

Welcome to the TIF Workforce Development Program! This guide will fill out the Business Application for a fictional company while walking you through the application step-by-step, providing tips, examples, and helpful resources along the way.

Checklist, Introduction, & Company Basics (p. 1-7 of this guide)

The application begins with gathering basic information about your company. **Section 1 and Section 2** of the application are all about you and your company. Not sure about the TIF District or Ward? We've got information to help you out! Unsure what your NAICS code is? We have a resource for that too.

Information about Employee Training (p. 8-9 of this guide)

Section 3 of the application asks you about the training(s) you planning on providing your employees. In this section, we ask you to outline the training programs you're planning for your team. Under this category, we provide a guide with examples on what we're looking for.

Applying with New-Hires (p. 10 of this guide)

Have you hired someone in the last couple of weeks or will you be hiring soon? Great! If they are/will be a permanent, full-time employee residing in Chicago, they may qualify for On-the-Job Training. **Section 4** of the application asks for information on any New-Hire you may have. We'll provide examples of how to fill this area and calculate the On-the-Job Training. If you don't have new-hires, please skip this portion of the application.

Final Questions and Signature (p. 11-13 of this guide)

The Final page of the application contains **Section 5 and Section 6**, these questions are very important to the application process and our ability to improve the program in the future. We'll provide some example answers, but encourage you, the applicant, to read them carefully and answer thoughtfully!



Checklist, Introduction, & Company Basics


Application Checklist

Basic information about this city grant and participating Tax Increment Financing (TIF) districts. If you are unsure whether you qualify for this grant please visit our Map Locator Tool, enter your address and if you are in a TIF, contact the listed LIRI partner for more information.

Prior to proceeding with the application. Please review this checklist of items that will need to be submitted with your application.

Please Note: This PDF application can be edited in your web browser or using PDF readers like Adobe.

Caution: Directly clicking on hyperlinks may cause you to lose your progress. To avoid this, always right-click on hyperlinks and select "Open in new tab." Additionally, make sure to save your work regularly.



DPD TIFWORKS
TIF Workforce Development

City of Chicago
Department of Planning and Development
Application - TIFWorks Manufacturing Program

Manufacturers: Elevate Your Team with Up to \$50,000 in Training Grants!

Businesses located in one of the participating TIF districts may be eligible to receive up to a 75% reimbursement for eligible training costs, including On-the-Job training for new hires (new hires must be full-time, permanent employees and Chicago residents). Please review the checklist below prior to completing the application to ensure you have everything required. If you need assistance with your application, please contact your Local Industrial Retention Initiative Partner.

SUBMIT WITH APPLICATION:

Required Items
Detailed Training Curriculum/Description and Schedule (from Trainer)
Training Estimate (from Trainer)
Participant List for each Training
Copy of Business License
Economic Disclosure Statement (EDS)
Child Support Affidavit
Principal Profile
Additional Requirements for Applicants with New Hire On-the-Job Training
NEW HIRES ONLY: Job Description for each New Hire Position
NEW HIRES ONLY: Proof of Chicago Residency (State ID/Driver's License)

SUBMIT WITH VOUCHERS:

In order to be eligible for reimbursement, the following documents will be required:

Required Items
Sign-In Sheet for Each Training/Proof of Attendance
Training Invoice and Proof of Payment by Company
NEW HIRES ONLY: Official Payroll Records (for training participants)

Original signed copies along with the supporting documentation listed above will be required to be submitted to your respective LIRI partner. If you are unsure who your LIRI partner is, please visit the TIFWorks Address Locator Tool found on the Apply page of our website: www.chicago.gov/TIFWorks, enter your business address and information for your local LIRI partner will be shown.

**City approval of the grant application is required before any training may take place. Training that takes place prior to official approval by the Department of Planning and Development will not be eligible for reimbursement.*

Participating TIF Districts:

- 35th/Halsted
- 47th/Halsted
- Galewood/Armitage Industrial
- Greater Southwest Industrial (West)
- Kinzie Industrial Corridor
- Midway Industrial Corridor
- Northwest Industrial Corridor
- Peterson/Pulaski
- Pulaski Industrial Corridor

P. 1

Checklist, Introduction, & Company Basics

Basic Company Information

Please insert your official business name as listed on legal documentation

List the full address of your registered place of business

Contact information for the primary point of contact that we can follow up on the application with

