

City of Chicago Department of Planning & Development: Universal Financial Incentives Application

The **Universal Financial Incentives Application** must be submitted to request for the following financial incentives from the City of Chicago Department of Planning and Development:

Chicago Recovery Plan Community Development (Large Grants)

Neighborhood Opportunity Fund (Large Grants)

Tax Increment Financing

Cook County Property Tax Incentives (Classes: 6b, 7a, 7b, 7c, and C)

These incentives are *only* available to capital projects (real estate development/construction).

I. APPLICANT INFORMATION

1. Applicant Name*

First Name

Last Name

2. Applicant Email Address*

3. Applicant Phone Number*

4a. Applicant Residential Street Number*

4b. Applicant Residential Street Direction*

Select...

4c. Applicant Residential Street Name*

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4d. Applicant Residential Street Type*

Select...

4e. Applicant Residential Apt/Unit/#

4f. Applicant Residential Zip Code*

5a. Applicant Legal Business Name*

5b. Applicant Business DBA*

6a. Applicant Business Street Number*

6b. Applicant Business Street Direction*

Select...

6c. Applicant Business Street Name*

6d. Applicant Business Street Type*

Select...

6e. Applicant Business Apt/Unit/#

6f. Applicant Business Zip Code*

II. PROJECT INFORMATION

1a. Project Street Number(s)

Please separate multiple street numbers with a comma (,).

1b. Project Street Direction*

Select...

1c. Project Street Name*

Select...

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1d. Project Apt/Unit/#

1e. Project Zip Code*

2. Project Property Identification Number (PIN)*

Limit: 14 characters

Provide the 14-digit PIN for the Project site. Include only numbers - no dashes or spaces.

The project site has more than one PIN.*

Yes

No

3. Project Name*

This may be the same as the Applicant Legal Business Name or Applicant Business DBA.

4. Project Summary*

Limit: 150 words

Provide a concise, three- to four-sentence summary of the proposed development Project.

5. Select the type of development that best describes the Project.*

Select...

6. Select the type of financial incentive being requested for the Project.*

Select...

7. Select the Applicant's relationship to the Project site.*

Select...

8. Provide the Applicant's site control documentation for the Project site.*

Choose File

Select up to 6 files to attach. No files have been attached yet. You may add 6 more files.

Acceptable file types: .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png, .tif, .tiff

Accepted forms of site control include:

- **Lease** of three (3) or more years for the project location in the Applicant's name and a letter of consent from the property owner.

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- **Deed** for the project location in the Applicant's name.
- **Real Estate Contract** for the project location in the Applicant's name.
- **Letter of Intent** to purchase or lease the project location, signed by the Applicant and the current property owner.

9. Is the Project occupying property that has been vacant or abandoned for 24 consecutive months?*

Yes

No

III. PROJECT SITE CURRENT CONDITIONS

1. Total Current Land SF (property)*

2. Total Current Building SF (structures)*

3. Select ALL uses currently occupying the Project site.*

Retail

Office

Industrial

Hotel

Institutional (Healthcare/Education)

Residential

No uses are currently occupying the Project site.

4. Describe the current, physical conditions of the Project site.*

Limit: 750 words

Address the following:

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1. The condition of the land and all existing structures.
2. The suitability of the site for the proposed development.
3. Any confirmed (or perceived) significant issues (i.e. environmental contamination, failing roof, etc).

5. Provide current photos of the Project site, including the interior and exterior of all existing structures.*

Choose File

Select up to 20 files to attach. No files have been attached yet. You may add 20 more files.

Acceptable file types: .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png, .tif, .tiff, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv

IV. PROJECT SITE FUTURE CONDITIONS

1. Total Proposed Land SF (property)*
2. Total Proposed Building SF (structures)*
3. Select ALL uses proposed for the Project site.*

Retail

Office

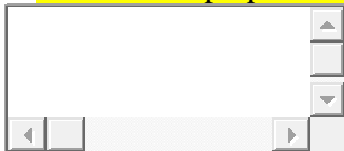
Industrial

Hotel

Institutional (Healthcare/Education)

Residential

4. Describe the proposed Project development.*



Limit: 1000 words

Provide a detailed description of the *structural rehabilitation or new construction work* planned to accommodate the proposed Project uses and services. DO NOT copy and paste the Project budget or contractor estimate in this field.

