

# SUMMARY

- The Downstate Small Business Stabilization Program has \$20,000,000 available. The grants will be awarded until the money runs out.
- The program provides 60 days of verifiable working capital UP TO a grant ceiling of \$25,000.
- A business must employ 50 people or fewer (that can include the business owner).
- The program is to assist private, for-profit, small retail and service businesses or non-essential businesses (per the Governor's Executive Order) without the ability for working remotely.
- Projects must demonstrate an urgent need for funding due to the COVID-19 emergency and must show a solid commitment to retaining permanent jobs.
- The funding must be used for working capital expenses (for example, employee salaries, general operating expenses, inventory, and advertising/marketing expenses).
- Businesses involved in medical and/or recreational cannabis are not eligible to apply.
- Costs incurred prior to the date of grant award are not reimbursable.
- A grant agreement will be issued for a contract period of twelve months. All grants must have met the National Objective of retaining permanent jobs primarily benefiting low-to-moderate income persons by the end of the twelve-month grant term.
- If circumstances beyond a grantee's control are apparent and impact the project, a grantee may apply for a single six-month extension.
- If the National Objective is not met by the benefiting business, then the grantee (unit of local government) will be required to repay the entire amount of the grant to the State. The benefiting business will be required to repay the entire amount of the grant to the unit of local government per the enforcement of the Participation Agreement signed by the business and government body.
- A financial review will be conducted to ensure that CDBG funds are not being substituted for available private debt financing or equity capital.
- The amount of CDBG grant assistance provided to a business will be limited to the amount, with appropriate terms and conditions, sufficient to allow continuity of the business for 60 days or the grant ceiling, whichever is less, without substituting CDBG funds for available private debt or cash equity.
- A public hearing will be held prior to submission of an application and prior to passage of a local council resolution of support by the local governing body. All applicants must provide for public participation. All residents must be given reasonable access to the community's application and reasonable time to review the application prior to the public hearing.

- Grantees will be responsible to complete multiple reports during the term of the grant, and potentially after the grant has closed. This will include but is not limited to quarterly financial and performance reports, closeout report, and documentation of the project's impact including job creation.
- The criteria noted below will be used to evaluate all applications requesting funding:
  - o **Project Benefit** (information to be provided in Project Summary) - Three factors will be considered under this criterion:
    - Project Need – Project need is defined as the inability of the company to maintain sufficient permanent funding to sustain normal operating working capital needs. Describe in sufficient detail the need for the assistance and the specific role of CDBG funding, including any other options which have been pursued. Evidence of need is demonstrated through a well-developed justification for public financing demonstrating a financial gap argument. The discussion should also address why other financing options could not be obtained or are not feasible and repercussions if funding is denied.
    - Financial Feasibility – Determination must be made as to how CDBG funds can address the company's need to provide adequate permanent working capital in addressing current and future working capital needs, like payroll, operating needs and short-term liabilities. A comparison must be provided as to the existing payroll that existed prior to the outbreak of the COVID-19 virus in January and current payroll. In addition to payroll, the effect of the COVID-19 virus on current and long- term liabilities.
    - Commitments for Job Retention - Provide firm assurances from the borrower (employer) regarding the number of permanent jobs to be retained for low-to-moderate income persons, types of positions, not to exceed 12 months.
  - o **National Objective – Urgent Need**
    - The Urgent Need National Objective is defined as assistance to a business designed to alleviate existing conditions. The grant recipient certifies that such conditions pose a serious and immediate threat to the health or welfare of the community, they are of recent origin or recently became urgent, the grant recipient is unable to finance the activity on its own, and other sources of funds are not available. Applicant must demonstrate through information in the Project Summary, financial documentation and employee status that they meet this objective.
  - o **CDBG Dollars to Full-time Equivalent (FTE) Jobs Ratio**
    - Funding will not exceed the grant ceiling and may be less depending on business need.

# **GUIDELINES**

## **FUNDING OPPORTUNITY INFORMATION**

In 2019, the Department of Commerce and Economic Opportunity allocated \$4,000,000 for Economic Development funding from the U.S. Department of Housing and Urban Development's Community Development Block Grant Program. With the outbreak of the COVID-19 virus and its detrimental impact on small businesses, the State is invoking its option to adjust allocations to address specific needs to benefit Illinois' non-entitlement communities in case of unforeseen circumstances, as included in the Consolidated and Action Plans. This allocation, along with unspent and recaptured funds from previous allocations will be made eligible in a total of \$20,000,000 for the DOWNSSTATE SMALL BUSINESS STABILIZATION PROGRAM.

