

**REQUEST FOR PROPOSALS**  
**Consultant for SSA #22 Andersonville Reconstitution**



The Andersonville Chamber of Commerce seeks a Consultant to assist Andersonville Chamber of Commerce and Special Service Area staff in completing the 2027 SSA Application as required by the City of Chicago Department of Planning and Development for the reconstitution of the existing SSA #22 Andersonville.

Specifically, the Consultant will be responsible for the following key elements taken from the attached SSA Designation Steps, as well as any updates needed for the final SSA Application.

- Facilitate advisory committee meetings
- Prepare a map using the tax parcels as described in Attachment C
- Prepare a PIN database as described in Attachment C, using the attached SSA #22 boundary map
- Conduct a Needs Assessment as described in Attachment C
- Establish metrics and baseline data as described in Attachment C, including, but not limited to:
  - Business profitability and enhanced property values
  - Cleanliness and maintenance
  - Safety
- Create an inventory of City and other governmental services as described in Attachment C
- Prepare a legal description of the SSA boundaries as described in Attachment C
- Create an SSA District Plan as described in Attachment C
- Distribute an informational mailing and host at least 2 community meetings between March and April, 2026 as described in Attachment C
- Collect supporting signatures from at least 20% of the taxpayers of record within the boundaries of the SSA, as described in Attachment C
- Complete SSA Application and Designation Packet for submission to DPD no later than June 12, 2026.
- Complete the public hearing notice as described in Attachment C
- Attend Public Hearing at City Hall to be scheduled by DPD between August and December, 2026.

Time Frame of Contract: Consultant to begin January 2026 to ensure passage of ordinance by City Council no later than December 2026.

**Qualifications**

- Description and history of firm
- Bios / Resumes of Consultant(s) assigned to project
- Relevant prior experience
- At least three references.
- History of constituting/reconstituting Special Service Areas is preferred

## REQUEST FOR PROPOSALS

### Consultant for SSA #22 Andersonville Reconstitution

#### Process

- Please present examples of exhibit database tables to include additional information to be used in evaluating property, location, owner, tax, and property description details, among other database items, deemed relevant.
- Outline activities for completion of each task. Include task milestones needed to complete according to meet project dates listed in Attachment D.
- Timetable for completion of each task. Please include task dependencies that need to be completed before other tasks can either begin or be completed.

#### Costs

- Consultant fees (explain method for calculation)
- Other Expenses (delineate each expense)
- Payment schedule

Submission and due date: The completed proposal is due no later than 9AM, January 20, 2026. Please direct your questions, and send completed proposals via email, to:

Laura Austin  
Executive Director  
Andersonville Chamber of Commerce  
[laustin@andersonville.org](mailto:laustin@andersonville.org), cc: [ssa22@andersonville.org](mailto:ssa22@andersonville.org)  
773-728-2995

#### Attachments:

- A. SSA #22 Feasibility Study (without Exhibits) & Notice to Proceed
- B. SSA #22 Map of Existing Boundaries
- C. 2027 SSA Designation Steps For New & Renewing Special Service Areas
- D. 2027 SSA Designation Timeline



# 2027 Feasibility Assessment for New and Renewing Special Service Areas (SSAs)



City of Chicago, Department of Planning and Development  
[www.cityofchicago.org/DPD](http://www.cityofchicago.org/DPD)

## INSTRUCTIONS

1. The SSA Feasibility Assessment for SSAs to start in the calendar year 2027 is due by **November 3, 2025**.
2. Please enter information in the shaded boxes shown below.
3. Submit a digital copy via ZIP file or thumb drive to the attention of your assigned DPD staff person.
4. The City will review your submission, contact you with questions or additional documents requested, and schedule an in-person interview with DPD in November.
5. The City will notify applicants of approval to proceed by **December 1, 2025**.
6. Agency financial requirements: Proof of available funds to cover SSA consulting and designation costs if SSA is not approved is due with this submission package by **November 3, 2025**. Proof of funds to begin 2027 services prior to first tax collection are due by **June 12, 2026**. Proof of funds can include bank statements documenting sufficient funds to cover these expenses, or letters of intent for loans, grants, or lines of credit. This funding cannot be secured by anticipated tax revenue.
7. For more information, contact Mark Roschen at 312-744-1083.

**Proposed or existing SSA name(s):** Andersonville SSA #22

**Agency Name:** Andersonville Chamber of Commerce

## PART 1: SPONSOR AGENCY

1. **Agency legal name on state charter, street address, website, phone:** Andersonville Chamber of Commerce, 1554 W Hollywood Ave, andersonville.org, 773-728-2995
2. **Name/title/phone/email of the Executive Director or CEO and staff assigned to work on the SSA application:** Laura Austin, Executive Director, 773-728-2995, laustin@andersonville.org and Lexie Lannom, Administrative Services Manager, 773-728-2995, alannom@andersonville.org
3. **Agency mission:** The purpose of the Andersonville Chamber of Commerce is to foster a vibrant environment in which Andersonville businesses can thrive by attracting a diverse customer base; providing business support services and advocacy; and engaging in business attraction, long-range planning, and economic development.
4. **Briefly describe your agency's activities and assessment of how they fulfill your mission (agencies currently managing an SSA(s) include a response for the mission of your agency and the mission of the SSA(s)):** The Andersonville Chamber of Commerce (ACC) serves as a key liaison between local businesses and city departments, advocating for business-friendly policies and helping businesses navigate complex city regulations. Recognizing that thriving businesses are essential to a vibrant community, ACC provides comprehensive support in areas including business advocacy, technical assistance, event coordination, and strategic planning. Services are primarily offered in English, with translation and additional support available through partnerships with the Uptown Regional Business Center and other community organizations.