SECTION 1 - COMPANY INFORMATION

Company Name: Woven Textile Co

Company Address: 123 N Windy St., Chicago, IL **Zip Code:** 60601

Contact Person: John Doe

Phone Number: (555) 555 - 1234

E-mail: JohnDoe@email.com

Checklist, Introduction, & Company Basics

TIF District

If something is unclear, there is likely a hyperlink to provide you with more information! To access a hyperlink, just click on anything that is blue and underlined and it will automatically direct you to related information

*NOTE: Remember to open links in a separate tab or browser to prevent losing progress on the application

The above hyperlink will take you to the **TIFWorks Locator tool**. Here you can **input your address** to find what TIF District you're in. You can also **zoom in on the map and click anywhere** to find out what District that address is in.

If you put in an **address that is outside** of the highlighted districts, you'll be met one of two **notification**. If you are not in an eligible TIF district, we encourage you to follow the resources highlighted in these notices.

[TIF District:](#)



TIFWorks Locator Tool

Find address or place

TIFWorks

Department of Planning and Development

Enter the address of your business or property above to determine if it is eligible for the TIFWorks Program and access contact information for the assigned Local Industrial Retention Incentive (LIRI) partner.

Eligibility:

- Applicants must be located in one of the following authorized Tax Increment Finance (TIF) districts:
 - 35th/Halsted
 - 47th/Halsted
 - Gatewood/Armitage Industrial
 - Greater Southwest Industrial (West)
 - Kinzie Industrial Corridor
 - Midway Industrial Corridor
 - Northwest Industrial Corridor
 - Peterson/Pulaski
 - Pulaski Industrial Corridor
- This program targets manufacturing businesses
- Employees to be trained must be in full-time, permanent positions. Employee wages must be at least minimum wage or higher (per Chicago's Minimum Wage Ordinance)
- Applicants must have no existing TIFWorks grants outstanding

If you are not a manufacturing business or are not located within one of the identified TIF districts please e-mail us at: TIFWorks@cityofchicago.org with your name, business name, business type, business address and training need and we will reach out to you when the traditional TIFWorks program is accepting applications in 2024.

The primary consideration for funding will be given to businesses that demonstrate training will make them more competitive and directly benefits Chicago residents.

If you are located in one of the nine TIF districts and have any questions please contact the designated local LIRI partner for more information. Any other questions please e-mail us at: TIFWorks@cityofchicago.org

Not in a TIF:



This property is not in a TIF district. TIFWorks is not available outside of TIF districts. Please visit our resource page for possible additional training resources.

Currently Unavailable:

TIFWorks funding is not available at this address, please e-mail us at: TIFWorks@cityofchicago.org to record your interest in the TIFWorks program and visit our resource page for possible additional training resources.

Checklist, Introduction, & Company Basics

TIF District

If you input your address and a district appears under results, congrats! You are in an eligible TIF District. **The tool will let you know what TIF the address is located in and your LIRI partner**

The district name will also appear on the map, and immediately highlight the entire area that the district covers. **In this case, the District is "Galewood/Armitage Industrial TIF"**

Once you find the appropriate district that covers your business address, you can fill out the TIF District on the application.

1948 N AUSTIN AVE, 60639

Results:1

This address is located in the **Galewood/Armitage Industrial TIF**

[Greater Northwest Chicago Development Corp.](#)
Claudia Perez
cperez@gncdc.org

This address is located in the **Galewood/Armitage Industrial TIF**

TIF District: **Galewood/Armitage Industrial**

Checklist, Introduction, & Company Basics

Ward

Just like TIF Districts, the **Ward your business is located in** can be found by **following the link** to the City of Chicago website.

On the website, you can scroll down until you see a place to input your address. **Input your business address, and the Ward will appear in a dropdown box.**

In this case, we used the City Hall address, which we can see exists in Ward 42. We can now use this information to fill in the Ward portion of the application.

Home / Departments / Office of the Mayor / Find Your Ward and Alderman

Find Your Ward and Alderman

Enter a City of Chicago address (Example: 121 N LaSalle St)

121 N LaSalle St

Found address: 121 N LA SALLE ST

Ward:	42
Alderman:	Reilly, Brendan
Office Address:	121 North LaSalle Street, Room 200, Office 6
Ward Phone:	(312) 642-4242

Ward: 42

Checklist, Introduction, & Company Basics

Company Demographics

In **Section 2**, we ask you provide the what Industry your business operates in. If you need help with the NAICS, look on the following page!