This Application is for the use of federal Community Development Block Grant (CDBG) Funds through the State of Illinois' Department of Commerce and Economic Opportunity (DCEO), Office of Community Development.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 14.228

CFDA TITLE: COMMUNITY DEVELOPMENT BLOCK GRANTS/STATES

CATALOG OF STATE FINANCIAL ASSISTANCE (CSFA) NUMBER: 420-75-2398

CSFA TITLE: DOWNSSTATE SMALL BUSINESS STABILIZATION PROGRAM

DCEO FUNDING OPPORTUNITY NUMBER: 24-4

DCEO FUNDING OPPORTUNITY TITLE: CDBG ECONOMIC DEVELOPMENT DOWNSSTATE SMALL BUSINESS STABILIZATION PROGRAM

Applications may be submitted based on the published Guidebook and awarded until the allocated funds are exhausted. The Guidebook and required supporting documentation for the application can be found at: [www.Illinois.gov/DCEO](http://www.Illinois.gov/DCEO).

## **ECONOMIC DEVELOPMENT** **DOWNSSTATE SMALL BUSINESS STABILIZATION** **COMPONENT REQUIREMENTS**

### **A. FEDERAL AND STATE PROGRAM OBJECTIVES**

The Community Development Block Grant (CDBG) Program was established by the federal Housing and Community Development Act of 1974 (Act). Administered nationally by the U.S. Department of Housing and Urban Development (HUD), the Act combined eight existing categorical programs into a single block grant program. In 1981, Congress amended the Act to allow states to directly administer the block grant for small cities. At the designation of the Governor, the Department of Commerce and Economic Opportunity (Department) assumed operation of the State of Illinois CDBG – Small Cities Program in the same year. Through this program, funds are available to assist Illinois communities to meet their greatest economic and community development needs, with an emphasis on helping persons of low-to-moderate income.

To ensure that the State-administered program meets the intent of the federal Housing and Community Development Act of 1974, as amended, Economic Development Small Business Stabilization Grantees must meet the national objective of Urgent Need.

The Economic Development Downstate Small Business Stabilization component has been established to provide working capital funds to community's businesses economically impacted by the COVID-19 virus. The program component makes funds available for 60 days of verifiable working capital up to a grant ceiling of \$25,000 and is available for businesses that employ 50 people or less. Number of employees includes the business owner(s).

CDBG Economic Development funds may be used to assist private for-profit small retail and service businesses, or businesses considered non-essential by the Governor's Executive Order without the ability for employees to work remotely.

Funds are available to all eligible applicants meeting program component requirements until all funds allocated to this component have been distributed. All awards in this category are predicated upon a demonstrated need for funds. This will include a review of all sources and uses of funds, an analysis of the recipient's ability to comply with the terms of the program, and a determination that CDBG participation is appropriate.

Only applicants that can demonstrate an Urgent Need in relation to the COVID-19 emergency will be funded. Projects should have solid commitments to retain permanent jobs.

CDBG grant funds are granted to communities to be provided as financial assistance to a private for-profit entity which must document the need for grant assistance.

Businesses must enter into a financial assistance agreement, referred to as the "Participation Agreement", at agreed upon terms. The Department has provided a boilerplate of the agreement in the application forms. The agreement language can be altered but must be pre-approved prior to the application.

## **B. ELIGIBLE APPLICANTS**

Only units of local government recognized by the Illinois Constitution and able to support economic development activities on a sufficient scale are eligible to apply for Economic Development grant funding. This includes cities, villages, and counties. Municipalities must not be a HUD direct Entitlement community or be located in an urban county that receives "entitlement" funds.

Under the Grant Accountability & Transparency Act (GATA), all applicants must register with the State of Illinois via the "Grantee Portal" at [www.grants.illinois.gov](http://www.grants.illinois.gov) and be pre-qualified prior to application. **Failure to register prior to application will result in a determination of "Do Not Fund"**. The applicant is required to complete the Internal Controls Questionnaire (ICQ) for Fiscal Year 2020. If the ICQ is not completed prior to application, it must be completed before the grant can be awarded.