These activities directly advance ACC's mission to strengthen and sustain a vibrant local business district.

The mission of SSA #22 complements ACC's work by funding services that maintain, enhance, and attract activity to the Andersonville commercial district. SSA-funded programs include streetscape maintenance, landscaping and beautification, façade improvement and safety rebate programs, public art, market and consumer studies, events that drive foot traffic, bicycle transit enhancements, sidewalk snow removal, and holiday decorations. By supporting both the physical environment and the economic vitality of the district, these programs fulfill the SSA's mission to provide high-quality, community-driven services that benefit both businesses and residents. Many SSA initiatives are coordinated with ACC's broader offerings and with our sister organization, the Andersonville Sustainable Community Alliance, creating a cohesive support network that advances the long-term goals of the commercial district and strengthens the community as a whole.

5. **Briefly describe how your agency engages constituents and determines and addresses their needs:** The Andersonville Chamber of Commerce maintains both formal and informal contact with constituents. Formally, ACC sends out an extensive survey each February asking for detailed feedback on the effectiveness of all of its programs, including SSA programs. The survey also asks respondents to describe their sales, revenues, and net income over the past year, compared with the year before, and to identify the top challenges to their businesses' success. This allows us to track how our businesses are doing and to gear our strategies to addressing their most pressing problems. The SSA sends out a print newsletter to property and business owners at least once annually. We also communicate with property owners through print and email for specific initiatives that pertain to them, including SSA programs, historic district promotions, property tax education and reform work, etc. Informally, we communicate regularly with SSA property owners via email, phone, and in person.
6. **What are your agency's challenges, such as staff time/abilities, in effectively sponsoring and managing an SSA and how has your agency addressed those challenges?** Like many non-profits, our greatest challenge is declining and shifting funding. However, our organization has developed a strong portfolio of earned-income programs that help us remain financially stable.
7. **What experience does your agency have that makes it a good fit to sponsor and manage the SSA(s)?** The Andersonville Chamber of Commerce has successfully managed a Special Service Area (SSA) for over 20 years as its sole service provider. We oversee all aspects of SSA administration and program management, working closely with community members and local officials to ensure the SSA continues to deliver essential services. Our approach emphasizes evaluating and retiring outdated programs while introducing new initiatives that actively respond to the district's evolving needs.
8. **Agency's other contracts with the City (if any):** BACP-NBDC Place Based Specialist and BACP-NBDC Peer to Peer for the 2025-2026 contract period.
9. **Agency's service area boundaries:** S: Ainslie N: Victoria E: Magnolia W: Ravenswood

## **PART 2: SSA DISTRICT**

1. **SSA district name(s), proposed general boundaries, and how and why these boundaries were identified. (Note: these boundaries must be contiguous. A map of these boundaries must also**

**be submitted as an exhibit to this Feasibility Study.)** Clark Street and adjoining side streets up to the alleys, from Ainslie to Victoria. This is the area of contiguous commercial properties in the Andersonville commercial district. It corresponds with the N-S boundaries of the Andersonville Chamber of Commerce and is the same as the boundaries of our current, successful, SSA.

2. **Briefly describe the land uses within the proposed SSA, including the vacancy rate of retail, office, and residential properties:** The district's land use is characterized by primarily commercial ground-floor spaces, complemented by residential uses on upper levels. The area maintains a low commercial vacancy rate of roughly 3%.
3. **List districts overlapping the proposed SSA(s) such as TIF, NOF, Enterprise Zone, etc.** Clark-Ridge (Expired 2023) TIF and Clark-Montrose TIF.
4. **Briefly describe current or pending capital improvements or public way amenities needing maintenance in the proposed SSA(s):** Andersonville SSA #22 maintains many of the elements from the 2002 Streetscape Project completed in the Andersonville commercial district, including planter maintenance and brickwork repairs. While no major capital improvements are currently identified, ongoing maintenance remains a priority. As part of future capital investments, the SSA plans to enhance the district with permanent public amenities such as new fixed bicycle racks and public art installations. In addition to the existing streetscape, Andersonville SSA #22 will also assume maintenance responsibilities for the Elise Malary Plaza, slated to begin construction in March 2026.
5. **List the ward(s) overlapping the SSA(s) and the aldermen's status of support for your agency as the SSA sponsor and service provider and of creating and/or reconstituting the SSA(s):** SSA #22 encompasses areas within Wards 40, 47, and 48. Each of the respective alderpersons has expressed strong support for both the Andersonville Chamber of Commerce as the Sole Service Provider and the reconstitution of the SSA.
6. **List non-profit organizations that overlap the proposed SSA boundaries, where they overlap, and confirmation they support your agency sponsoring the SSA(s):** The Andersonville Chamber of Commerce and the Andersonville Sustainable Community Alliance have overlapping service areas with SSA #22. Both entities are aligned in their support of the SSA and recognize the Andersonville Chamber of Commerce as the Sole Service Provider. Although the Edgewater Development Corporation identifies SSA #22 as part of its geographic scope, it does not provide direct services in Andersonville and is not engaged by local alderpersons regarding SSA #22 activities.
7. **Briefly describe the status so far of other local support for the SSAs(s), including the proposed taxpayers within the SSA(s):** The SSA and its proposed reconstitution enjoy broad community support. Direct outreach to property owners will occur during the reconstitution process in 2026–2027; however, prior surveys indicate that SSA funded services are consistently ranked among the most critical components of a thriving business district. To date, no substantiated complaints or formal objections have been received regarding the SSA's continuation.
8. **Describe experience the property owners within the SSA have in working together and making local investments in their community:** Property owners have collaborated through the Andersonville SSA #22 for the past ten years. Even those not directly serving on the SSA Commission often participate through the Andersonville Chamber of Commerce or the Andersonville Sustainable Community Alliance Board of Directors. Many property owners have made significant investments in the district by utilizing SSA funded programs such as the Façade Incentive Program and by applying insights from SSA supported market studies that identify the most viable commercial tenant sectors for the area.
9. **Statement of Need for the SSA(s) to include, but not limited to: the land use of district(s) being considered, the major types of property owners/tenants, quality of life concerns the SSA(s)**