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V. PROJECT IMPACT

1. Select the Project occupant(s) at completion.*

Select...

2. List the Project occupant(s) at completion.*

Limit: 150 words

Provide the legal business names and DBAs of all Project occupants.

3. Project Purpose*

Limit: 1500 words

Address the following:

1. The service(s) to be provided by the Project
2. The population(s) to be served by the Project.
3. How the Project will either contribute to similar uses in the vicinity or provide uniquely different offerings for the community.
4. How the Project will leverage existing or planned development in the vicinity.

VI. PROJECT READINESS

1. Estimated Project Construction Start Date*

1. Estimated Project Construction Start Date

Navigate forward to interact with the calendar and select a date. Press the question mark key to get the keyboard shortcuts for changing dates.

2. Estimated Project Construction Completion Date*

2. Estimated Project Construction Completion Date

Navigate forward to interact with the calendar and select a date. Press the question mark key to get the keyboard shortcuts for changing dates.

3. Estimated Project Occupancy Date*

3. Estimated Project Occupancy Date

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Navigate forward to interact with the calendar and select a date. Press the question mark key to get the keyboard shortcuts for changing dates.

4. Financial Need Statement*

Limit: 500 words

Provide a detailed statement that *accurately and completely* explains why the Project needs financial assistance, including:

- Reasons why the Project would have unacceptable returns without the incentive.
- Particular economic hardships sustained by the Applicant in obtaining financial resources for the Project.

5. Provide the completed Developer Input Form for the Project.*

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .xls, .xlsx

Download and save the DEVELOPER INPUT FORM to your computer and enter the appropriate data into the required fields.

1. Review the *Instructions* sheet (first sheet) before completing the form. REQUIRED
2. Complete the Development Assumptions sheet using the information provided in this application. REQUIRED
3. Complete the Development Costs sheet using the budget and/or contractor estimate for the Project. REQUIRED
4. Complete the Capital Stack sheet using the sources and amounts of funds secured, and being requested, for the Project. REQUIRED
5. Complete the appropriate Assumptions sheets using pro forma information for the proposed Project uses. PREFERRED

6. Provide documentation to substantiate the sources of funds being used to finance the project.*

Choose File

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .csv, .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png, .tif, .tiff

The sources and amounts of funds in the attached documentation must match the information provided in the Developer Input Form.

Accepted documents include:

- **Bank account statements** in Applicant's name with account numbers redacted.
- **Loan term sheets** in Applicant's name.
- **Signed and notarized letters** indicating gifts of funds to Applicant.
- **Formal commitments of outside funds** (e.g. tax credits or other grants) to Applicant that specify the nature and terms of the obligations.

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7. Provide design and construction documents for the Project.*

Choose File

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .gif, .jpg, .jpeg, .png, .tif, .tiff, .ppt, .pptx, .xls, .xlsx, .zip

Accepted documents include, but are not limited to:

- Contractor estimates
- Site plans (interior and exterior)
- Architectural elevations
- Architectural renderings

All projects seeking financial incentives should incorporate and reflect the [City's Draft Neighborhood Design Guidelines](#).

VII. CITY POLICY ACKNOWLEDGEMENT

If the Project is approved for a financial incentive, the applicant must comply with the **City of Chicago Construction Compliance Policies**.

The Applicant acknowledges that the following City of Chicago Construction Compliance requirements will apply to the Project, if approved for a financial incentive:*

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

VIII. VOLUNTARY APPLICANT INFORMATION

Select all of the following that apply to how the Applicant identifies.

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Female

Male

Gender Non-Conforming

Nonbinary

Transgender

Other

Select all of the following that apply to how the Applicant identifies.

Asian or Pacific Islander

Black or African-American

Hispanic or Latino/Latina/Latinx

Native American or Alaskan Native

White or Caucasian

Other

I agree with
Terms of Use *

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