If you are a *Minority-owned business* (MBE) or a *Women-owned business* (WBE) please identify that here. If you are a MBE/WBE and have a city certification please note that as well.

The average wage/hour seeks the hourly wage of regular employees. **To caculate it, sum the hourly rate of every non-management level employee and divide by the total** of said employees.

(Note here we had 14 total employees, but only 10 are counted as the other 4 are mangement)

Lastly, we'd appreciate if you can give us a **brief description describing what your company does**. Also, please ensure you answer the last question regarding any previous applications. We've provided a short fictional description for refrence, but please customize your response as you best see fit!

SECTION 2 – COMPANY DEMOGRAPHICS

Industry Sector:

MBE/WBE: NAICS Code:

of Employees: # of Chicago Residents:

Average Wage/Hour (Excluding Management):

Example Calculation for 10 Non-Management employees:

$$\frac{23 + 24 + 26 + 27 + 22 + 26 + 25 + 29 + 24 + 20}{10} = \$24.60/\text{hr}$$

Please provide a company description below:

Woven Textiles Co. is a leading textile manufacturing company specializing in high-quality fabrics. Founded in 2020, we operate in the historic Garment District, serving a diverse and growing clientele. Our state-of-the-art facility spans 30,000 square feet and is equipped with advanced looms and textile processing machinery. We produce an average of 10,000 yards of fabric daily, catering to both domestic and international fashion brands.

Has your company previously received the TIFWorks Grant? Yes No

Checklist, Introduction, & Company Basics

NAICS Code

Not sure what your NAICS is? There is a hyperlink for that! When you click the link you'll be directed to [census.gov](https://www.census.gov/naics/?yearbck=2022) where you can search the comprehensive list of codes.

Once you arrive to the NAICS website, you'll be able to search for your Industry code. In our example, we searched for "Textile". **Please use the most recent, '2022 NAICS Search' box**

The keyword searched will then come up with a list of results. In our example, we are filling the application for a fictional Textile Mill, and will be using the code 313210 as it was the most appropriate. **Make sure to scroll through the results and pick what is most relevant for your business!**

The screenshot shows the NAICS website interface. At the top, there is a navigation bar with links: Main, History, Development Partners, Federal Register Notices, FAQs, Reference Files, and NAPCS. Below the navigation bar, the page is divided into two main sections: "NAICS Search" and "Introduction to NAICS".

The "NAICS Search" section contains three search boxes for the years 2022, 2017, and 2012. The 2022 search box is highlighted with a red box. A red arrow points from the text box on the left to this search box.

The "Introduction to NAICS" section provides background information on the system. A red arrow points from the text box on the left to a hyperlink in this section: <https://www.census.gov/naics/?yearbck=2022>. A callout box above this link shows the text "NAICS Code: 313210" and "Click to follow link".

The "Search Results" section shows the results for the keyword "Textile". The results are listed in a table:

NAICS Code	Description
236210	Textile mill construction
313210	Textile mills, broadwoven fabrics
313210	Textile products (except apparel) made in broadwoven fabric mills
313220	Laces (e.g., shoe), textile, manufacturing
313220	Textile mills, narrowwoven fabric

The result for code 313210 is highlighted with a red box. A red arrow points from the text box on the left to this result.

Information about Employee Training

Training Information

Section 3 asks for the basic demographic information about the training your business is seeking. Below we've included two examples with fictional training that are relevant to a Textile Manufacturer. In this section, it **may be beneficial to clarify any questions with the Training Provider you work with.**

SECTION 3 – TRAINING INFORMATION

For each training, please list the training vendor information:

TRAINING 1:

Name of Training:	Textile Quality Control and Assurance Training
Vendor/Training Provider:	FabricTech Institute
# of Employees Being Trained:	9
Tentative Training Date:	February 19th, 2024
Estimated Cost:	16 hours x \$200/hour = \$3,200
Training Address:	1120 W. Harrison St., Chicago, IL 60607

TRAINING 2:

Name of Training:	Advanced Textile Machinery Operation Training
Vendor/Training Provider:	LoomCraft Training Center
# of Employees Being Trained:	4
Tentative Training Date:	January 12th, 2024
Estimated Cost:	24 hours x \$225/hour = \$5,400
Training Address:	233 S. Wacker Dr., Suite 800, Chicago, IL 60606

