

**FINANCIAL ASSISTANCE
APPLICATION
PART 1 OF 2**



CITY OF ST. CHARLES



City of St. Charles Financial Assistance Application Packet – Part 1

Part 1 Financial Assistance Application

The City requires submission of formal applications for financial assistance in order to consider an applicant's request. Tax Increment Financing (TIF) and Business Development (BD) District forms of assistance may only be used to pay for eligible costs in accordance with the applicable Illinois Statutes. Other forms of financial assistance may be used as defined upon in the agreement between the City of St. Charles (the City) and applicant in accordance with any applicable State Statutes. An application must include all items referenced in the Financial Assistance Application. Applicants are required to demonstrate a financial need for assistance as well as indicating the public benefit.

Submission of The Part 1 Financial Assistance Application

In order for the City to effectively evaluate a request for financial assistance, the applicant must:

- Provide all applicable items in a single submission;
- Organize the submission and present the required information in the manner indicated below; and
- Provide five (5) copies of the submission.

Failure to provide all required information in a complete and accurate manner could delay processing of the application. The City reserves the right to reject applications that lack all required items.

The applicant is required to provide an initial deposit of \$7,000 and a signed Reimbursement of Fees Agreement shall accompany any Financial Assistance Application. This fee shall be used to cover the City's legal, administrative, and planning costs. Outside consultants hired by the City shall be paid for by the applicant and will not be considered a part of the fee. It is also the responsibility of the applicant to provide a deposit in the amount of any professional services contract provided by outside consultant(s) before the contract is executed. If an additional amount of money is required to reimburse the City for its related costs, the applicant shall be responsible for such costs. If any portion of the fee is not utilized, the City will refund the amount to the applicant.



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General Project Information

1. Summary Letter

Provide a summary of the project in the form of a letter to the City addressed Attn: Community & Economic Development Department. The letter should include the following essential information about the project:

- Description of site or building
- Current and proposed uses
- Description of end users
- List of all Parcel Identification Numbers (PINs) that will encompass the proposed boundary of the project
- Projected Project start and end dates
- Name of developer and owner
- Total development costs
- Overview of private-sector financing
- Amount of assistance requested
- Statement regarding why assistance is necessary
- For TIF applicants, provide a summary of increment projections
- Description of public benefits

2. Project Narrative

Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:

- Current condition of the site and historical overview that includes the size and condition of any existing structures, environmental conditions, and past uses of the site
- Proposed use(s) of project (e.g. industrial, commercial, retail, office, or mixed-use)
- Construction information about the project including: size of any existing structure to be demolished or rehabbed, size of any new construction, types of construction materials (structural and finish), delineation of square foot allocation by use, total number and individual square footage of residential units, type of residential units (e.g. for-sale, rental, condominium), number of affordable residential units, degree of affordability of residential units (i.e. 100% AMI, 80% AMI, 60% AMI), number and type of parking spaces, and construction phasing
- The applicant shall state the form(s) of financial assistance they are requesting (i.e. TIF, BD, property tax rebate, sales tax rebate, other).

Detailed Project Information

3. Project Timeline

A comprehensive project timeline is required. Include anticipated dates for site acquisition or lease, project start and completion, as well as other project milestones. Multi-phase projects must include details for each phase. The timeline should also identify any critical or time-sensitive dates as well as any time constraints facing the applicant.



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4. Public Benefits

Fully describe the public benefits that can be realized by the completion of this project. Projects with a high degree of public benefit are typically more likely to receive financial assistance. Examples of public benefits include, but are not limited to the following:

- Creation of affordable housing
- Creation of new permanent jobs
- Creation of new retail choices in an underserved segment of the community
- Catalyst for new private investment
- Re-occupancy of a vacant building
- Elimination of blight
- Incorporation of environmentally friendly features
- Creation of public infrastructure or facilities
- Increased sales tax revenue
- Increased property tax revenue
- Job creation and/or retention



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This statement should include qualitative examples of public benefits as well as quantifiable and measurable outcomes of the short-term and long-term benefits to the neighborhood and to the City of St. Charles. Support documentation for the estimates of public benefits must be included.

5. Demonstration of Need

Provide a detailed statement that accurately and completely explains why financial assistance is needed. This statement should provide the reasons why the project would have unacceptable financial returns without financial assistance. The applicant shall provide sufficient information to the City to prove their business case and to substantiate why the project cannot move forward without financial assistance. This application may be accompanied by, but not limited to the following: preliminary financial commitments from financial institution(s), plans and/or conceptual drawings for the project, background information on the developer, a pro forma analysis one with assistance and one without, financial statements, preliminary engineers or design professionals costs estimates for any public improvements or construction costs, preliminary estimates for any extraordinary costs such as unsuitable soils, remediation, or similar.

Project Financial Information

6. Request for Financial Assistance

Specifically state the type (sales tax rebate, property tax rebate, TIF, BD, etc.) and amount of financial assistance requested. This amount shall reflect the minimum amount necessary to make this project possible. Also specify the DRAFT terms of a potential financial assistance agreement.

7. TIF and BD Requests Only

For applicants that are requesting the creation of a new TIF or BD district, the applicant (at their own expense) shall work with the City to hire an independent third party consultant to evaluate if the proposed district's boundaries will meet the "but for" requirements as established in State Statute 65 ILCS 5/11-74.4 "Tax Increment Allocation Redevelopment Act" or IL 65 5/11-74.3 "Business District Development and Redevelopment" in the form of an eligibility report and to develop preliminary increment projections. The applicant shall provide a preliminary budget for all TIF or BD eligible improvements per State Statute and the appropriate documentation/substantiation to verify the amount identified in the preliminary budget.