## **C. INELIGIBLE COMMUNITIES**

Communities receiving an annual allocation directly from HUD on an entitlement (formula) basis are not eligible to apply for the State's CDBG funding. In 2019, Illinois had 33 metropolitan cities and eight urban counties named as Entitlements. They are:

### **Urban Counties**

Cook County	Madison County
DuPage County	McHenry County
Kane County	St. Clair County
Lake County	Will County

**Metropolitan Cities**

Arlington Heights	DeKalb	Mount Prospect	Rantoul
Aurora	Des Plaines	Naperville	Rockford
Berwyn	Elgin	Normal	Rock Island
Bloomington	Evanston	Oak Lawn	Schaumburg
Champaign	Hoffman Estates	Oak Park	Skokie
Chicago	Joliet	Palatine	Springfield
Cicero	Kankakee	Pekin	Urbana
Danville	Moline	Peoria	Waukegan
Decatur			

**D. ELIGIBLE ACTIVITIES**

The business may use funds for working capital expenses (employee salaries, general operating expenses, inventory and advertising/marketing expenses).

**E. INELIGIBLE ACTIVITIES**

Only Working Capital Expenses are eligible grant activities. No other activities are eligible. As this grant is federally funded, businesses that involve the use of cannabis for medical and/or recreational purposes are not eligible to apply.

**F. REQUIREMENTS, DISCLAIMERS, FEDERAL AND STATE COMPLIANCE AREAS**

The following requirements apply to all applications submitted for consideration under the CDBG Program.

1. Costs incurred prior to the date of grant award are not reimbursable under this grant program.
2. The Department reserves the right to reject any or all applications received and/or negotiate or cancel in part or in entirety grants resulting from application awards if it is in the Department's best interest to do so.
3. The Department reserves the right to establish the amount of grant funds awarded, raise the individual grant ceilings, and to award funds to the next highest rated applicant(s) should funds become available due to de-obligations, etc.
4. The Department reserves the right to deny funding when submitted applications involve eligible units of government with serious unresolved audit or monitoring findings related to performance.
5. A grant agreement will be issued for a contract period of twelve months. All grants must have met the National Objective of retaining permanent jobs primarily benefiting low-to-moderate income persons by the end of the twelve-month grant term. If circumstances beyond a grantee's control are apparent and impact the project, a grantee may apply for an extension, which may, or may not be granted. No more than one six-

month extension may be considered. Requests for Modifications must be presented to the Department and approved prior to any changes.

6. If the National Objective is not met by the benefiting business, then the grantee (unit of local government) will be required to repay the entire amount of the grant to the State. With enforcement of the Participation Agreement, the benefiting business will be required to repay the entire amount of the grant to the unit of local government.
7. Each applicant must agree to comply with all applicable federal and state requirements. **This includes 2 CFR 200, 24 CFR 570, Part 85, and the Grantee Accountability & Transparency Act (GATA).**
8. Equal Opportunity and Fair Housing Accessibility Laws require that CDBG grantees administer their project in a manner that affirmatively furthers equal opportunity and fair housing. All CDBG grantees will be required to undertake specific activities to further fair housing. CDBG grantees must assure all activities and services are accessible to persons with disabilities.
9. A HUD Exempt/Categorically Excluded not subject to 58.5 Environmental Review form, signed and dated by the community's environmental review preparer and chief elected official must be included with the application.
10. A copy of the current FEMA FIRMette obtained from FEMA's Map Service Center (<https://msc.fema.gov.portal.home>) with the proposed business's location clearly marked must be included with the application. If the business is located in a denoted prohibited Floodway, then the business would be ineligible for assistance unless the business is a functionally dependent use of the floodway (e.g., a riverside marina or boat repair shop).
11. A Certificate of Good Standing from the Illinois Secretary of State and the Illinois Department of Revenue must accompany the application.

#### **G. SPECIAL REQUIREMENTS FOR ECONOMIC DEVELOPMENT**

The following requirements, in addition to those listed in above, apply to applications submitted for consideration under the CDBG-Economic Development component.

