

# **DOWNSTATE STABILIZATION PROGRAM APPLICATION PROCESS**



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THOUGHTFUL  
SOLUTIONS.  
EMPOWERED  
COMMUNITIES.

# PRE-WORK

- GATA Grantee Portal
- Templates:
  - B. Letter of Transmittal
  - C. Uniform Grant Application
  - D. Applicant Project Information
  - E. Uniform GATA Budget
  - K. Council Resolution
  - L. Public Hearing Notice
  - R. Mandatory Disclosures
  - S. Conflict of Interest Disclosure
  - Z. Partnership Agreement
  - X. HUD Exempt Env. Review Form
- Standard
  - T. Fair Housing Resolution
  - U. Local Government W-9
  - V. SAM Registration (CAGE#)
  - W. IRS Certification Letter

# STEPS

- Step 1: Establish Initial Eligibility – Set Up Information Sharing Call
- Step 2: Business Provides Required Documentation (April 20)
- Step 3: TPMA Reviews All Business Documentation (April 21)
- Step 4: TPMA Prepares County Documentation (April 22)
- Step 5: County Completes Documentation (April 24)
- Step 6: Notice of Public Hearing Published (April 27)
- Step 7: Public Hearing/Council Resolution (May 5)
- Step 8: County Provides Final Documentation (May 6)
- Step 9: TPMA Compiles and Reviews Final Submittal (May 7)
- Step 10: County Submits Application via Email Attachment (May 8)



# STEP 1: ESTABLISH INITIAL ELIGIBILITY

- Businesses must be private, for-profit small business considered non-essential without the ability to work remotely.
- Businesses must have at least one FTE employee other than the owner(s) but must not exceed 50 employees including part-time employees and the business owner(s).
- Businesses should have solid commitments to remain open or reopen and retain or re-employ permanent jobs
- Businesses must have been operating continuously with the same ownership since January 1, 2017.

# **STEP 2: BUSINESS PROVIDES REQUIRED DOCUMENTATION**

D. Applicant Project Information

E. Uniform GATA Budget

F. Project Summary

G. Net Income Verification

H. Most Recent Bank Statement

I. Additional Documentation specific to the program request

J. Documentation of Employee Status

Q. Business Certification

Y. FEMA documentation, no floodplain issues

AA. Business's Certificate of Good Standing from Secretary of State

# STEP 3: TPMA REVIEWS ALL BUSINESS DOCUMENTATION

- TPMA will review all documentation from the business to ensure all elements are complete.
- Notification of missing elements will be provided within a business day.
  - As the application window is fast paced, missing elements may result in the business's application being delayed.
- If all elements are complete, TPMA will notify business that application will be submitted to County.

# **STEP 4: TPMA PREPARES DOCUMENTATION FOR KENDALL COUNTY TO COMPLETE**

- B. Letter of Transmittal
- C. Uniform Grant Application
- D. Applicant Project Information
- E. GATA Budget
- K. Council Resolution
- L. Public Hearing Notice
- P. Local Government Certifications
- R. Mandatory Disclosures
- S. Conflict of Interest
- X. HUD Exempt Environmental Review Form
- Z. Participation Agreement

# **STEP 5: KENDALL COUNTY COMPLETES REQUIRED DOCUMENTATION**

- Reviews and approves the application for submittal
- Completes additional required documentation and signatures
- Authorizes Partnership Agreement to be returned to applicant for signature

# STEP 6: NOTICE OF PUBLIC HEARING PUBLISHED

The Notice of Public Hearing must be published at least once in a newspaper of general circulation at least seven calendar days (excluding the date of publication *and* the date of the hearing) prior to the public hearing. **All project information must be available for viewing on the first date of publication at a location within the community.**

- *April 27 for May 5 meeting*
- *May 11 for May 19 meeting*
- *May 25 for June 2 meeting*
- *June 8 for June 16 meeting*

# STEP 7: PUBLIC HEARING/COUNCIL RESOLUTION

The public hearing must cover:

- The amount of funds available;
- The activities that will be undertaken with grant funding, including amount;
- A detailed, prioritized list of community development and housing needs; and
- A narrative discussion of the scope of the project including the proposed improvements, costs, benefit area, impact on community finances, etc.
- Dates:
  - May 5
  - May 19
  - June 2
  - June 16

# **STEP 8: COUNTY PROVIDES FINAL DOCUMENTATION**

K. Council Resolution

L. Public Hearing Notice

M. Publisher's Certification

N. Certified Minutes

O. Attendance Sheets

# **STEP 9: TPMA COMPILES AND REVIEWS FINAL SUBMITTAL**

- Completes checklist
- Conducts thorough review for accuracy and completion
- Merges all documentation into one PDF document

# STEP 10: COUNTY SUBMITS APPLICATION VIA EMAIL ATTACHMENT

- The document must be e-mailed as an attachment to [ceo.ocd@illinois.gov](mailto:ceo.ocd@illinois.gov) with the subject line:
  - SBS Application -Local Government-Business.