The applicant shall explain how the developer will fund project costs that will be reimbursed with TIF or BD increment after those project costs have been incurred. For example, will the developer provide additional equity or borrow additional funds to "front-fund" the TIF or BD?

- If the proposed development is in an existing TIF or BD district, confirm that the project is consistent with the goals, line items identified in the eligible budget, and objectives identified in the applicable TIF or BD Redevelopment Plan and the approved budget for that district. Copies of these plans are available through the City.

8. Other Subsidies

Identify all other forms of public assistance that are provided by the City of St. Charles or any other agency. Examples include: land write-down, grants, tax-credits, etc.

Developer Information



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9. Ownership Structure

Submit a narrative description of the ownership structure of the development and ownership entities, which includes information on individuals involved in each. The financial relationship of each entity must be clearly and accurately described. Where applicable, also identify the relationship between the developer/owner and the operating entity.

10. Principal Profile Information

Submit the requested information for each of the principals and business entities involved in this project. This information will be used to verify that the applicants and related associates do not have any outstanding debts to the City.



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Applicant Information:

PRINCIPAL PROFILE(s)

The following information must be provided for each individual that is an owner, partner, investor, director or officer of the applicant entity or of any entity holding an interest in the applicant. **(All information must be typed)**

Name:
Address:
Company:
Phone:
Email:

Name:
Home Address:
Company:
Phone:
Email:

Name:
Home Address:
Company:
Phone:
Email:

Name:
Home Address:
Company:
Phone:
Email:



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Financial Assistance Application Part 1 Checklist

Include this Checklist when applying for financial assistance. If any of the required items are omitted from the application, please provide a brief explanation.

General Project Information

1. Summary Letter
2. Project Narrative

Detailed Project Information

3. Project Timeline
4. Public Benefits
5. Demonstration of Need

Project Financial Information

6. Request for Financial Assistance
7. TIF and BD Applicants Only (If Applicable)
8. Other Subsidies

Other Information

9. Ownership Structure
10. Principal Profile Information

CITY OF ST. CHARLES
REIMBURSEMENT OF FEES AGREEMENT

City of St. Charles Acct. # _____

I. Owner:

Owner of Property: _____ Date: _____

Owner's Address: _____

Owner's Phone Number: _____

If Owner is a Land Trust, the names and addresses of the beneficiaries of the Trust:

II. Person Making Request (Petitioner/Applicant):

Name of Petitioner/Applicant: _____

Petitioner's/Applicant's Address: _____

Petitioner's /Applicant's Phone Number: _____

III. Location of Property:

General Location of Property: _____

Acreage of Parcel(s): _____

Permanent Index Number(s): _____

Legal Description (attach as Exhibit A)

IV. Reimbursement of Fees:

If the City determines, in its sole and exclusive discretion, that it is necessary to obtain professional services, including, but not limited to, attorneys; engineers; planners; architects; surveyors; court reporters; traffic, drainage or other consultants, and/or to incur costs related to any required notices or recordations, in connection with any Petition or Application filed by the Petitioner/Applicant, then the Petitioner/Applicant and Owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the City.

The City Administrator is hereby authorized to assign the above described services to the City staff or to consultants, as they deem appropriate. When the City staff renders any services contemplated by this agreement, then in such case the City shall be reimbursed for its cost per productive work hour for each staff person providing said services.

- At the time the Petitioner/Applicant requests action from the City, he shall deposit the following amounts with the City as an initial deposit to collateralize the obligation for payment of such fees and expenses: Initial Deposit amount upon filing an Economic Incentive Application of \$7,000.00
- (If Applicable) An amount equal to any agreed upon contract for 3rd party professional consulting services.

As the review proceeds, the City shall deduct incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$500.00, the petitioner/applicant, upon notice by the City, shall be required to replenish the deposit to its original amount. The Petitioner/ Applicant shall replenish the deposit amount within fifteen (15) days of receipt of an invoice directing the replenishment of said deposit. Failure to remit payment within fifteen (15) days will cause all reviews to cease.

A petitioner/applicant who withdraws his petition or application may apply in writing to the Director of Community & Economic Development for a refund of his initial deposit. The City Administrator may, in his sole discretion, approve such refund less any actual fees and costs, which the City has already paid or incurred relative to the Petition or Application.

Upon the failure to the Petitioner/Applicant or Owner to reimburse the City in accordance with this Agreement, no further action shall be undertaken on any Petition or Application by the Mayor and City Council, or by any other official or quasi-deliberations, the granting of any relief or approvals, and the execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Further, the City may deny any application for a grading, building or other permit if such amounts have not been paid in full.

Upon any failure to reimburse the City in accordance with this section, the City may in its discretion, apply any or all of the initial deposit to the outstanding balance due and/or elect to place a lien against any real property associated with the Petitioner/Applicant's Petition or Application. In the event such amounts are not paid in full within sixty (60) days after the date when the statement of such amounts due is delivered or deposited in the U.S. mail by the City, such amounts due shall be deemed delinquent and finance charges in accordance the City's policy for accounts receivable shall be added to the amount due until such amount due, including all delinquency charges, is received by the City. Said lien shall be in an amount equal to the outstanding amount owed to the City.

The remedies available to the City as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the City's right to seek relief of such fees against any or all are responsible parties in a court of competent jurisdiction.

Any remaining balance of funds deposited pursuant to this Agreement shall be refunded upon the later occurring of the following events: completion of City deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, or issuance of a building permit upon the real property in question.

BY SIGNING BELOW, THE PETITIONER/APPLICANT AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER/APPLICANT AND OWNER AGREE THAT PETITIONER/APPLICANT AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE CITY OF ST. CHARLES, AND AS SET FORTH HEREIN.

City of St. Charles

Petitioner/Applicant

By: _____
City Administrator

Owner

Attest

Date: _____

Date: _____