

City of Marseilles-Revolving  
200 Riverfront Dr.  
Marseilles, IL. 61341 (815)  
795-2133

## **CDAP LOAN APPLICATION PROCESS**

1. Present application to council with request that council set date for Public Hearing.
2. Advertise for Public Hearing.
3. Public Hearing.
4. Council accepts/ rejects application.
5. If accepted, documents are prepared.
  - A. Loan Agreement
  - B. Security Agreement
  - C. Promissory Note
6. Reviewed by City Attorney.
7. Council authorizes Mayor and City Clerk to sign documents.
8. Applicant submits request for funds along with forms required.
9. Security Agreement

## **PROGRAM GUIDELINES -- CITY OF MARSEILLES**

### **I. PURPOSE**

To make available needed, reasonable term loans at an attractive blended interest rate to existing and potential business/property owners to invest in the City of Marseilles with the result of job creation and/or retention for low to moderate income persons.

### **II. LOAN TERMS & CONDITIONS**

#### **A. Participating Lenders**

The City of Marseilles, utilizing recaptured Community Development Assistance Program (CDAP) Dollars from the State of Illinois, may participate with any Lending Institution and/or Source of Equity in making Marseilles-Revolving Fund Program Loans.

#### **B. Matching Requirement**

Marseilles-Revolving Fund Program Loans will be made on a matching basis. A match of 2:1 will generally be required. Therefore, the City of Marseilles participation will be limited to 50% of the project. The Revolving Fund Committee may waive the 2:1 match; but in no case will the match be less than 1:1. A maximum participation will be \$100,000. The match may be in the form of owner equity, bank loans or supplier financing. All matching funds shall be financial contributions (cash). Funds spent prior to approval of the Revolving Fund application will not count as match.

#### **C. Demonstration of Financial Need**

Applicant firms and participation lenders must demonstrate a financial need for local CDAP-RF funds. Financial need can be demonstrated by meeting one or more of the following financial need criteria:

1. CDAP funds are needed to "plug the gap" between the estimated project cost and what lenders are able and willing to lend.
2. The estimated return on investment (ROI) exceeds the bank-determined industry wide standard.
3. The bank determines there is insufficient collateral without CDAP revolving loan participation.
4. CDAP Revolving Fund financing is needed to keep the firm in the community (applicant must furnish the bank with detailed incentive letters from other states and detailed cost information/explanations on how CDAP RF funds "equalize" the costs between the "community site" and the "out of state" site, CDAP RF funds cannot be used to relocate firms from one part of the State of Illinois to another part of the state).

The lender and community CDAP RF committee will determine need based on a review of the applicant firm's financials (see application at end of document for financial information requirements).

#### **D. Minimum/Maximum Loan Amount**

The minimum Marseilles RF Program Loan shall be \$20,000 and the maximum Marseilles-RF Program Loan shall be \$100,000. The Marseilles-RF Committee may waive this. Given the match requirement, the minimum loan requirement will necessitate a total project of not less than \$60,000 unless unusual circumstances exist. The Revolving Fund committee shall make a decision based on the goals of this strategy in the event of a lower loan request. City participation will not exceed 50% or \$100,000 of total project cost.

#### **E. Interest Rates & Terms**

A Fixed Rate of 5% (negotiable) shall be charged on a Marseilles RF Program Loan. The Participating Lender and the Applicant/Borrower may negotiate any mutually acceptable loan terms. The term of a Marseilles RF Program Loan shall generally be determined by the following classifications:

<u>Purpose</u>	<u>Maximum Term</u>
Infrastructure (water, sewer, roads)	15 years
Land and/or Building Acquisition	20 years
New Construction	20 years
Purchase of Machinery and/or Equipment	10 years
Leasehold Improvements	7 years
Building Rehab or Renovation	7 years
Purchase of Inventory	7 years
Working Capital (including training)	7 years

(Note: In no event shall Marseilles-RF participation exceed the term granted by the Participation Lender for the same class of asset.)

#### **F. Collateral Requirements**

The Participating Lender shall have the primary responsibility for determining the applicant's credit risk and, if it requires, shall be entitled to the senior lien or security interest on any collateral given as security. In the case where the City secures the RF loan with identical collateral, its lien or security interest shall be subordinated to the Participating Lender. In addition, the City will generally require a PERSONAL GUARANTY on Marseilles RF Program Loans.

