**II Project Information**

4. Project Summary**\***

Limit: 150 words

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

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.
* **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.

**III Project Site Current Conditions**

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

Limit: 750 words

Address the following:

1. The condition of the land and all existing structures.
2. The suitability of the site for the proposed development.
3. Anyconfirmed (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.**\***

**IV. PROJECT SITE FUTURE CONDITIONS**

1. 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.

**V. Project Impact**

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**

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.**\***

**Download and save the** [**DEVELOPER INPUT FORM**](https://www.chicago.gov/content/dam/city/depts/dcd/Recovery/FID_Developer_Input_Form.xlsm) **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.**\***

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.

7.Provide a contractor estimate for the project

Upload

**VII City Policy Acknowledgement**

**VIII. VOLUNTARY APPLICANT INFORMATION**

*Save Draft*