1. **Grant Costs and Funding Information.** All applications are assessed to determine whether CDBG funding is appropriate. The business must submit supporting financial data as indicated in Section K. The Department will review each cost element to determine whether funding is appropriate and whether the activity complies with the guidelines for evaluating project costs and financial feasibility set forth in 24 CFR 570.209(a). A financial review will be conducted to ensure that CDBG funds are not being substituted for available private debt financing or equity capital.
2. The amount of CDBG grant assistance provided to a business will be limited to the amount, with appropriate terms and conditions, sufficient to allow continuity of the business for 60 days or the grant ceiling, whichever is less, without substituting CDBG funds for available private debt or cash equity.
3. The Department will conduct an analysis of the assisted company in relation to the grant request and assess the risk. The Department may approve the project if it determines that the risk is reasonable.

4. The following will be required for all businesses as a condition of a CDBG grant award:
- The business must identify their net income for the last three fiscal years ending December 31, 2019. Net income can be obtained from the Profit and Loss statement, generally the last item on that statement. In the event that Profit and Loss statements cannot be found, net income can be derived from total sales minus total expenses. In addition, cash balances must be provided. This will be either the first line item on the balance sheet or bank statements as of the last day of each fiscal year. Three years of ending cash balances must be provided for each fiscal year.
  - A copy of the most current bank statement for the business.
  - If available, other forms of documentation to demonstrate the lack of permanent working capital in support of operating expenses. Such evidence may include shutoff utility notices, delinquent bills, denied loan applications, etc.
  - A listing of all employees as of January 1, 2020, employees hired since then, and their current status.
  - A Participation Agreement between the unit of local government and the business that will receive funding.

## **H. RESIDENT PARTICIPATION**

A public hearing must be held prior to submission of an application and prior to passage of a local council resolution of support by the local governing body.

**NOTE: To reduce the potential for spread of COVID-19, public hearings may be held via web-based applications that allow for call-in, or via a conference call number. This information must be part of the Public Notice. A roll call may be taken or some other remote method of obtaining the names of those in attendance may replace a sign-in sheet.**

### Public Participation

- ◆ All applicants **must** provide for public participation. All residents must be given reasonable access to the community's application and reasonable time to review the application prior to the public hearing.

### Public Notice

- ◆ A 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.

### Conducting the Public Hearing

- ◆ Public Hearings must be facilitated by the applicant's governing body authorized official and certified by the authorized official or clerk.
- ◆ Efforts must be made to assure reasonable access to the public hearing by persons with disabilities; as well as be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

- ◆ Those attending the public hearing must be informed of where and how to access a copy of the application.
- ◆ A sign-in sheet must be provided to document attendance. It is suggested that each person attending the public hearing provide his address and identify his role of participation (e.g., resident, elected or appointed official, municipal employee, contractor, grant administrator, business owner, etc.).
- ◆ The public hearing must cover:
  1. The amount of funds available;
  2. The project activities that will be undertaken with grant funding, including amount;
  3. The project activities that will be undertaken with additional project funding, including amount;
  4. Plans for minimizing displacement as a result of the grant-assisted activities and to assist persons actually displaced, if applicable;
  5. A detailed, prioritized list of community development and housing needs; and
  6. A narrative discussion of the scope of the project including the proposed improvements, costs, benefit area, impact on community finances, etc.
- ◆ The minutes of the public hearing must be certified by the chief elected official or other authorized local officials, such as county clerk, city clerk, etc.

#### Documenting Resident Participation

The following documents must be submitted with the application.

- ◆ 7-day Notice
- ◆ Newspaper Clipping
- ◆ Publisher's Certification
- ◆ Certified Minutes
- ◆ Attendance Sheet

**As the opportunity for resident participation is a federal requirement, if the publication guideline or public hearing requirements are not met, the application will not be reviewed further nor considered for funding.**

**A sample of a public hearing notice is contained in the Application Forms section.**

#### **I. INITIAL GRANTEE RESPONSIBILITY**

Successful applicants will receive a **Notice of State Award** (NOSA) which includes information regarding your entity, grant funding, grant terms and conditions, and specific conditions assigned to the grant based on the risk assessments. In order to receive the formal Grant Agreement, the Grantee must indicate agreement to the contents of the NOSA by remitting its acceptance through the grants portal.

