



Thank you for your interest in the City of Collinsville's Uptown Tax Increment Financing (TIF) program. The TIF program is intended to increase sales tax revenue; increase property tax revenue; create and/or retain jobs; increase value of property; and/or provide improvement of the local economy and the community.

TIF funds are limited to the correction of health and safety problems, renovation, rehabilitation, and repair to the inside or outside of existing building, structures, and/or surrounding property. The maximum allowable TIF reimbursement on any given project is \$200,000 over a five-year period. *Owners/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 and is punishable by law.*

Applications should be submitted to the Uptown Coordinator who will review the application; require more information from the applicant if necessary; consult with the Uptown Development Commission in all projects over \$15,000, projects with façade components or as deemed necessary; and, make a written recommendation to the City Council to approve or deny the application in whole or in part, or as modified or amended. Award decisions are based on many factors including the project's ability to increase sales tax revenue; increase property tax revenue; create and/or retain jobs; improve value of property; and/or provide for improvement of the local economy and the community.

There are two TIF Program types:

1. **Structural Rehabilitation and Façade Program**: For permanent improvements the City may fund a project up to 40% of the total project cost. Such funding shall not exceed \$200,000, unless otherwise agreed to by the City Council.

Eligible improvements include but are not limited to:

- a. Electrical upgrades
- b. Alarm system installations
- c. Structural and other repairs
- d. Second story rehabilitations
- e. Building exterior lighting
- f. ADA compliance
- g. Roof and other repairs
- h. Awning installation or repair
- i. Sign replacement or removal
- j. Tuckpointing
- k. Window trim painting or repair
- l. Storefront/façade rehabilitation or restoration
- m. Removal of false façade
- n. General painting or paint removal
- o. Architectural services

2. **Fire Safety Code Assistance Program:** For installation of a fire safety system that complies with the City's Fire Safety codes. The city may fund up to 90% of the total project costs, not to exceed \$90,000, unless otherwise agreed to by the City Council.

Reimbursements will be made upon the submission of verification of project completion and submission of proof of payment (a paid receipt(s) or cancelled check).

Applicants who apply for TIF funds totaling more than \$15,000 may be required to:

1. Sign a waiver for the City to obtain all financial information from banking institutions, credit check and background check
2. Submit a completed business plan to the City
3. Submit architectural renderings of proposed changes
4. Agree to submit the following information for a minimum of 7 years after the year of the award:
 - a. Tenant lease rates
 - b. Occupancy rate
 - c. Annual sales tax amount for all businesses located in the building
 - d. Real estate tax
 - e. Other revenues as applicable

Application and receipt of any TIF funds from the City shall be deemed as consent to the City's recording a lien on the real estate upon which the improvements are made. The lien shall be limited to the amount of the TIF funds provided by the City for a period of 4 years after completion of the project.

DATE: _____

BUSINESS NAME: _____

CONTACT NAME: _____ TITLE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

BUILDING OWNER: (if different than above) _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Please reply to the following questions as accurately as possible. 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.

Amount of sales tax paid last year _____

Amount of real estate tax paid last year \$ _____

Number of total commercial units affected by project ____

Total square footage affected by project _____

Number of residences affected by project _____

Number of employees employed on an annual basis _____
Full Time Part Time

If a major project, number of construction employees anticipated to be employed _____

If a major project, estimated time period of construction _____

Are you 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? _____

The following questions are to be answered in full detail in a narrative manner.

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

This project will: _____

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2. Please state which of the following issues will be eradicated by this project and provide details for each:
 - a. Dilapidation
 - b. Obsolescence
 - c. Deterioration
 - d. Illegal use of individual structures
 - e. Presence of structures below minimum Code standards
 - f. Abandonment
 - g. Excessive vacancies
 - h. Overcrowding of structures and community facilities
 - i. Lack of ventilation, light or sanitary facilities
 - j. Inadequate utilities
 - k. Excessive land coverage
 - l. Deleterious land use or layout
 - m. Depreciation of physical maintenance
 - n. Lack of community planning

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

Enclosures:

- 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/approvals as required by the City. All facets of the project should be coordinated with the appropriate departments to ensure necessary approvals are obtained. Additionally, all relevant City Ordinances must be followed subsequent to the TIF award.

PRINTED NAME OF APPLICANT

SIGNATURE

DATE

PRINTED NAME OF BUILDING OWNER
(If different than applicant)

SIGNATURE

DATE

Submit completed applications to:

Leah Joyce
City of Collinsville
Uptown Coordinator
125 S. Center Street
Collinsville, IL 62234
618-346-5200 x 140
ljoyce@collinsvilleil.org

Applicants in the Uptown District may be asked to appear at an Uptown Development Commission meeting at which time the commission will review the application and act in one of the following manners:

- Request additional information
- Request a change in the proposed project
- Make a positive or negative recommendation to the City Council

The application will then be put on the agenda of the City Council meeting. Upon the Council's approval, the applicant will have all work completed and will be paid on a reimbursement basis. UDC meetings are held the 3rd Tuesday of each month and City Council meetings are held the 2nd and 4th Monday of each month.

CONTRACTORS WAGE CERTIFICATION FORM

I, _____ of _____
Officer, Owner, Authorized Rep. Company Name

do hereby certify that the _____
Company Name

Street

City

and all of its subcontractors will pay all workers on the

Project Name

Street and City

the wages as listed in the schedule of prevailing rates required for such project (a copy of which can be found at <http://www.state.il.us/agency/idol/rates/Rates.htm>).

Signed

VERIFICATION

State of Illinois)

) SS

County of Madison)

Subscribed and Sworn to before me, a Notary Public this _____ day of _____, 20__.

Notary Public

My commission expires: _____

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Officer, Owner, Authorized Rep. Company Name

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