***If additional training is required please attach a sheet with information on each training.**

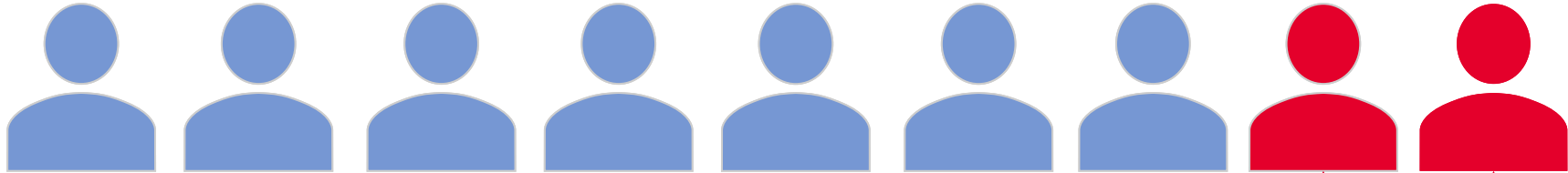
Note: You are allowed to duplicate this sheet if you have additional trainings you'd like to apply for and need more space

Information about Employee Training

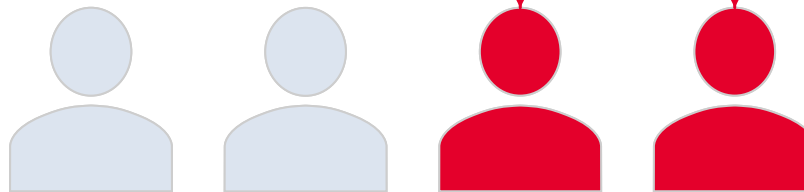
Training Information Continued

In our example, we have 9 employees in a Textile Quality Control and Assurance Training program, and 4 employees in a Advanced Textile Machinery Operation training program. Here, 2 of the employees who took the Textile Quality Control Training also took the Advanced Textile Machinery program:

Textile Quality Control and Assurance Trainees:



Advanced Textile Machinery Operation Trainees:



Since some employees did both trainings, **we only have 11 unique employees who completed trainings**. Once you have your total unique employees, you can get your **Total Estimated Training Costs by adding all the categories together** (in our case it was $\$3200 + \5400).

Total Unique Employees Receiving Training:

11

Total Estimated Training Cost:

\$8600

Applying with New-Hires

On-The-Job Training

Note: This section of the application applies to companies who are applying with new-hires. If you have no hires, you can skip forward to the next section

Section 4 is related to demographic information for each potential new hire you're considering. Along with this, we require calculations for their On-The-Job training. Note that to be eligible for this training, the new hire should either have started in the last 30 days or be scheduled to start soon.

Similar to the training information in Section 3, we encourage you to **duplicate an additional sheet if you have more than 5 candidates.**

Please fill out the section below for each new Chicago Resident hired and trained (on-the-job training - OJT), you may be eligible to receive up to 75% reimbursement (maximum of \$7,500 per new hire over 3 months).

CANDIDATE 1 –

Candidate Name:	Jane Doe	Job Title	Textile Machine Operator
Home Address:	1643 River Route, Chicago, IL 60632	Wage:	\$18/hr
OJT Cost Estimate:	See Below	Start Date:	January 27th, 2024

On-the-Job Training (OJT) Calculation

Position	Hourly Wage	Training Duration (hours)	Training Calculation	Wages during Training	75% Reimbursement
<i>Example: Assembler</i>	\$18.00	12 wks (480 hrs)	\$18 x 480	\$8,640	\$6,480

***If more candidate space is required please attach a sheet with information on each new hire.**

Final Questions and Signature

Investment Questions

Section 5 provides us with further insight on the impact of the TIFWorks program. In this section we ask you take your time to fully describe how the employee training will impact your business. The first question asks why the training is helpful, while the second asks you to quantify the return you expect on employee training. Continuing with our example, we've provided answers for a fictional Textile manufacturer but these answers will vary based on your business.

SECTION 5 – IMPACT QUESTIONS

Please describe why this training will be helpful to your company.