#### **G. Loan Disbursements**

All loan disbursements and payments shall be made by the City of Marseilles. CDAP payments are required to be setup for auto-payment withdrawal that the city can setup at no charge.

#### **H. Application Fee**

The City of Marseilles charges a \$100.00 fee to cover application costs (which includes addressing state/federal mandates).

## **I. Loan Call Provisions**

Failure to abide by Marseilles-RF Program Guidelines or administrative guidelines or administrative procedures can result in calling of the RF loan at the RF Committee's request. Also, the City can call the RF loan due and payable in the event of:

1. the transfer of substantially all the borrower's assets to any third party;
2. bankruptcy or insolvency of the borrower;
3. Cessation of the conduct of active trade or business in the City of Marseilles by the Borrower for any reason, including, but not limited to, fire or other casualty;
4. inability to meet the obligations for job /creation/retention as originally stated.

These provisions are contained in loan agreement between the borrower and the City.

## **J. Penalties**

Failure to repay loan monies on time according to the terms of the loan agreement will result in fines and/ or legal action. The City of Marseilles will take the following actions to collect loan monies when a borrower has defaulted on payment.

1. Contact loan borrower via phone after 7 working days to determine why payment has not been made.
2. After 14 days, a written notice will be sent to borrower
  - (a) Notifying borrower that loan disbursements have been suspended
  - (b) Ordering payments to be made within 90 days and assessing a late-fee fine of 3% of the total loan balance
  - (c) Notifying borrower that the City will take possession of any or all collateral that was given as security if payment is not made.
3. If after 90 days payment has not been made, the City of Marseilles will take legal action to collect the proceeds of delinquent loans.
4. The Marseilles City Council must approve any actions to remedy a default.

## **III. ELIGIBILITY CRITERIA**

### **A. Eligible Borrowers**

Eligible borrowers are business and/or property owners who are locating, expanding, or currently operating in Marseilles. The City of Marseilles is also an eligible borrower but only for infrastructure improvements (i.e. water, sewer & roads), which will assist a business to retain or create jobs.

### **B. Applicants**

1. An Applicant must have the ability to repay the loan and be an acceptable credit risk as determined by the participation lender.
2. An Applicant's property must conform to use under the City of Marseilles Zoning Ordinance.
3. Upon completion of any construction activities, the Applicant's property must comply with all applicable code, permit and license requirements of the City of Marseilles.

4. Applicant must make adequate progress toward loan closing as determined by the Administrative Entity. Failure to do so can result in a revocation of loan authorization by the RF Committee or City Council.

### **C. Use of Proceeds**

Marseilles RF Program Loan Proceeds may be used for any of the following: land and/or building acquisition; new construction; purchase of machinery and/or equipment; leasehold improvement; building rehabilitation or renovation; purchase of inventory; working capital (which includes training); infrastructure (i.e. water/sewer & roads) and training. Loans to start-up businesses will require 20% Equity. Marseilles RF Program loan proceeds cannot be used to re-finance existing debt of any kind. In rare instances, grants may be given to private borrowers (for real property, equipment, working capital) or the City (for infrastructure only) to facilitate private investments, which will retain or create a significant amount of jobs. (Federal Davis-Bacon requires that prevailing wage be paid for all construction activities. In the State of Illinois, prevailing wage is set very close to union wage rates).

### **D. Job Creation/Retention**

One (1) Full-Time Equivalent (FTE) Job must be created/retained for every \$15,000 in low interest city RF funds. At least fifty-one (51%) of those jobs created/retained must benefit low to moderate-income persons. Businesses must agree to work with the local IL Department of Employment Security Office, Job Training Partnership Act (JTPA) service providers, BEST, Inc., Illinois Employment Aid Training Centers and the Regional Dislocated Workers Center (Illinois Valley Community College) to place economically disadvantaged persons in the new positions created through the Marseilles RF Program. First preference in hiring must be given to the unemployed and those eligible economically disadvantaged persons as defined by Federal guidelines.

### **E. Activities Completed Prior to Loan Closing**

All project activities completed prior to loan closing are ineligible for financing through the Marseilles RF Program. Also, any lender financing or equity, which is disbursed prior to loan closing, cannot be counted as match.

