

Universal Financial Incentives Application

The **Universal Financial Incentives Application** contains all information and materials necessary to submit a request for the following financial incentives from the City of Chicago Department of Planning and Development (DPD):

Chicago Recovery Plan Development Grants

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APPLICATION INSTRUCTIONS

- 1) **DOWNLOAD** the application on your computer.
- 2) **COMPLETE** all **required** fields. Populate **optional** fields as needed.
- 3) **ATTACH** all supporting documentation using the 'ATTACH' buttons.
- 4) **SAVE** the completed application with attachments.
- 5) **SUBMIT** via the 'SUBMIT' button or email to FID_Intake@cityofchicago.org.

After submitting the application, you will receive confirmation from DPD that it has been received. DPD staff will review the application and may send you a letter identifying application deficiencies and/or additional documentation needed to determine the project's suitability for a financial incentive.

*This application **MUST** be submitted in full and include all, required, supporting documentation. Failure to provide required information in a complete and accurate manner will delay processing your application.*

DPD reserves the right to reject, or halt processing, incomplete applications.

I. APPLICANT CONTACT INFORMATION

First Name

Last Name

Email Address

Phone Number

Residential Address

Street Number

Direction

Name

Type

Apt/Unit/#

Zip Code

II. APPLICANT BUSINESS INFORMATION

Business Name

Business Address

Street Number

Direction

Name

Type

Suite/Unit/#

Zip Code

III. APPLICANT PROJECT INFORMATION**Select the Applicant's relationship to the project.****Project Site Address**

Street Number(s) [enter all numbers, as applicable]

Suite/Unit/#

Direction

Name

Type

Zip Code

Provide the 14-digit Property Identification Numbers (PINs) for ALL properties comprising the project site, below:

Provide the total area of all current uses on the project property. Enter 0 if the use does not apply to your project.

Retail SF

Industrial SF

Office SF

Hotel SF

Residential SF

#Market Rate Units

Affordable Units

Provide a brief description of the current, physical conditions of the project site and all existing structures, including any significant issues - confirmed or perceived (i.e. environmental contamination, failing roof, etc.).

VI. PROJECT SITE FUTURE CONDITIONS

Provide the proposed, total land area and structural area of the project property.

Total Land SF (property)

Total Building SF

Provide the total area of all proposed uses on the project property. Enter 0 if the use does not apply to your project.

Retail SF

Industrial SF

Office SF

Hotel SF

Residential SF

Market Rate Units

Affordable Units

Provide a detailed narrative of the proposed project scope of work and description of the completed project.

VII. PROJECT READINESS & FEASIBILITY

Provide the following information for your proposed project:

Construction Start Date

Construction Completion Date

Occupancy Date

Attach all design and construction documents you are able to provide for the proposed project.

Accepted documents include, but are not limited to, contractor estimates, site plans and architectural elevations. All projects seeking financial incentives should incorporate and reflect the [City's Draft Neighborhood Design Guidelines](#).

[PDF, JPEG or PNG only]

Complete and submit the [Developer Input Form](#) (Step 4: Submit an Application - NOF Large Grants).

Download and save the form to your computer. When complete, email the form to FID_Intake@cityofchicago.org with the subject line: [Applicant Contact Name] Developer Input Form.

Attach all documentation to substantiate the sources of funds being used to finance the project.

Accepted documents include bank account statements (account numbers redacted); loan term sheets; signed and notarized letters indicating gifts of funds; and formal commitments of funds from other sources, e.g. tax credits. Commitment letters for other funding sources must clearly specify the nature and terms of the obligations.

[PDF, JPG or PNG only]

Provide a detailed statement that accurately and completely explains why your project needs financial assistance, including reasons why the project would have unacceptable returns without the incentive.

VIII. PROJECT IMPACT

Select the occupant(s) of the project upon completion. Attach supporting documentation, if necessary.

[PDF, JPG or PNG only]

List the names of the businesses/organizations expected to occupy the project upon completion.

Describe the project occupants, including the type of business or organization, and the commercial services or cultural assets that will be offered, if applicable.

Identify and describe the intended, positive impacts the project will have on the community and environment, including information about the population likely to benefit from these impacts. Include in your description how your project will utilize local talents, capacities and institutions to strengthen and contribute to the community.

IX. CITY POLICY ACKNOWLEDGEMENT

The Applicant acknowledges that, if the project being submitted is approved for the requested incentive, the applicant will be required to comply with the [City of Chicago Construction Compliance Policies](#):

- Use of Minority and Women Business Enterprises (MBE and WBE)
- Illinois Prevailing Wage Requirements
- City of Chicago Residency Requirements
- Employment Plan / Employer Personal Needs Assessment
- Affordable Requirements Ordinance
- Incentive Performance Measures

X. VOLUNTARY APPLICANT INFORMATION (Not Required)

How do you identify? (Select all that apply. Your responses will not affect the City's consideration of this application.)

- | | |
|-----------------------|-----------------------------------|
| Female | Asian or Pacific Islander |
| Gender Non-Conforming | Black or African-American |
| Male | Hispanic or Latino/Latina/Latinx |
| Nonbinary | Native American or Alaskan Native |
| Transgender | White or Caucasian |
| Other | Other |

XI. SUPPORTING DOCUMENTATION CHECKLIST

Applicants must submit the following documentation to be considered for a financial incentive:

- Documentation demonstrating site control for the project.
- Current photos of the project site, and the interior and exterior of all existing structures.
- Design and construction documents, including, but not limited to, site plans, contractor estimates and/or architectural elevations.
- Completed Developer Input Form.
- Documentation of all financial commitments to substantiate the sources of funds identified in the application.
- LOI(s) or lease(s) of three (3) or more years for all tenants who will occupy the project upon completion.
- If relevant, information (e.g. utility statement) demonstrating that the project property was vacant, and indicate the vacancy duration.

XII. SUBMIT

All applicants are required to undergo a scofflaw review by the City's Department of Finance to determine if they owe debt to the City of Chicago. Those who owe outstanding debt to the City and/or are delinquent on property tax payments are required to either pay the debt(s) in full, or enter into a payment plan, prior to receiving City funds.

By submitting this application, the Applicant certifies that the information herein is true and correct, and that they have read and understand the City's scofflaw requirements. Submitting false information will result in the forfeiture of eligibility for financial incentives.