The proposed training program at Woven Textiles Co. is crucial for addressing skill gaps in advanced machinery operation, quality assurance, and lean manufacturing, essential for our growth and efficiency. By enhancing the skills of our staff, from production workers to managers, we expect to significantly increase our production capacity and improve product quality, leading to an estimated 10% improvement in production efficiency and a substantial increase in revenue. This training is not just an investment in our workforce, but a strategic step towards maintaining our competitive edge in the dynamic textile industry,

What do you anticipate the impact/return on investment will be (i.e., increased revenue, savings, efficiency, etc.)?

We anticipate that the training program will yield significant returns for Woven Textiles Co., both in terms of financial gains and operational efficiency. Specifically, we expect to see a notable increase in production capacity, allowing us to grow from producing 500 yards to 1,200 yards of fabric per day. This expansion in output is projected to directly translate into increased revenue, with an estimated 15% rise in annual sales.

In terms of cost savings, the enhanced efficiency and lean manufacturing practices are expected to reduce production costs by approximately 10%, amounting to around \$30,000 annually. Additionally, the improved skill set of our workforce will lead to higher-quality products, strengthening our market position and customer satisfaction. Overall, the training represents not just an expense but a strategic investment in the future of our company, with substantial returns anticipated in both the short and long term.

Final Questions and Signature

Investment Questions

Similar to Section 5, **Section 6** helps us gauge the effectiveness of the program and provides us with further insight on how we can improve in the future. We again ask that you take your time to describe how you heard of us, and what impact we had on your decision to seek training. Make sure to check the yes or no box on the second question, and let us know your thoughts on the program.

SECTION 6 – ADDITIONAL INFORMATION

How did you hear about the TIFWorks Manufacturing Program?

We first learned about the TIFWorks Manufacturing Program through a webinar hosted by the local Chamber of Commerce. The webinar featured various initiatives supporting manufacturing businesses in the region, and the TIFWorks program was highlighted as a key resource for workforce training and development. This piqued our interest and led us to explore the program further.

Did the TIFWorks Incentive impact your decision to seek employee training: Yes No

Explain:

Yes, the TIFWorks Incentive significantly influenced our decision to pursue employee training. While we have long recognized the need for and benefits of comprehensive training for our staff at Woven Dreams Textiles Co., financial constraints had previously made it challenging to implement such a program.

The availability of the TIFWorks Incentive has provided us with the necessary means to invest in this vital area, enabling us to enhance our workforce's skills and competencies, which we believe is crucial for our company's growth and competitiveness.

Final Questions and Signature

Signature and Additional Documents

Congratulations! With your signature and date you have finished the application portion of the grant process. As a reminder, the application, along with the items from the Checklist, must be submitted to your respective LIRI partner. Please review the checklist and reachout if you have any concerns or questions.

Back of the Yards Neighborhood Council

Caitlin Barrett: cbarrett@bync.org

www.bync.org

- 35th/Halsted
- 47th/Halsted

Greater Northwest Chicago Development Corp.

Claudia Perez: cperez@gncdc.org

<https://www.gncdc.org/>

- Galewood/Armitage Industrial
- Northwest Industrial Corridor
- Pulaski Industrial Corridor

Greater Southwest Development Corp.

Jim Longino: j.longino@greatersouthwest.org

<https://greatersouthwest.org/>

- Greater Southwest Industrial (West)
- Midway Industrial

Industrial Council of Nearwest Chicago

Devin De Lima: devin@industrialcouncil.com

<https://www.industrialcouncil.com/>

- Kinzie Industrial Corridor

Peterson Pulaski Business & Industrial Council

Janita Tucker: jtucker@ppbic.org

<https://ppbic.org/>

- Peterson/Pulaski

By signing below, I certify that all information is true and correct to the best of my knowledge.



01/01/2024

Signature

John Doe

Date

Print Name

SUBMIT WITH APPLICATION:

Required Items

Detailed Training Curriculum/Training Description and Schedule for each Training (from Trainer)

Training Estimate (from Trainer)

Participant List for each Training

Copy of Business License

Economic Disclosure Statement (EDS)

Child Support Affidavit

Principal Profile

Additional Requirements for Applicants with New Hire On-the-Job Training

NEW HIRES ONLY: Job Description for each New Hire Position

NEW HIRES ONLY: Proof of Chicago Residency (State ID/Driver's License)

<https://www.chicago.gov/city/en/sites/tifworks/home.html>