**would address, long-term development goals and how the SSA(s) would be a part of those goals, and government partnerships:** Andersonville has operated a Special Service Area (SSA) for more than 20 years. The district's land use is primarily commercial at the ground-floor level, with most upper floors occupied by residential units. The commercial vacancy rate remains low, around 3 percent, reflecting a strong and stable business environment. Property ownership is a mix of long-term local owners, small-scale investors, and independent business operators, while tenants are primarily locally owned retail, restaurant, and service-based businesses.

As city funding and municipal services continue to decline, SSA funding has become an essential tool for maintaining the vitality, cleanliness, and safety of our commercial district. The need for a locally controlled community funding mechanism to address neighborhood priorities is greater than ever.

SSA-funded programs support both core maintenance and quality-of-life improvements throughout the district. These include services once provided by the city, such as garbage collection, sidewalk cleaning, and streetscape repairs, as well as initiatives that enhance the district's overall appeal, including landscaping, sidewalk power washing, snow removal, and holiday decorations. The SSA also funds programs that encourage private investment and protect local businesses, such as the Façade Incentive Program and the Criminal Damage to Property Rebate. Together, these programs contribute to a cleaner, safer, and more welcoming commercial environment.

Beyond maintenance and beautification, the SSA plays a critical role in long-term economic development by supporting tenant attraction and district planning initiatives. These efforts use market data to identify and recruit business sectors most likely to succeed in Andersonville, ensuring the district remains balanced, sustainable, and responsive to community needs. The SSA also invests in marketing and promotional initiatives that position Andersonville as a destination for residents and visitors alike.

In the Andersonville Chamber of Commerce's annual survey of local businesses, SSA-funded base services are consistently rated among the most valuable contributors to the district's continued success. The SSA's long-term goals align with broader neighborhood and city planning objectives, maintaining vibrant pedestrian-oriented corridors, supporting small locally owned enterprises, and fostering a sustainable, inclusive business environment.

The Andersonville Chamber of Commerce, as the Sole Service Provider for SSA #22, works in partnership with the City of Chicago, local alderpersons from Wards 40, 47, and 48, and community development organizations to ensure the SSA's programs complement city initiatives and strengthen the district's economic foundation.