#### **J. REPORTING**

Grantees will be responsible to complete multiple reports during the term of the grant, and potentially after the grant has closed. This will include but is not limited to quarterly financial and performance reports, closeout report, and documentation of the project's impact including job creation.

## K. APPLICATION NARRATIVE RESPONSES and INCLUSIONS

All applications must include the following narrative responses and requested documentation. Please utilize the Submission Checklist contained in the Application Forms section to ensure all required application components are included and for placement in the application submission.

1. **Letter of Transmittal** – must be dated, include the amount requested, a brief project description, and additional funding amount and source; and certify that the application has been approved by the unit of local government named in the application. A sample letter of transmittal is available in the Application Forms section.
2. **State of Illinois-DCEO Uniform Grant Application** The Uniform Grant Application can be found in the Downstate Small Business Stabilization section at:  
<https://www2.illinois.gov/dceo/CommunityServices/CommunityInfrastructure/Pages/default.aspx>
3. **Project Information** Basic details concerning the project (see Application Forms section for form.)
4. **Uniform GATA Budget** The Uniform GATA Budget can be found in the Downstate Small Business Stabilization section at:  
<https://www2.illinois.gov/dceo/CommunityServices/CommunityInfrastructure/Pages/default.aspx>
5. **Project Summary** – Provide a summary of the business' present situation. This should include a brief description of the company, e.g., type of firm, its product or service, and how long they have been in business. Describe how the CDBG funds will be used and reasons why they are needed in order for the company to be in a position to retain jobs. Specific needs need to be identified. Explain what circumstances make this project necessary, in maintaining adequate permanent working capital to sustain operating needs.
6. **Net Income Verification** (form is found in the Application Forms section)
7. **Employment Documentation** (form is found in the Application Forms section). A listing of all employees as of January 1, 2020, employees hired since then, and their current status.
8. **Council Resolution of Support**, required for all CDBG funded grant applications. An example can be found in the Application Forms section.
9. **Resident Participation Public Hearing Documentation** (see Application Checklist for a listing of **all required documentation** and a sample Public Hearing Notice).
10. **Minority Benefit/Affirmative Housing Statement** (form is found in the Application Forms section).
11. **Local Government Certifications** as required for all grants. (see Application Forms)
12. **Business Certifications** required for CDBG funded Economic Development grants.
13. **Mandatory Disclosures** as required for all grants. (see Application Forms)
14. **Conflict of Interest Disclosure** as required for all grants. (see Application Forms)
15. **REQUIRED ATTACHMENTS from the Local Government** The following items must be attached to the Application:

- ◆ **Fair Housing Resolution** A copy of the unit of local government’s Fair Housing Resolution.
- ◆ **W-9**
- ◆ **SAM Registration (CAGE #)** All grantees are required to be registered in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) for the purpose of obtaining a Commercial or Government Entity (CAGE) Code. The CAGE Code is a unique identifier assigned to government agencies and various organizations. **CAGE** codes provide a standardized method of identifying a given facility at a specific location. **This documentation must be available at the time of grant award if not submitted with the application.**
- ◆ **IRS Certification Letter** Include in the application “Letter 147c” or “Letter 4158c” provided by the IRS to verify the Taxpayer Identification Number (TIN) or Federal Employer Identification Number (FEIN) for the applicant. If you do not have a current (dated within five years) copy of an IRS certification letter on file, please call the IRS Business line, **1-800-829-0115**, to request a “**Letter 147C**”, or call **1-877-829-5500** to request a “**Letter 4158c.**” Only the applicant is authorized to request a copy of this letter.
- ◆ A HUD Exempt/Categorically Excluded not subject to 58.5 **Environmental Review form**, signed and dated by the community’s environmental review preparer and chief elected official must be included with the application.
- ◆ A copy of the current **FEMA FIRMette** obtained from FEMA’s Map Service Center (<https://msc.fema.gov.portal.home>) with the business’s location clearly marked must be included with the application. If the business is located in a denoted prohibited floodway, then the business would be ineligible for assistance unless the business is a functionally dependent use of the floodway (e.g., a riverside marina or boat repair shop).
- ◆ A **Participation Agreement** between the unit of local government and the business that will receive funding.