## **IV. REQUIRED DOCUMENTATION**

### **A. Sign-Off Sheet (attached)**

### **B. RF Application and Related Documents and Application Fee (\$100.00)**

### **C. Lender Commitment Letter**

1. Statement of Loan approval by an authorized Lender Officer or Committee
2. Specified Dollar amount of Loan
3. Specified Loan Term
4. Specified Interest Rate
5. Collateral or Security Requirements
6. Other Special Conditions of the Loan
7. Commitment is contingent on Marseilles RF approval

### **D. Borrower Commitment Letter**

Description of the Project  
Total Project Cost

# of Jobs Created/Retained & Benefit to Low/Mod Income Persons  
Type of Jobs to be Created/Retained & Wage Scales Time frame for Job Creation  
Potential use of Job Training Partnership Act Training Program (contact Business  
Employment Skills Team office)  
Name of Lender making Commitment  
Amount of Equity if Start-Up Business  
Statement that the borrower can begin project implementation immediately upon  
Marseilles – RF Program Loan approval

## **V. MARSEILLES REVOLVING FUND ADVISORY COMMITTEE**

A Marseilles RF Advisory Committee has been named as the Administrative Entity for the Marseilles RF. This Committee will make recommendations to the Marseilles City Council concerning the use of Marseilles RF monies. It shall be the responsibility of this committee to ensure that all program guidelines have been adhered to.

As payment for acting as Administrative Entity, the RF Committee may collect an origination fee and other fees as described herein. Also, the RF Committee may pay administrative fees to cover Revolving Fund administration to be paid from outstanding Marseilles-RF Loans and RF Loan Fund Balances on an Annual Basis (payments made generally each calendar quarter). No more than 10% of annual Revolving Fund repayment revenue will go towards RF administration.

## **VI. RF PROCESS/ENVIRONMENTAL ASSESSMENT**

The RF application process generally takes a minimum of sixty (60) to ninety (90) days (see attached application process sheet). During this time, a 45 day "Environmental Assessment" on the proposed project is done to ascertain the projects particular impacts on the environment. Discuss the project with the administrative entity as soon as possible in order to expedite the environmental review process.

**CITY OF MARSEILLES, ILLINOIS**  
**Revolving Fund Application**

**I. APPLICANT / BUSINESS INFORMATION**

Legal Name of Borrower: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Type of Business / Products Produced, Services Provided: \_\_\_\_\_

FEIN or SS #: — — — ▼ — — — — — — — —

Duns# \_\_\_\_\_ (Required)

Number of years in business: \_\_\_\_\_

Number of years operating at present business address: \_\_\_\_\_

Business Ownership:     Sole Proprietorship         Partnership  
                                  Corporation                 Other (Specify)

Principal Owners (individuals, address and phone of those owning 20% or more)

Present Number of Employees:    Full Time: \_\_\_\_\_    Part Time: \_\_\_\_\_

Anticipated Number of Employees: (within 2 Years)

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

(Please provide listing of job classifications, salary ranges, number of positions and the number of anticipated jobs going to community residents as a separate attachment).

**NOTE:** At least 51% of all jobs created aid/or retained must be filled by individuals meeting low/moderate income guidelines as established by the Illinois Department of Commerce and Economic Opportunity. (Please see attached "Employer Job Certification" Form at back of this application).



Assessed Valuation of Property: \$\_\_\_\_\_ (Most Recent Year)

Real Estate Taxes Paid: \$\_\_\_\_\_ 20 \_\_\_\_\_

If there's existing building on the proposed site, is the building occupied?

Yes  No

**2. Description of Machinery/ Equipment Acquisition for Project**

Applicable to Project?  Yes  No

If "Yes," complete the following.

Item Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Item Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Item Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Item Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Item Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

**3. Description of Working Capital Expenditures (inventory, payroll, etc.)**

Applicable to Project?  Yes  No

If "Yes," complete the following.

Activity Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Activity Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Activity Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Activity Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Activity Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

Activity Description \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

**III. TOTAL ESTIMATED PROJECT COSTS**

Land Acquisition	\$ _____
On-Site Improvements	\$ _____
New Construction	\$ _____
Building Renovations	\$ _____
Capital Equipment	\$ _____
Inventory/Working Capital	\$ _____
Other Associated Project Costs	\$ _____

Estimated Target Date To: \_\_\_\_\_ Complete Project: Occupancy/Start Up:  
Begin Project: \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_  
\_\_\_/\_\_\_/\_\_\_

**Project Financing:**

Approached Participating Lending Institution?       Yes     No

If Checked "No," Please Explain

\_\_\_\_\_

If Checked "Yes," complete the following.