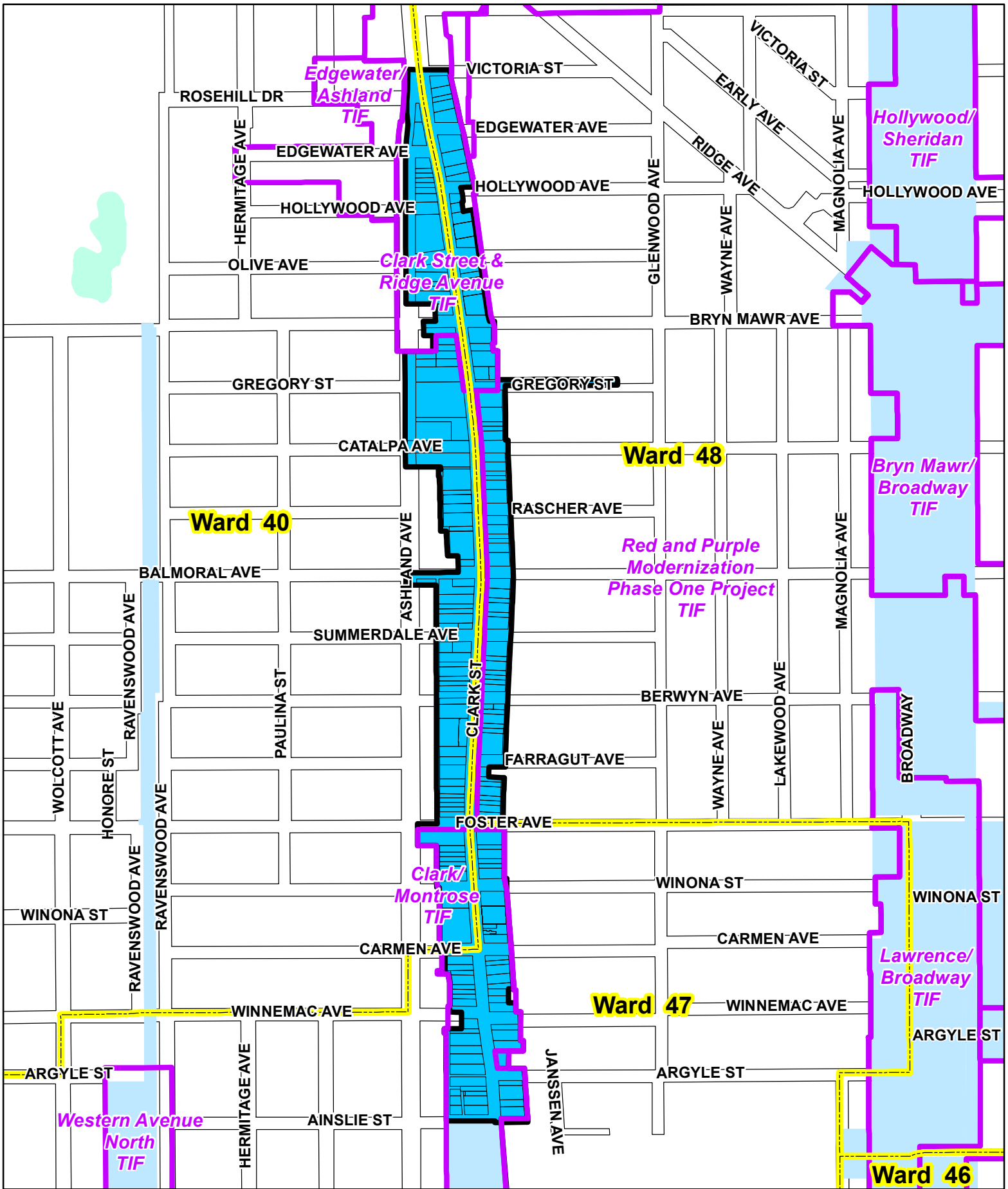
## **Exhibits:**

1. Agency's Board List
2. Agency's Board Bylaws
3. Agency's Organizational Chart, including staff assigned to the SSA project
4. Agency's Fiscal Policies/Procedures Manual marked with the board adoption date
5. Agency's most-recent Financial Audit

6. Agency's current Profit & Loss Statement and Balance Sheets
7. Letter of Support (LOS) from all affected alders whose ward(s) are in the proposed SSA
8. Proof of available funds to cover SSA consulting and designation costs if SSA is not approved. These expenses typically range from \$20,000 to \$60,000, depending on the size of the SSA and the scope of work provided by the consultant.

NOTES:

- Additional documents may be requested by the City at any time.
- The sponsor agency should brief the affected alders of your SSA application and plans.
- Proof of available funds to begin 2027 services prior to first tax collection due by June 12, 2026. Loans or lines of credit cannot be **secured** by anticipated tax revenue.
- SSA Designation expenses incurred in establishing the SSA may be reimbursed through a line item in the 2027 budget.



- Legend**
- Clark St - Andersonville
  - Other SSA
  - TIF
  - Wards (2023)

# Clark St - Andersonville SSA #22







# 2027 Designation Steps for New and Renewing Special Service Areas (SSAs)



City of Chicago, Department of Planning and Development  
[www.cityofchicago.org/DPD](http://www.cityofchicago.org/DPD)  
September 2, 2025

The following are action steps and a general timeline leading to the submission of a 2027 SSA Designation Packet. DPD staff will be assigned to your agency to guide you through the SSA designation process. Your staff contact at DPD is an ongoing source of information if you have questions or concerns.

1. **SEPTEMBER 2025: Prepare SSA Feasibility Assessment.** The SSA Feasibility Assessment is a self-assessment prepared by the Sponsoring Agency to see if an SSA is right for your area and your agency has the capacity and resources needed to sponsor and manage an SSA. The template for the Feasibility Study including required exhibits, will be emailed to applicants who contact DPD and will also be posted on the DPD website at [http://www.cityofchicago.org/city/en/depts/dcd/supp\\_info/special\\_service\\_areassaprogram.html](http://www.cityofchicago.org/city/en/depts/dcd/supp_info/special_service_areassaprogram.html)  
This document must be completed and submitted to DPD **by November 3, 2024.**
2. **NOVEMBER 2025: Agency Interview.** For new applicants, DPD will coordinate an interview to discuss your agency and district readiness for an SSA. Agency should be prepared to discuss what aspects of the designation process they will do themselves and which they will outsource to consultants.
3. **DECEMBER 2025: City notice regarding support to proceed.** DPD will notify the proposed sponsor agency **by December 1, 2025**, of the City's approval/denial to sponsor an SSA. Applicants that are denied may continue community outreach but will not be considered for SSA establishment for 2027.
4. **DECEMBER 2025: Prepare RFP to select a consultant.** The agency is expected to conduct a Request for Proposals (RFP) process to select a qualified consultant or will have to justify any other selection method to the City's satisfaction. The RFP announcement must be posted on the sponsoring agency's website for a minimum of 30 days prior to the submission deadline. The RFP should be posted **by December 16, 2025.**
5. **DECEMBER 2025: Form an SSA Advisory Committee.** Once your agency is confirmed as the Sponsor Agency, in partnership with the aldermen and local stakeholders, you will initiate forming the SSA Advisory Committee. Formation of the Committee must be completed **by January 6, 2026.**
  - Participants on the SSA Advisory Committee shall include primarily property owners/tenants in the proposed SSA. Local residents, elected officials, and

community organizations may also be on the Advisory Committee. The Committee should consist of between 10 and 20 members.

- The SSA Advisory Committee shall select a chair with a history of involvement and experience in the community. The Chair will:
  - i. lead the SSA Advisory Committee through the remaining steps of the SSA designation process
  - ii. ensure the Sponsor Agency meets target dates in the SSA Project Plan
  - iii. represent the committee throughout the designation process
- The committee shall meet on a regular basis to keep the SSA designation process moving forward. The committee should maintain continuity in membership while also allowing interested stakeholders to be involved in the planning process.
- **An Excel spreadsheet of the SSA Advisory Committee Members shall be created and submitted to DPD by January 6, 2026.** The list shall contain each member's name, affiliation (property owner, business name, resident, non-profit name, existing SSA Commission, etc.), mailing address, PIN in the proposed SSA, ward, phone, email, and whether the person is a current board member of the Sponsor Agency.
- Once a consultant has been hired, the advisory committee shall **conduct a "kick-off" meeting** with presentations from DPD and the consultant.

