**Section 520.630 Form of Application**

An application shall be submitted on the standard application form provided by the Department. The application shall include:

a) Investment Information. For each eligible investment, a description of the planned investment; documentation to substantiate that the investment is qualified (e.g., construction schedules, schematics, and specifications or lists, and approximate value of equipment to be purchased as provided by contractors and/or architects and engineers); and a statement of when the eligible investment will be placed in service in qualified property.

b) Job Creation. For investments in which full-time equivalent jobs are to be created, organized by job titles, the number of current and new full-time equivalent employees and the starting date of the new employees; and an explanation of how and why the investment causes additional full-time employment at the designated location in Illinois in which the investment is made.

c) Job Retention. For each designated location in Illinois in which full-time jobs are to be retained, organized by job titles, the number of full-time employees; and an explanation of how and why the investment causes the retention of full-time employees.

d) Existing Illinois Businesses. Existing Illinois businesses qualifying under the job retention criteria must provide a prospective plan that demonstrates that 1,500 full-time jobs would be eliminated in the event the business is not designated. The prospective plan shall include, but is not limited to, written information such as non-Illinois sites under consideration, cost-benefit analyses of moving or closing the business, financial statements, internal memoranda, or any other financial documentation evidencing that the business would either relocate to a non-Illinois site or close down in the event the business is not designated. This provision does not apply to new wind power facilities.

e) Newly Proposed Facilities. Newly proposed facilities qualifying under the job creation criteria must provide proof of alternative non-Illinois sites that would receive the proposed investment and job creation in the event the business is not designated. Such proof shall include, but is not limited to, incentive letters, prospective offers from other states, or other documentation indicating a firm interest in alternative non-Illinois locations. This provision does not apply to new wind power facilities.

f) Certification. A signed and dated statement that the investments would not be placed in service in qualified property and the job creation or retention would not occur without the tax credits and exemptions set forth in Section 5.5(b) of the Act; a signed and dated statement indicating application information is true and correct, and granting the Department access to material, documentation, and other data required to verify application information. The signed and dated statement that the investments would not be placed in service in qualified property and the job exemptions set forth in Section 5.5(b) of the Act applies only to the initial application for designation and not to any subsequent renewals.

(Source: Amended at 38 Ill. Reg. 457, effective December 20, 2013)