

**II. Project Proposal Process:**

- a. Send to the Village President of the Village of Alsip (See sample letter attached):
  - i. Completed TIF application, including data required for estimation of Tax Increment Revenue.
  - ii. A completed and signed "Letter of Representation," if applicable.
  - iii. TIF application fee of \$500 payable to the Village of Alsip.  
Note: TIF Application fee is waived for existing business owners on Pulaski Road or in the Pulaski TIF District.
- b. Schedule meeting with the Executive Assistant to the Mayor for application review.
- c. Village staff and Applicant meet to discuss level and terms of Village assistance, based upon information provided in the application. Village staff, with the Village Economic Development Committee, then makes a recommendation to the Village President and Board of Trustees.
- d. The application is placed on an agenda for The Village Board to vote upon the Redevelopment Agreement. These meetings are scheduled for the first and third Monday's of each month.

**Application**

Company Information:

Date of Application: \_\_/\_\_/\_\_\_\_

Name of Company: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

PIN Number:  
\_\_\_\_\_

Company Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Extension: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Company's Establishment: \_\_/\_\_/\_\_\_\_

*Please indicate business structure:*

\_\_\_\_ Sole Proprietorship \_\_\_\_ Partnership \_\_\_\_ Corporation

Ownership (or key officers, if corporation (Names, Titles & Percentage of ownership. Include separate attachment, if needed):

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Describe the Company, i.e., History, Products, Technology, Growth Opportunities, Competitors, etc. (Include in separate attachment.)

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## **Description of Proposed Development**

### **Documentation evidencing existence of business entity and authorization to enter into TIF agreement:**

- For Corporations:
  - Articles and Certificates of Incorporation
  - Secretary's Certificate of Board of Directors' Resolution authorizing agreement.
  
- For Partnerships:
  - Partnership Agreement
  - Certificate of General or Managing Partner authorizing agreement.
  - Certificate of Partnership (for Limited Partnership)
  
- For Sole Proprietorship:
  - Operating Licenses / DBA Certification
  
- For Land Trust:
  - Trust Agreement
  - Letter of Direction to Trustee authorizing execution/acknowledgment of TIF agreement
  - Disclosure of beneficial interests

**Financials:** (existing internal documents are acceptable; please include all information as indicated in attached examples)

- Project Funding Sources & Use of Funds
- Proof of bank or other financing

### **Miscellaneous:**

- Business Certification Form (Attached to application)
- Statement of Understanding (Attached to application)
- Letter of Representation (Attached to application)

### **Financing:**

- Letter from lender demonstrating proof of financing
- Letter authorizing lender disclosure to the Village regarding applicant's financing information

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**Location of Proposed Development:**

- Map Depicting the Location of the Proposed Site
- Property Index Number(s) (PIN)
- Legal Description of the property and address

**Description of Proposed Development:**

- Site Plan
- Description of Use(s)
  - Size of Site: Front footage (FF) \_\_\_\_\_ x \_\_\_\_\_ Depth
  - Square Footage of Each Use
  - Size of new construction building(s).
  - Size of building(s) to be renovated.
  - Construction Type (frame, steel, masonry, etc.)
- Utilities usage analysis (e.g., water and sewer usage, electric, gas, etc.)
- Requested Public Infrastructure Improvements (e.g. road or intersection, traffic signals, utility capacity)
- Other Improvements (asphalt, parking spaces, truck bay, lifts, etc.)
- Project Cost Breakdown (attach via spreadsheet)
  - Land Costs/ Property acquisition
  - Construction Costs (broken down by new construction versus rehabilitation)
  - Machinery and Equipment Costs
  - Working Capital Expenses
  - Demolition and site preparation
  - Studies, surveys and plans
  - Professional services, such as architectural, engineering, legal and financial planning
  - Relocation expenses
  - Job training
  - Other Costs
- Estimated Lease Rates (if applicable)
- Determination as to percentage of overall project cost that is TIF eligible
- “But for” Analysis indicating any gaps in project feasibility

**Timing of Proposed Development:**

- Permit Application
- Demolition Schedule (if applicable)
- Start of Construction
- End of Construction
- Projected Occupancy Date
- Lease-up Schedule

**Name / Address of Projects/Developments Similar to Proposed:**

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**Proposed Number of Additional Employees and Pay Range:**

**List Jobs by Category:**

Occupational Title	Entry Salary	Annual Salary



### Business Certifications

I, the undersigned, hereby certify that \_\_\_\_\_ is a business in good standing, authorized to do business in Illinois and has no delinquent tax liabilities. No tax liens have been filed, including, but not limited to, state, county, municipal, or federal, against the business, any partners of the business, the majority shareholder of the business, or in the name of any related business owned by the recipient.

I further certify I understand that all information contained within this application or submitted by me to the Village on behalf of the business, is subject to the Freedom of Information Act, with the exception of business and personal financial information which shall be maintained strictly confidential and that the Village's decision is final.

I further certify that \_\_\_\_\_ is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, religion, age, national origin or ancestry, physical or mental handicap, marital status or matriculation.

I certify that all information in this application, including all documentation and attachments, is accurate, complete and true to the best of my knowledge and belief.

I certify that I understand that this Tax Increment Financing Project is subject to the Illinois Prevailing Wage Laws and Regulations, and it is my responsibility to comply and require compliance by contractors, subcontractors and suppliers, as required by the Illinois Department of Labor.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Statement of Understanding**

Any projections, estimations or tax calculations done by or for the Village of Alsip are to be used solely by the Village for determination of TIF benefits and should not be relied upon by the business owner to project current or future financial conditions or tax assessments. Applicant must make his/her own determination of the findings.

SANITARY AND STORM SEWER PERMIT REQUIREMENTS WITHIN TIF DISTRICTS ARE ALSO REGULATED BY METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

It is the responsibility of the owner/applicant of the building or development within a TIF District to obtain and submit all required data or information to Metropolitan Water Reclamation District of Greater Chicago to prove and receive its exemption from additional assessments.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date Signed

**LETTER OF REPRESENTATION**

I hereby authorize \_\_\_\_\_ to represent and act on behalf of our/my company or corporation in its transactions and negotiations with the Village of Alsip in regards to \_\_\_\_\_, located at \_\_\_\_\_, Alsip, Illinois. This representation shall remain in effect until rescinded or superseded in writing.

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PRINT NAME & TITLE OF COMPANY AGENT

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PRINT NAME OF COMPANY

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SIGNATURE

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DATE