6. **Confirm SSA start-up funding.** The Sponsor Agency must be able to show proof that it can pay for start-up costs in the event the SSA district is not created. **The Sponsor Agency must provide proof of available funds for start-up costs as part of the Feasibility Study package.** Proof of funds can include bank statements documenting sufficient funds to cover these expenses, or letters of intent for loans, grants, or lines of credit. This funding cannot be secured by anticipated tax revenue. **Loans or lines of credit cannot be secured by anticipated tax revenue. The Sponsoring Agency is responsible to pay for the expenses incurred during the application process if the SSA is not created.** Start-up costs include, but are not limited to: a legal description, PIN database, mapping, public hearing notices, filing fees, and consultants as needed to provide these and other technical services. Costs vary; however, it is reasonable to plan for costs ranging from **\$20,000 - \$60,000**. SSA start-up costs are reimbursable in the 2023 SSA budget, if the SSA is created.

7. **JANUARY - MARCH 2026: Note: The following documents are often facilitated and prepared by a consultant and should be included in the RFP for consultant**

#### **SSA Funding, Visioning and Boundaries**

- a. **Project Plan.** The SSA Advisory Committee, in partnership with the Sponsor Agency, shall draft a project plan that sets target dates for the completion of action items needed to complete the application process **by June 12, 2026**. The project plan should be updated as needed to keep on schedule.
- b. **Vision Statement.** The SSA Advisory Committee shall prepare a Vision Statement for the SSA which will answer questions such as: What kind of place do they want the SSA to be? Which goals are most widely held for the SSA? Why

did they join the committee? The Sponsor Agency will help the committee prepare a Vision Statement to be available to the public.

- c. **Refine Boundaries.** Although the boundaries may change through the designation process, a reasonably final boundary should be defined to estimate services and costs. Properties in the boundary must be contiguous.
- d. **Prepare a Map.** The Sponsor Agency should prepare a study area map using the tax parcels as the base, parcel color-coding showing the County Class codes, wards, TIFs, adjacent SSAs, and any other relevant overlays to give context. The Sponsor Agency will submit the boundaries and map to DPD who will use this map and the subsequent legal description to prepare the final official map.
- e. **Prepare a PIN Database.** The PIN database is one of the most important research tools of the SSA designation. The database will include information on properties within the proposed SSA boundaries and will allow you to contact taxpayers and do tax analysis. See the Appendix for components of the PIN database. The consultant should update the PIN data spreadsheet when actual 2025 EAVs are released in **June, 2026**. For more information see Appendix on Page 8.
- f. **Conduct a Needs Assessment.** A Needs Assessment will help prioritize services and programs the SSA stakeholders want and are willing to pay for. The Needs Assessment Survey can be prepared via an online survey program and distributed via email and posted on the agency's website. The Sponsor Agency shall make every effort to conduct in-person surveys with taxpayers, tenants, residents and shoppers to get a "district user" perspective.
- g. **Establish metrics and baseline data.** In coordination with the City and SSA Advisory Committee, the Sponsor Agency will determine on what basis (e.g. what metrics) the SSA's impact will be evaluated. Examples of metrics that can be used include:
  - Business profitability and enhanced property values
    - Number of new and renewing business licenses in the district
    - Assessed values of business improvement district properties
    - Property tax valuation of district properties
    - Rates of vacancy and occupancy
    - Overall retail performance
  - Cleanliness and maintenance
    - Garbage removal, in total bags and tonnage of garbage
    - Square footage of new plantings and replacement plantings
    - Number of incidents of graffiti removal
    - Number of maintenance calls to 311
  - Safety
    - Number of crimes reported
    - Number of vacant lots and abandoned buildings

- h. The Sponsor Agency in coordination with the SSA Advisory Committee and City shall determine what baseline data is needed to track the SSA's impact. The Sponsor Agency may conduct studies in advance of creating or renewing the SSA district, such as market studies, economic impact studies, land use inventories, etc.
- i. **City and Other Governmental Services Inventory.** The Sponsor Agency shall work with the local police district and local alders and ward superintendents to note the current levels of service and proposed services in the SSA district as well as gain an understanding of how SSA services will coordinate with the respective governmental entity on service delivery. The purpose of this step is to avoid service duplication/gaps and ensure compliance/coordination with procedures. Inventories may include such things as: maintenance programming with Dept. of Streets and Sanitation, streetscape elements with Dept. of Transportation, and security programs with the Chicago Police Department.
- j. **Prepare a draft legal description.** The Sponsor Agency shall retain a surveyor to prepare a meets-and-bounds legal description for the SSA. This document shall be submitted in MS Word format. DPD GIS staff will use the draft legal to prepare the draft map. DPD will also confirm the legal description with the Cook County Clerk's office.
- k. **Draft the SSA District Plan.** The District Plan is the most important deliverable in the SSA planning process because it is the "business plan" for the SSA. It outlines such aspects as the services, budget, tax rate, governance, operations, results, and assessment. Once complete, the SSA District Plan shall answer all reasonable questions about the intentions and provide a road map of the SSA. See the Appendix page 9 for specifics on preparing the SSA District Plan.

#### 8. MARCH - APRIL, 2026: SSA Outreach, Support, Refinement and Submission

- a. **Distribute an informational mailing and host community meetings.** Once the SSA District Plan is drafted, the SSA Advisory Committee along with the Sponsor Agency, DPD, and the aldermen **must hold at minimum two community meetings**. These meetings will educate stakeholders about the SSA, allow for feedback and gauge support for the SSA.
  - i. The **informational mailing** should include notice of both meetings, information about SSAs, and information about the proposed or reconstituting SSA. The mailing must be sent by first class mail to property owners and stakeholders at least 10 days in advance of the meeting.
  - ii. The Sponsor Agency and SSA Advisory Committee should also **encourage stakeholders to attend via personal contact, email and other methods to encourage attendance.**
  - iii. The Sponsor Agency and SSA Advisory Committee will work with DPD to prepare the community meeting presentation. The presentation will be kicked-off by the local aldermen followed by DPD introduction to SSAs.

