

City of Pana

Application for Economic Development Assistance

General Policy:

While Tax Increment Financing (TIF) and the Business District are important and useful tools in attracting and retaining businesses, it is essential that it is used appropriately to accomplish the City's economic development goals and objectives. The fundamental principle that makes TIF and BD viable is that they are designed to encourage development which would not otherwise occur. The City is responsible to assure that the project would not occur "but for" the assistance provided through one of these programs. It is the policy of the City to consider the judicious use of TIF and BD assistance for those projects which demonstrate a substantial and significant public benefit by constructing public improvements in support of developments that will create new jobs, retain existing jobs, eliminate blight, strengthen the economic base of the City, increase property values and tax revenues, create economic stability, and stabilize and upgrade existing neighborhoods and commercial corridors. Priority will be given to projects that meet these goals.

Policy Guidelines:

The following criteria are to be used by the City to evaluate applications for assistance:

1. Each applicant must demonstrate that without the use of economic development assistance, the project is not feasible and would not otherwise be completed.
2. Each applicant must possess the financial and technical ability to complete and operate the project.
3. Projects involving retail or commercial development that is targeted to encourage an inflow of customers from outside the City or that will provide services that are currently unavailable or in short supply in the City will be viewed more favorably.
4. Allowable uses of TIF or BD assistance funds include: Land acquisition, planning, legal, engineering or architectural services, Demolition of buildings and clearing of property, Construction costs of infrastructure improvements, Rehabilitation of existing structures, and financing costs. (NEW CONSTRUCTION IS NOT ELIGIBLE for TIF)

Note: The eligibility of costs does not guarantee funding. Assistance will be based on level of investment, desirability of project, impact on property value, creation of new job opportunities, extent of property improvements, and other relevant factors.

Consideration for project assistance is to be reviewed for compliance with the following requirements:

- In the case of a business, it must be in good financial standing.
- The project must be located within the established TIF or Business District.
- The applicant must show that without the use of public financing assistance, the project would not otherwise occur.

Economic Development Assistance Application

Applicant Information

Project Name _____

Company/Business Name _____

Business Form: ___ Corporation ___ Partnership _____ Sole Proprietorship

Federal Employment Identification Number (FEIN): _____

Contact Person/Title _____

Address _____

City/Village _____ State _____ Zip Code _____

Phone _____ Email _____

Project Information

Project Costs:

***Example Cost Category
(Contractor Bids preferable)**

	Amount (\$)	Source of Funds
Property Acquisition		
Demolition & Site Preparation		
Installation of Infrastructure		
Construction of New Building(s)		
Renovation of Existing Structure(s)		
Cost of Installation of Machinery & Equipment		
Architectural & Engineering Fees		
Legal & Other Professional Fees		
Other (Please Specify)		
Other (Please Specify)		
Other (Please Specify)		
Total Project Costs		

*Example cost category breakdown. Feel free to submit estimated project costs in alternative formats as may be appropriate.

Amount of Assistance Requested: \$ _____

Expected Project Start Date: _____ Expected Project Completion Date: _____

Address of Proposed Project _____

Parcel ID Numbers Involved: _____

* Christian County property tax information and tax bills can be obtained by visiting <http://propertytaxonline.org/Christian/Inquiry.aspx?c=11>

Project Classification: (Specify) ___ Commercial ___ Residential ___ Industrial ___ Other

Project Type:

- ___ New Construction
- ___ Remodeling of Existing Building
- ___ Expansion of Existing Building

Is this a new business or existing business? ___ New ___ Existing

Potential Employment Opportunity and Economic Impact on Sales Tax Revenue

Number of Full Time Equivalent (FTE) Jobs*:

Presently at location: _____

Present Jobs to be Retained** : _____

Created*** within t (1) year of project completion: _____

Additional Jobs Created after one (1) year and within two (2) years: _____

Current annual sales subject to Sales Tax: \$ _____

Expected growth of annual taxable sales due to project completion: \$ _____

*"Full-time equivalent job" means a job in which the new employee works for the recipient or for a corporation under contract to the recipient at a rate of at least 35 hours per week. A recipient who employs labor or services at a specific site or facility under contract with another may declare one full-time, permanent job for every 1,820 man hours worked per year under that contract. Vacations, paid holidays, and sick time are included in this computation. Overtime is not considered a part of regular hours.

**"Full-time retained job" means any employee defined as having a full-time or full-time equivalent job preserved at a specific facility or site, the continuance of which is threatened by a specific and demonstrable threat, which shall be specified in the application for development assistance. A recipient who employs labor or services at a specific site or facility under contract with another may declare one retained employee per year for every 1,750 man hours worked per year under that contract, even if different individuals perform on-site labor or services.

***"Created" means the number of jobs for which persons are hired or are expected to be hired within 2 years as a result of the new investment, not including construction jobs or spin-offs that may be created.

Please also include a written narrative that will address the following: (REQUIRED)

1. Description of Business/Company
2. Copy of most recent Real Estate Tax Bill for all project parcels (required)
3. Project Description (scope and scale of proposed project including time-lines)
4. Construction information that may include the number of square feet to be demolished and constructed, the number and square footage of units, parking, and the number of construction phases; (Description of the work to be done)
5. Evaluation of site or other constraints;
6. A request for the City's assistance with the project that specifies the type(s) of assistance needed and why it is needed.
7. Applicant may need to also submit any additional information such as previous tax bills, site plans, environmental studies, marketing studies, business plans, engineering or architectural drawings to be included for review and consideration.

Certification by Applicant

The applicant certifies that it will comply with all the rules, regulations and ordinances of the City of Pana, Illinois. Applicant hereby certifies that all information contained above and in exhibits attached hereto is true to his/her best knowledge and belief and are submitted for the purpose of obtaining financial assistance from the City of Pana, Illinois. Please return application to Pana City Hall, or send electronically to the noted consultant e-mail(s).

Sign _____ Date _____

Return application to:

City of Pana
Attn: Office of Economic Dev.
120 E Third St.
Pana, Illinois 62557
Ph: 217-562-3626
kcasner@cityofpana.org