Name of Lending Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please State the Amount, Interest Rate, and Term of the lender's Loan Commitment. Please attach Lender Commitment Letter ( Must indicate that RF Funds are needed and amount must meet the minimum \$1 non-RF to \$1 RF requirement ).

\_\_\_\_\_

Name of Second Lending Institution (if applicable):

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please State the Amount, Interest Rate, and Term of the lender's Loan Commitment. Please attach Lender Commitment Letter (Must indicate that RF Funds are needed and amount must meet the minimum \$1 non-RF to \$ RF requirement).

\_\_\_\_\_

**IV. Requested Use & Loan Amount from Local Government's RF**

Use: \_\_\_\_\_ Amount\$ \_\_\_\_\_

Collateral being offered as security for RF Loan Financing:

\_\_\_\_\_

**Summary Budget**

List other non-RF Financing. Include the use and dollar amount required for project:

Bank Loan Use: _____	Amount\$ _____
SBA Loan Use: _____	Amount\$ _____
Other Use: _____	Amount\$ _____
Total, non-RF Loan Financing	Amount\$ _____
Total Financing including RF	Amount\$ _____

CERTIFICATION: The undersigned applied for the local RF loan indicated in this application to be used in connection with the project described herein. All statements made in this application are true and are made for the purpose of obtaining the loan. Verification may be obtained from any source named in this application. The application agrees to abide by all Marseilles RF requirements. The Application agrees to furnish any additional information as needed to review for consideration of this loan request. ***Failure to disclose accurate information could result in the loan application being denied or could result in immediate repayment of the balance of the loan should RF Loan proceeds in the approved amount be disbursed to the applicant.***

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## REQUIRED REVOLVING FUND (RF) LOAN APPLICATION ATTACHMENTS\*

- A. Attach the personal financial statement of each principal shareholder owning a 20% or greater share of the outstanding stock in the applicant firm.
- B. Attach one copy of each of the following:
  - 1) **Audited** Profit and Loss Statements, and Balance Sheets of the Borrower for last three years (or: borrower has no audited financial statements, submit the last three years tax statements);
  - 2) **Current** Financial Statements of the Borrower covering dated no more than 90 days prior to RF Application submission;
  - 3) Projected **balance sheets** and **profit/loss statements** for next three years. First year's cash flow of the Borrower outlined month to month. Also, provide a narrative describing assumptions supporting figures.
- C. Attach Primary Lender Commitment Letter (and secondary Lender Commitment Letter if applicable)
- D. Attach Borrower Commitment Letter describing the committed private investment level and related job creation and/or retention levels will result.
- E. Complete and sign Application Form on previous page (requires all signatures authorized to enter into an RF Loan Agreement, if approved)
- F. Sign and attach "Employer Job Certification Form" on hiring employees, at least 51% of whom are "low-to-moderate income".
- G. Attach Environmental Review Checklist Documentation

\* **Failure to submit the documents as outlined in A through G above will mean an automatic rejection of the RF Application.**

## EMPLOYER JOB CERTIFICATION FORM

Name of Firm: \_\_\_\_\_

I/We hereby certify that we will retain/create jobs, at least 51% of which will go to persons of low-to-moderate income. The number of "Full Time Equivalent" (FTE) jobs we intend to retain = \_\_\_\_\_; the number of "Full-time Equivalent" (FTE) jobs we intend to create = \_\_\_\_\_ of the figure(s) previously indicated, at least 51 % or \_\_\_\_\_ "Full-Time Equivalent" (FTE) jobs will go to low to moderate income persons as documented by completed Employee Certification Forms (Job Retention Forms collected at time of application submission; Job Creation Forms collected within 2 years of loan closing). I/We further certify that should I/We receive RF loan application approval, the above referenced jobs will be retained and/or created within two (2) years after the date of the Marseilles Revolving Fund (RF) loan closing.