The Sponsor Agency with the SSA Advisory Committee and consultant then present on the specific SSA. Questions are fielded by any of the presenters. **The Sponsor Agency will take notes from both meetings and post them on their website in a timely manner.**

- b. **Distribute a second informational mailing as needed and host additional community meetings as needed.** A second mailing and additional community meetings may be necessary based on feedback from the first two community meetings and other factors. The Sponsor Agency shall host additional meetings as needed for the community and/or specific stakeholders.
  - c. **Support.** The Sponsor Agency and SSA Advisory Committee shall prove that there is support from the community the SSA is seeking to serve. **SPECIFICALLY, THEY ARE REQUIRED TO COLLECT SUPPORT SIGNATURES OF THE TAXPAYERS OF RECORD FROM AT LEAST 20% OF THE PINs WITHIN THE BOUNDARIES OF THE PROPOSED SSA and submitted to DPD as follows:** support signatures from a minimum of 10% of the PINs are due with the application on **June 12, 2026**. The balance of support signatures totaling a minimum of 20% of the PINs must be submitted to DPD **by August 3, 2026**. If during DPD's review there are questions regarding the authenticity of signatures, the SSA provider **MUST** provide additional information to prove that the signer is the owner or taxpayer of record, or an authorized representative of the property associated with a given PIN. DPD will provide an affidavit for the applicant to complete attesting to the accuracy of the signatures, and an affidavit for the consultant to complete attesting to the accuracy of the PIN list at the time it was obtained. These affidavits must be submitted to DPD when the 20% requirement has been attained.
  - d. **Identify the SSA Commissioners.** With focus and clarity on the SSA, the Sponsor Agency, in coordination with the aldermen and SSA Advisory Committee, shall help recruit the first slate of SSA Commissioners and collect their applications.
    - i. SSA Commissioners are mayoral-appointed public officials so qualifications and recruitment/renewal procedures should factor in both City and local criteria.
    - ii. To avoid the appearance of or actual conflicts of interest, Commissioners are prohibited from also being an active board member of the Service Provider Agency.
    - iii. The Sponsor Agency and DPD shall coordinate with candidates to complete the City's SSA Commissioner application.
    - iv. Include with the commissioner applications a summary list of candidates with their SSA address, ward, property owner or tenant status, and status on the Service Provider Agency's board.
9. **JUNE 12, 2026: SSA Application Package Due. SSA Application Package Due.** Provide an electronic copy (Zip File or thumb drive) of the SSA application documents, organized so that each section of the application is saved in folders and PDF files. **The application must include support signatures from taxpayers**

**of record of at least 10% of the proposed PINs. DPD will not review applications if this initial signature requirement is not attained.** Once the signatures are confirmed, DPD will review the SSA Packet and contact you with questions.

**10. The following items must be included in the SSA Packet:**

- a. SSA District Plan**
- b. Letter of Support (LOS)** from the alder of each ward within the SSA boundaries.
- c. SSA Application** (2-page document) signed by a property owner with proof of ownership
- d. Original SSA Commissioner Applications** must be mailed or dropped off to DPD.
- e. Financing Commitment:** If the Sponsor Agency is being considered as the SSA Service Provider, the Agency shall provide proof of financing commitment to finance Year 1 of the SSA, if providing services in advance of the tax distribution is desired (final confirmation is due upon submission of the SSA application **by June 12, 2026**. The Agency should provide a letter of intent from its lender. This financing CANNOT be secured by anticipated tax collections.

**11. JUNE - JULY 2025: Make final corrections to the SSA Packet.** With support from relevant City agencies, DPD will work with the Sponsor Agency to finalize documents for the SSA ordinance, especially the legal description, PIN list and map. An SSA application, inclusive of any updates or changes to the initial application, must be on file with the DPD. **The City has the final authority to accept or reject the application.**

**12. AUG - DEC 2026 Legislative Steps.**

- a. Legislation.** DPD will commence the required legislative authorization. Legislative steps include a public hearing, and an ordinance authorizing the SSA term, annual work plan/budget, service provider ordinance, and the SSA Commissioner confirmations. DPD will provide a checklist to the agency to prepare documentation needed for the Service Provider Agreement ordinance.
- b. Public Hearing Notice:** The City Council Committee on Economic, Capital and Technology Development will designate when a public hearing will be held. The sponsoring agency shall be responsible for paying for the cost of a public notice in a newspaper of general circulation at least 15 days prior to the date of the public hearing. The notice will be prepared and placed by the City. The sponsoring agency shall also be responsible for notifying all taxpayers of record for each PIN located within the boundaries of the proposed SSA. DPD will provide envelopes, but all other costs of copying, assembling, and mailing the notices, **including postage**, will be the responsibility of the sponsoring agency. The notice must be sent by First Class mail and a certification of mailing shall be provided to DPD. The notices must be **postmarked a minimum of 10 days prior to the date of the public hearing.**
- c. Financing.** Should it be desired to start services prior to the first tax distribution, the Service Provider Agency must have a line of credit or clearly designated

funding source identified **by June 12, 2026**. We recommend that services start prior to the first tax distribution, if possible. Please note, if the funding source is a line of credit, it must be secured under the name of the Sponsoring Agency on its own creditworthiness and **cannot be secured by anticipated tax collections**.