**16. REQUIRED ATTACHMENTS from the benefiting Business** The following items must be included with the Application:

- ◆ **Certificates of Good Standing** for the benefiting business from the Illinois Secretary of State and the Illinois Department of Revenue must accompany the application.
- ◆ **Most Recent Bank Statement** to verify cash balance.
- ◆ If available, other forms of **documentation to demonstrate the lack of permanent working capital** in support of operating expenses. Such evidence may include shutoff utility notices, delinquent bills, denied loan applications, etc.

**L. APPLICATION REVIEW AND EVALUATION PROCESS**

The screening and review process for the program is designed to ensure that limited CDBG program funds are awarded to communities for the use of businesses that demonstrate the need for financial assistance and meet the qualifications. The actual number and types of awards

will be subject to funding availability. All recommendations are forwarded to the Director's Office, for final funding decisions.

The criteria noted below will be used to evaluate all applications requesting funding under the CDBG Economic Development Downstate Small Business Stabilization component, as well as determine the appropriate level of financial assistance:

1. Project Benefit
2. CDBG National Objectives
3. CDBG Dollars

1. **Project Benefit** (information to be provided in Project Summary)

Three factors will be considered under this criterion:

- a. Project Need – Project need is defined as the inability of the company to maintain sufficient permanent funding to sustain normal operating working capital needs. Describe in sufficient detail the need for the assistance and the specific role of CDBG funding, including any other options which have been pursued.  
  
Evidence of need is demonstrated through a well-developed justification for public financing demonstrating a financial gap argument. The discussion should also address why other financing options could not be obtained or are not feasible and repercussions if funding is denied.
- b. Financial Feasibility – Determination must be made as to how CDBG funds can address the company's need to provide adequate permanent working capital in addressing current and future working capital needs, like payroll, operating needs and short-term liabilities. A comparison must be provided as to the existing payroll that existed prior to the outbreak of the COVID-19 virus in January and current payroll. In addition to payroll, the effect of the COVID-19 virus on current and long- term liabilities.
- c. Commitments for Job Retention - Provide firm assurances from the borrower (employer) regarding the number of permanent jobs to be retained for low-to-moderate income persons, types of positions, not to exceed 12 months.

2. **National Objective – Urgent Need**

The Urgent Need National Objective is defined as assistance to a business designed to alleviate existing conditions. The grant recipient certifies that such conditions pose a serious and immediate threat to the health or welfare of the community, they are of recent origin or recently became urgent, the grant recipient is unable to finance the activity on its own, and other sources of funds are not available. Applicant must demonstrate through information in the Project Summary, financial documentation and employee status that they meet this objective.

3. **CDBG Dollars to Full-time Equivalent (FTE) Jobs Ratio**

Funding will not exceed the grant ceiling and may be less depending on business need.

**Application Denial**

For applications that are not funded, denial reasons may include, but are not limited to, the following:

- No justification of the need for funds;
- Projected financial need data, is not documented;
- Evidence that program funds replace sources of capital available to the business and/or community;
- CDBG Economic Development Small Business Stabilization funding has been exhausted.

**M. SUBMISSION INFORMATION**

Under the Grant Accountability & Transparency Act (GATA), all applicants must register with the State of Illinois via the “Grantee Portal” at [www.grants.illinois.gov](http://www.grants.illinois.gov) and be pre-qualified prior to application. **Failure to register prior to application will result in a determination of “Do Not Fund”.** The applicant is required to complete the Internal Controls Questionnaire (ICQ) for Fiscal Year 2020. If the ICQ is not completed prior to application, it must be completed before the grant can be awarded.

Applications for the Economic Development components may be submitted on an as-needed basis.

All grant application materials **must** be:

- Typed (except for signatures and preprinted materials such as bank statements)
- All application materials requiring a signature from the applicant must be signed by the Chief Elected Official.

**The complete grant package in the order specified on the Submission Checklist (Application Forms section) must be scanned into one document. 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.** For example: SBS Application-Whoville-Pop’s Restaurant

**N. FOR FURTHER INFORMATION and TECHNICAL ASSISTANCE:**

**Call: 217/785-6174**

**E-Mail: [ceo.ocd@illinois.gov](mailto:ceo.ocd@illinois.gov)**