

E. WORK PROGRAM FOR YEAR 2012

Form 4

<p>A. Agency Name: Belmont Central Chamber of Commerce</p>	<p>C2: Project Area: (North) Addison (South) Diversey (East) Cicero (West) Narragansett</p>	
<p>B. Dept. Program: Commercial Support Services (CSS)</p>	<p>C3: Agency Area: (North) Addison (South) Fullerton (East) Cicero (West) Narragansett</p>	
<p>C1. Project Name : Belmont Cragin Commercial Business District</p>		
<p style="background-color: black; color: black;"> </p>		
<p># Businesses in Project Area</p>	<p>305</p>	
<p># Jobs in Project Area</p>	<p>900</p>	
<p>TIF Area #/Names and % within Project Area</p>	<p>(Belmont/Central); (Belmont/Cicero); (Diversey/Narragansett)</p>	<p>70% of businesses in TIF</p>
<p style="background-color: black; color: black;"> </p>		
<p><u>Contacts</u> Minimum 76 unduplicated Contacts in 2012</p> <p>Of the 76, a minimum of 53 Contacts will include marketing TIF programs and/or marketing sites within the TIF area(s) listed above to prospective businesses, developers and investors.</p>	<p>100% of Contacts at minimum are aware of City programs/services available to them.</p> <p>100% of Contacts in TIF area(s) are aware of TIF programs and/or sites in the TIF area(s).</p>	<p>Monthly using the City's Accomplishment Log</p>
<p><u>Consultations</u> Minimum 15 unduplicated Consultations in 2012. Of those, a minimum of 11 Consultations are within the TIF area(s). Consultations to include marketing TIF programs and/or marketing sites within the TIF area to prospective businesses, developers and investors, plus addressing the needs of area businesses. Consultations will include ongoing project support.</p>	<p><u>Business Advocacy</u> 100% of Consultations identify issues, solutions, and/or opportunities.</p> <p>100% of Consultations in TIF area(s) are aware of TIF programs and/or sites in the TIF area(s).</p> <p><u>Business Retention/Expansion</u> Help a minimum 1 property owner and/or businesses utilize a funding (Governmental) program, including TIF funding other than TIFWorks and/or SBIF. In addition: Help a minimum 1 business utilize TIFWorks</p>	<p>Monthly using the City's Accomplishment Log</p>
	<p>Help a minimum 1 property owners and/or businesses complete a SBIF project (when SBIF is available)</p>	<p>Quarterly using the City's online survey</p>

<p>Educational Events Conduct 2 Educational Events (target 1/6 months) in 2012</p>	<p>Minimum 10% of attendees at 2012 Educational Events use resource(s) presented.</p>	<p>Quarterly using the City's online survey</p>
<p>District Development. Marketing sites within the program area to prospective businesses, developers and investors. Marketing TIF programs and/or marketing sites within the TIF area(s) to prospective businesses, developers and investors.</p>	<p>Help get a minimum of 1 available property leased.</p>	<p>Quarterly using the City's online survey</p>
<p>Real Estate Log - 2 updates in 2012</p>	<p>A complete and up to date list of available real estate to respond to inquiries, including sites in TIF area(s)</p>	<p>5/15 and 11/15 using City's Real Estate Log template</p>
	<p># of Businesses Opened, Expanded and/or Retained</p>	<p>Quarterly using the City's online survey</p>
	<p># of Jobs Retained and/or Created</p>	<p>Quarterly using the City's online survey</p>
	<p>\$ of Public and/or Private Funds Invested</p>	<p>Quarterly using the City's online survey</p>

Item	Due Dates
1. Agency 2012 Cost Allocation Plan (Submitted annually)	03/15/12
2. 2012 IRS Form 941 (Submitted quarterly)	4/15, 7/15, 10/15, 1/15/13
3. Membership Ratio and Progress on 2012 Membership Goal	10/15
4. 2012 IRS Form 990	by 10/15
5. HED Fiscal and Program Review Compliance	Within agreed-upon timeline
6. Participate in City-sponsored delegate contract trainings	As they occur
7. Agency board bylaws	As updates occur or as requested
8. Agency board of directors list (including contact info); update EDS	As updates occur or as requested
9. Job descriptions for all staff funded through the CSS contract	As updates occur or as requested
10. Employee Manual/Handbook	As updates occur or as requested
11. Office address where contract work occurs and agency website	As updates occur or as requested
12. Email addresses for staff assigned to the contract	As updates occur or as requested
13. Approved agency board meeting minutes	As updates occur or as requested
14. Up to date insurance certificates	As updates occur or as requested

Delegate Agency Authorization

Authorized Delegate Agency Signature _____ Date _____
SIGNATURE MUST BE IN BLUE INK

Name/Title (Type or Print) _____

City Authorization

Mary J. Bonare 1/11/12

HED Authorized Signature _____ Date _____
SIGNATURE MUST BE IN BLUE INK

MARY J. BONARE

Name/Title (Type or Print) *Deputy Commissioner*