### **13. DEC 2026 – FEB 2027: Governance and Operations Set-up**

- a. **SSA Commissioner Bylaws.** The City will provide the SSA Commission with the SSA Commission bylaws template so they can customize and adopt their bylaws.
- b. **SSA Commissioner Training.** The City will coordinate a SSA Commissioner training, which will include training on the City's Governmental Ethics Ordinance, the IL Open Meetings Act, Robert's Rules of Order, and overall best practices for governance.
- c. **SSA Policies.** The SSA Commission shall establish policies to guide the SSA Service Provider's operations. Policies may include such areas as: communications, fiscal, vendor selection, etc.
- d. **Set up SSA Operations.** In coordination with SSA policies, the Service Provider Agency shall refine and implement its SSA Operations Plan. Operations procedures shall include, but not be limited to: how the agency will manage the SSA, job descriptions for people assigned to the SSA, financial procedures, communication procedures, request for proposals ("RFPs") for key SSA services, assessment methods, etc.
- e. **SSA Service Provider Agency Training.** While agencies come prepared with the skills to manage a SSA, the City will provide ongoing training and best practices support for SSA Provider Agencies. Support will include a best practices library, a digital forum, gatherings of SSA agencies, and topical guest speakers/webinars.

**14. FEBRUARY – APRIL 2027: SSA Tax Levy Distribution (Renewing SSAs only):** The first SSA tax levy (2026 taxes due in 2027) will be due and anticipated to be paid on the first installment tax bill. The City will distribute SSA funds via Automated Clearing House (ACH) to the Service Provider Agency or whatever the method is at the time of distribution.

**15. AUGUST - OCTOBER 2027: First SSA Tax Levy Distribution (New SSAs):** The first SSA tax levy (2026 taxes due in 2027) will be due and anticipated to be paid on the second installment tax bill. The City will distribute SSA funds via Automated Clearing House (ACH) to the Service Provider Agency or whatever the method is at the time of distribution. For new SSAs, the full year of SSA levy is collected entirely in the second installment tax bill. In subsequent years, the SSA levy will be split between the first and second tax bills.

## APPENDIX

### SSA Database

Prepare the SSA Database in one Excel workbook to include, but not be limited to:

1. Worksheet describing the data collection/analysis method
2. Worksheet of summary data
  - a. Confirmation that 2025 board certified data is being used (NOTE: Accommodation will be made for updating data depending on timing of when 2025 board certified data is available)
  - b. Total number of PINs and of these:
    1. Total taxable PINs
    2. Total non-taxable PINs
  - c. Total EAV used to calculate the tax bills and of this:
    1. Total EAV captured in the Base EAV by each TIF (if applicable)
    2. Total EAV captured in the TIF Increment by each TIF (if applicable)
    3. EAV not captured in TIF(s)
  - d. Delinquent PINs
  - e. Any other relevant data
3. Worksheet(s) of the Cook County Land Use List and Pie Chart: list each county land use in the SSA, each land use's dollar amount and percent of the total proposed levy and maximum levy. Create a pie showing the \$ and % of totals. Include a legend explaining what the county classification types mean.
4. Worksheet(s) with the following data columns for each PIN with totals at the top as relevant:
  - a. 14-digit PIN
  - b. property address in the SSA
  - c. Name and mailing address of the taxpayer who paid taxes for the last preceding year. If the taxes were not paid, note this and list the name and mailing address of the property owner (not taxpayer, but property owner)
  - d. Most recent Board certified EAV used to calculate the tax bill
  - e. Most recent Board certified EAV captured in the Base EAV for the respective TIF (if applicable)
  - f. Most recent Board certified EAV captured in the TIF Increment by each TIF (if applicable)
  - g. Most recent Board certified EAV not captured in TIF
  - h. Non-taxable PINs
  - i. Columns showing the SSA levy (\$ amount) generated from multiplying the EAV in items 4.d. – 4.g. above with:



1. the proposed maximum tax rate cap - the column header should state the tax rate cap % and % increase in tax bills this tax represents
2. the estimated tax rate for 2026 levy payable in 2027 - the column header should state the tax rate cap % and % increase in tax bills this tax represents
- j. Columns to track the positions of taxpayers (support or oppose)
- k. Cook County class code (land use)
- l. Other data columns as relevant

## SSA District Plan

The SSA District Plan should be a one PDF file and include, but not be limited to, the following:

1. **SSA District Plan Executive Summary.** This shall serve as a “one-pager” on the SSA and include a brief overview including, but not limited to:
  - a. **Why the SSA?** Provide a summary as to why the new or reconstituted SSA is being proposed. Include the SSA Vision Statement.
  - b. **SSA Contacts.** List the Sponsor Agency and SSA Advisory Committee contact information.
  - c. **SSA Stats.** Included but not limited to: SSA number/name, general boundary, ward(s), community area, tax rate cap, year 1 tax rate, year 1 funding, typical year funding and tax rate, total EAV used to calculate tax bills (if in TIF(s) itemize the portion of total EAV in each TIF base, each TIF increment, and EAV not in TIF as applicable), proposed term, and other stats that would help the reader quickly understand the SSA.
  - d. **History and Track Record.** For new and existing SSAs, provide a brief overview of the Sponsor Agency’s accomplishments that highlight how your agency is supporting the district. For existing SSAs, include a history and track record of the SSA including how you’ve spent funds as the SSA Service Provider. Provide an overview of key fiscal management measures the Service Provider Agency and Commission have (or will have) in place.
2. **Improvement and Activity Plan.**
  - a. **SSA Stakeholders.** Provide a list and description of participants in the SSA planning process including the Sponsor Agency, SSA Advisory Committee, aldermen, and other government and community partners.
  - b. **Project Plan.** Use the project plan to provide a timeline of activity to date for the SSA designation. Include a more detailed timeline as an exhibit.
  - c. **Needs Assessment Survey Summary.** Provide an overview of the survey process and results.
  - d. **Plan approval.** Note the local review/approval of the SSA District Plan, including progress to date on meeting the City’s support thresholds.
  - e. **SSA Boundaries.** List the boundaries and attach a map. Provide an overview explaining how the boundaries were determined. For existing SSAs, explain any recommended changes to the boundaries.
  - f. **Determine services/improvements.** Review the work done so far on services and the results from the Needs Assessment Survey to prepare a list of service categories and the specific work scopes within each for the first year and

through the next five years. Provide a narrative of the services for the first operating year and when applicable, include recommendations services in subsequent years. Include an overview of the Service Provider direct services and administrative services for the SSA. The services/ improvements will be used to prepare the 2027 Work Plan using DPD's template.

