



Thank you for your interest in the City of Collinsville's Uptown Tax Increment Financing (TIF) program. The awarding of TIF funds is intended to increase sales tax revenue, increase property tax revenue, create and/or retain jobs, improve property values, and contribute to the unique architectural and design character of the Uptown area.

TIF funds are limited to structural rehabilitation, façade improvement, and Life and Fire Safety Code compliance projects. The maximum allowable TIF reimbursement on a project is \$200,000 over a four-year period. ***Owners and contractors must adhere to the requirements of the Prevailing Wage Act and must disclose this mandate on all construction-related contracts. No labor costs shall be reimbursed by the City unless the developer pays and documents such fact. Failure to pay prevailing wage may result in rescindment of TIF funds.***

Applications should be submitted to the City Manager's Office. The City Manager or his designee will review the application and may forward applications to the appropriate Commission for additional review. After review, the City Manager will make a formal recommendation to the City Council to approve or deny the application in whole or in part, or as modified or amended. Please note the following procedures and stipulations:

1. The City Council shall approve the award prior to the commencement of any on-site improvements or construction activities;
2. The applicant shall be required to demonstrate compliance with all relevant City codes and ordinances;
3. The applicant shall be required to complete and submit to the City the "Substantial Completion" form for the project;
4. All receipts shall be required for all items identified in the award, and the actual amount reimbursed must be consistent with the submitted receipts for the project; and
5. The project shall be substantially completed within twelve (12) months of the date that the City Council approves the TIF award.

TIF funding may be awarded for the following types of improvements:

1. **Structural Rehabilitation and Façade Improvements:** For permanent improvements, the City may fund a project up to 40% of the total project cost. Such funding shall not exceed \$200,000.
 - a. Eligible projects costs shall be classified as permanent improvements based upon the building/structure and shall include but not be limited solely to:
 - i. Electrical Upgrades;
 - ii. Structural repairs;
 - iii. ADA compliance;
 - iv. Roof repairs;
 - v. Awning/canopy installation or repair;
 - vi. Tuckpointing;
 - vii. Structural window repair;
 - viii. Façade improvements (hereby referring to any façade, including the front, side, or rear façade, that impacts the public view shed); and/or
 - ix. Architectural services (provided this is deemed by the City Council as a qualifying and eligible expense as related to a specific project).
2. **Fire Safety Code Improvements:** For permanent improvements directly related to increasing the Life and Fire Safety Code compliance of the building, and provided that said improvements are deemed to be required by said codes through a finding of the appropriate code official, the City may fund a project for no more than ninety percent (90%) of the most cost effective and appropriate means to meet compliance.

Funding shall not exceed Ninety Thousand Dollars (\$90,000.00) and shall count toward the maximum overall total project award cap of Two Hundred Thousand Dollars (\$200,000.00).

Applicants who apply for TIF funds totaling more than five thousand dollars (\$5,000.00) shall adhere to the following when the City deems appropriate and critical to consideration of the request:

1. Submit all requested income tax returns, financial information from banking institutions, credit checks, and police background checks when deemed necessary by the City Manager;
2. Submit a completed business plan to the City;
3. Submit architectural renderings of major proposed building/site changes; and
4. Agree to submit the following no later than March 31 each year for a minimum of seven (7) years after the year of award:
 - a. Employment data,
 - b. Tenant lease rates,
 - c. Occupancy rate,
 - d. Annual sales tax amounts for all businesses located in the building,
 - e. Real estate tax, and
 - f. Other revenues and financial information as deemed applicable by the City.

Upon the payment of any TIF award, the City shall record a lien against the subject real estate in an amount equal to the TIF award on the property.

Please see Ordinance No. 16-79 for complete program requirements and regulations. Application must be complete and include all requested supporting documentation. Failure to do so will delay processing and may result in denial of the application. The application process includes, but is not limited to, the information to be provided herein. The City reserves the right to request additional information from each applicant as it deems necessary and at its sole discretion.

ADDRESS OF IMPROVEMENTS	BUSINESS NAME
APPLICANT NAME & TITLE	PHONE
APPLICANT MAILING ADDRESS	EMAIL
PROPERTY OWNER (if different from applicant)	PROPERTY OWNER MAILING ADDRESS
PREVIOUS YEAR SALES TAX PAID:	PREVIOUS YEAR PROPERTY TAX PAID
TOTAL SQUARE FOOTAGE	NO. OF RESIDENTIAL UNITS
NO. OF COMMERCIAL UNITS	NO. OF EMPLOYEES (specify part-time & full-time)
ANTICIPATED NO.OF CONSTRUCTION WORKERS	ESTIMATED LENGTH OF CONSTRUCTION

I am willing to comply with recommendations established in the Collinsville Historic Architectural Standards guidelines as advised by the Collinsville Historic Preservation Commission and Uptown Development Commission, if applicable.

1. Address how the proposed project constitutes an economic benefit to the City and justifies the expenditure of TIF funds.

2. Please state specifically the improvements that will be made:

3. Describe any environmental/EPA issues related to the site.

SUPPORTING DOCUMENTATION (REQUIRED):

- Three *comparable* bids that itemize and detail specifically all labor, services, material, and associated costs. In the case of projects in which work will exceed \$15,000, please obtain the bids from general contractors for all work to be completed, not bids by separate companies for portions of the work to be completed.
- **Signed and Notarized** Contractor's Wage Certification Form must accompany all bids
- Supporting maps, pictures, graphics, renderings or other materials that will be helpful in the decision making process.
- W-9 completed by the Grantee

Please note that award of TIF funds does not constitute the approval of sign, site, building plan, zoning or any other permits or approvals as required by the City. All facets of the project should be coordinated with the appropriate departments to ensure necessary permits and approvals are obtained. All relevant City Ordinances must be followed.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER SIGNATURE
(If different from applicant)

DATE

Submit applications to:
Mitch Bair, City Manager
Attn: Uptown TIF
City of Collinsville
125 S. Center Street
Collinsville, IL 62234