Signed: \_\_\_\_\_  
owner

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
owner

Date: \_\_\_\_\_

Current FTE Jobs = \_\_\_\_\_ as of \_\_\_\_\_ (date)

	LMI	Other	Total
<b>Jobs to be Retained</b>			
<b>Jobs to be Created</b>			
<b>Total Jobs Retained/Created</b>			

Overall Percent of LMI Benefit = \_\_\_\_\_

## **Revolving Fund Employee Income Certification**

Community Development Assistance Program (CDAP) Revolving Fund (RF) Economic Development (ED) activities are undertaken for the purpose of job creation or retention with 51% low-to-moderate income (LMI) benefit.

**CDAP-RF assistance places upon the recipient/borrower certain obligations and commitment, particularly in regard to achieving the stated national objective to "involve the employment of persons, the majority of whom are LMI persons."**

This section provides the criteria for the LMI job standard. An LMI job activity is one which creates or retains permanent jobs, at least 51 percent of which, on a full-time equivalent (FTE) basis, are either held by LMI persons or considered to be made available to LMI persons.

**General Rules** - In counting to be used in the calculation for determining the percentage that benefit LMI persons, the following policies apply:

- Part-time jobs must be conveyed to a full-time equivalent (FTE) job = 1,950 hours of employment in a 12 month period (for example, a job that will require only working half-time would count as only one-half a job);
- Only permanent jobs count; temporary jobs may not be included;
- Seasonal jobs are considered to be permanent for this purpose only if the season is long enough for the job to be considered as the employee's principal occupation;
- All permanent jobs created or retained by the activity must be counted, even if the activity has multiple sources of funds; and
- Jobs indirectly created or retained by an assisted business (i.e., "spin off jobs") may not be counted (for example, jobs created by an unrelated company which supplies parts to the manufacturing firm being assisted).

### **Determining income status:**

Low and moderate income status can be proven in any of three ways:

1. Evidence that the employee/applicant is a referral from a Workforce Investment Act (WIA) certified employment referral; or
2. Signed verifiable certification provided by the employee indicating that he/she is an LMI person based on family size and income.

Low-to-moderate (LMI) person is defined as a member of an LMI family, whose income is within the applicable limits used in the Section 8 Housing Assistance Payments Program. Both the size and total income of the person's family must be considered to determine eligibility.

**Jobs "held by" LMI persons:** A job is considered to be held by an LMI person if the person is, at the time their employment commences, a member of a family whose income falls at or below the applicable Section 8 program income LMI. The family's entire income must be counted. The annual salary or hourly wage of the job that the person fills is irrelevant.

**Jobs "available to" LMI persons:** Jobs that are not held (filled) by LMI persons may be claimed to be "available to" LMI persons only when both of the following are met:

- The jobs do not require special skills that can only be acquired with substantial (i.e., one year or more) training or work experience, and education beyond high school is not a prerequisite to fill such jobs, unless the business agrees to hire unqualified persons and train them; and
- The RF and/or the assisted business take actions to ensure that LMI income persons receive "first consideration" for filling such jobs.

**Principals involved in providing "first consideration":**

- The business must use a hiring practice that under usual circumstances would result in over 51 percent of LMI persons interviewed for applicable jobs being hired;
- The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person; and
- The distance from residence and availability of transportation to the job site must be reasonable before a particular LMI person may be considered a serious applicant for the job.

To prove "first consideration," CDAP-RFs should look for descriptions of the types of jobs created, skills which the jobs required and the hiring process used by the business. This information should be provided by the business. There should also be a list of LMI persons interviewed for each job as well as a list of LMI persons hired.

**Special rules for retained jobs:** To meet the LMI jobs standard, 51 percent or more of the retained jobs must be either:

- Known to be held by LMI persons at the time CDAP-RF assistance is provided; and/or
- Jobs not known to be held by LMI persons, but which can be reasonably expected to "turn over" to LMI persons within two years. (This would involve the business taking actions to ensure that such a job, upon turnover, will be either taken by or made available to a LMI person in a manner similar to that pertaining to a newly created job, as discussed above.)

**Records to be maintained:** When assistance is provided to a business for the purpose of creating or retaining jobs, the RF must have on file a written agreement with the business in which that business agrees to retain or create a specific number of jobs and identifies each such job by type and whether the job will be full- or part-time. The agreement must also specify the actions the business will take to ensure that at **least** 51 % of the jobs created or retained will benefit LMI persons pursuant to the program rules.

The project records also must document which jobs were actually created and retained, whether each such job was held by, taken by, or made available to an LMI person, and the full-time equivalency status of each job.