- g. Determine first-year and 5-year budgets.** SSA budgets are service-driven and based on the services research, rather than based on what the maximum levy could be and then determining how to spend the funds. Costs can be determined through vendor estimates and comparisons to comparable SSAs. Provide an overview of the first year 2027 budget and projections for 2027-2031. The budget information will be used to prepare the 2027 budget using DPD's template. Include a summary 2027 and 2027-2031 budget chart.
- h. Determine the tax rate cap and typical tax rate.** SSA tax levy money is generated by multiplying a tax rate by each property's Equalized Assessed Value ("EAV"). Properties with a larger EAV pay more than those that are smaller and should also receive proportionately more benefit. The tax rate cap should be high enough to allow for fluctuations in levy needs while also capping the amount the SSA could levy. Provide an easy-to-understand description of the tax method, including the difference between the tax rate and the percent increase in taxes from the SSA, TIF increment, the budget process, and time/manner of collecting levy.

### 3. Governance, Management and Assessment

- a. SSA Commission.** Provide an overview of the commissioner qualifications and selection/renewal process and include the full version as an exhibit. Note the commission is a public body subject to the IL Open Meetings Act.
- b. Service Provider Agency.** Describe how the agency plans to (or does) manage the SSA, including oversight of subcontractors. Include the SSA operations plan as an exhibit.
- c. Baseline Data and Program Assessment.** Provide an overview of baseline data and metrics that will be tracked over time to correlate the impact of SSA services in the district. Explain how the Commission and Service Provider Agency will assess how SSA activities are doing in fulfilling the goals of the SSA. Include recommended methods for assessment (surveys, data sets, field checks, etc.) ways to report results (annual report, annual meetings, website, social media, etc). Provide detail as relevant as an exhibit.
- d. Communications.** Provide an overview of how the proposed SSA Commission and Service Provider plan to communicate about SSA matters and make themselves accessible for questions and input from the public.

### 4. Exhibits. Exhibits shall include, but not be limited to:

- a.** SSA Feasibility
- b.** List of the SSA Advisory Committee and Sponsor Agency Board and Staff assigned to the designation and management of the SSA
- c.** SSA Designation Timeline
- d.** SSA taxpayer list (highlights from the SSA Database and note which ones have letters of support on file)
- e.** Map with parcel, ward, and TIF detail

- f.** Copies of materials sent out in informational mailings
- g.** Minutes of SSA Advisory Committee Meetings and Community Meetings
- h.** Copies of media articles written about the SSA designation effort
- i.** List of the first slate of SSA Commissioners and the SSA Commissioner Qualifications and Recruitment/Renewal Procedures
- j.** SSA Operations Plan (shall include, but not be limited to: management plan, job descriptions, financial procedures, narrative of cost allocation planning, communication procedures, request for proposals for key SSA services, assessment methods, etc.)
- k.** Letter of support (LOS) from the alder of each ward within the SSA boundaries.

# 2027 Designation Timeline for New and Renewing Special Service Areas (SSAs)

City of Chicago, Department of Planning and Development  
[www.cityofchicago.org/DPD](http://www.cityofchicago.org/DPD)

Due Date	Action
9/2/2025	DPD releases 2027 application documents
11/3/2025	Applicant submits Feasibility Assessment with exhibits to DPD
November	DPD reviews feasibility studies and meets with new applicants
12/1/2025	DPD notifies applicants of approval or denial to proceed
12/15/2025	Applicant issues RFP for consultant
1/6/2026	Applicant forms SSA Advisory Committee and provides list of Committee members to DPD
1/16/2026	Consultants submit proposals to Applicant
By 1/23/2026	SSA Advisory Committee meets to select Consultant
2/3/2026	Applicant notifies DPD of consultant selected and schedules “kick-off” meeting for DPD and consultant to present SSA overview and process to the Committee.
February	Consultant begins meeting with SSA Advisory Committee to collectively formulate a plan to collect data for required application documents to be submitted to DPD <b>by 6/12/2026</b>
March-April	Applicant conducts <b>2 community meetings</b> to present proposed scope of services and budget to SSA stakeholders and begins collecting support signatures from taxpayers of record of at least 20% of the PINs within the proposed SSA boundaries as required by DPD
6/12/2026	<b>SSA Application Package Due.</b> Provide an electronic copy (thumb drive) of the SSA application documents, organized so that each section of the application is saved in folders and PDF files. <b>The application must include support signatures from taxpayers of record of at least 10% of the proposed PINs. DPD will not review applications if this initial signature requirement is not attained.</b>
June, July	DPD reviews application and may require the applicant to make corrections or provide additional information
8/3/2026	Applicant must submit remainder of support signatures from taxpayers of record of at least 20% of the proposed PINs. <b>DPD will not proceed if this requirement is not attained.</b>
August	DPD approves application and prepares a public hearing ordinance package
October	Public hearing conducted at City Hall. Applicant must attend and arrange testimony from five SSA stakeholders.
November	Final SSA establishment/extension ordinance introduced to City Council
December	Once SSA ordinance is approved by City Council, it is filed with Cook County Clerk before deadline on the last Tuesday in December.
1/1/2027	Service Provider may begin services if up-front funding has been arranged
January	SSA Commission meets to discuss and approve bylaws
March	SSA taxes collected and distributed to service providers of <b>existing</b> SSAs
August	SSA taxes collected and distributed to service providers of <b>new</b> SSAs