**Job retention:** Following are record-keeping requirements for documenting compliance with job retention goals:

- A written commitment by the business to meet the standard for retained jobs involving the employment of LMI persons;
- A listing by job title, race, ethnicity, gender and handicapped status of the employees at the time the assistance is provided; and
- Completed Employee Income Certification (EIC) forms showing 51% LMI benefit.

**Job creation:** When demonstrating that at least 51% of the jobs created will be available to LMI persons, documentation for each assisted business must include:

- A written commitment by the business that it will make at least 51 % of the jobs on a full-time equivalent basis available to LMI persons and will provide training for any of those jobs requiring special skills or education;
- A listing by job title of employees at the time the application for assistance is submitted; ·
- A listing, by job title, of the total permanent jobs to be created, indicating which jobs will be available to LMI persons, which jobs require special skills or education, and which jobs are part-time;
- Evidence supporting the estimate of the total number of jobs; and
- A description of actions to be taken by the recipient and business to ensure that LMI persons will receive first consideration for these jobs.

**Job creation and Job retention:**

- The number of jobs to be retained and the number of additional jobs expected to be created, if any;
- The nature of the jobs retained to date (number skilled, semi-skilled, and unskilled, and for semi-skilled jobs, any special education or experience required) and the nature of additional jobs expected to be created; and,
- Any other evidence to support the conclusion that a majority of jobs will be filled by

LMI persons, such as:

- Evidence to assure accessibility of the jobs to areas where substantial members of LMI persons reside; and
- Evidence to support any special outreach and/or training to be directed toward LMI persons.

### **Completion of Employee Income Certification Forms:**

The test for determining whether an employee or applicant is LMI must be based on the person's family income status at the time the CDAP-RF assistance is provided. One of the most important aspects of this is that the income the person would make from the assisted job under consideration is not included in the calculation.

Since determination of LMI status is to be made based on income at the time the CDAP-RF assistance is provided, a person who occupies a high-paying but low-skilled job may not qualify as a LMI person in a retained job, but the same job might be filled a LMI person if it were to be created (instead of retained) or if it were to become available to be filled through turnover by a LMI person.

For created jobs, the benefit is intended for persons who are LMI prior to being hired. For retained jobs, the family must be LMI income at the time the job is retained. Thus, a high paying unskilled job might Count as a created job but might not be counted for retention except for turnover purposes.

The Section 8 Housing Assistance Payments Program sets the applicable LMI to determining LMI. Both the size and total income of the person's family must be considered to determining eligibility.

Section 8 Income Limits may be accessed by going to the [huduser.org](http://www.huduser.org) website at <http://www.huduser.org/datatasets/il.html>. select the year and State of Illinois for applicable income limits. Income limits have three program choices "30% of median"; "very low income", and "low-income". CDAP-RF's use the "low-income" line to complete the EIC forms. Most of the income limits are listed by community except for the following:

- McLean County- Use Bloomington-Normal
- Champaign County- Use Champaign-Urbana
- Cook, DuPage, Kane, Lake, McHenry, and Will Counties-Use Chicago
- Henry and Rock Island Counties - Use Davenport-Moline-Rock Island
- Macon County - Use Decatur
- Kankakee County - Use Kankakee
- Peoria, Tazewell, and Woodford Counties - Use Peoria-Pekin
- Boone, Ogle, and Winnebago Counties - Use Rockford
- Clinton, Jersey, Madison, Monroe, and St. Clair Counties - Use St. Louis, MO

- Menard and Sangamon Counties - Use Springfield

Applicants whose projects involve job retention will submit completed, original income certifications as part of the application or prior to approval of RF loan. Verification of the jobs retained must be completed at 24 months. If the goal has been maintained, no further monitoring of the job retention is necessary.

Job creation also has 24 months to meet the job requirement. Once the job creation goal is met, it is no longer necessary to monitor the borrower for job creation.

Copies of the job creation/retention income certifications should be kept in the applicant/borrower's file.

After all jobs have been created/retained, the EIC forms (or WIA referral forms) should be backed up with additional documentation, such as company payrolls or rosters, showing the increase in or retaining of full-time employees over the required 24 month term.

Documentation of the job creation/retention and LMI benefit is to be reported on the Revolving Fund Semi-Annual Report and Revolving Fund Performance Measures Report.

The completion of EIC forms are required for both infrastructure and ED financial assistance projects under the CDAP-RF component.