

**PROCEDURAL GUIDELINES
CITY OF LAPORTE ECONOMIC REVITALIZATION AREA
APPLICATION FOR CONSIDERATION OF A
STATEMENT OF BENEFITS FORM**

These procedures apply to property redevelopment/rehabilitation and/or purchase of new manufacturing equipment after July 1, 1987, for which the applicant desires a deduction.

1. State of Indiana law requires that a Statement of Benefits form must be filed prior to the purchase of new manufacturing equipment and/or the rehabilitation/redevelopment of property for which the applicant wishes to claim a deduction. The City of LaPorte is not responsible for the effect on a deduction should the applicant not comply with this law.
2. Completed forms are to include the following:
 - A. Completely filled out City of LaPorte application for consideration for a Statement of Benefits.
 - B. Completely filled out Statement of Benefits form including the following:
 - (1) An itemized list of the activities related to the redevelopment/rehabilitation of properties and costs associated with each activity, and/or*
 - (2) A listing of the proposed manufacturing equipment to be purchased, the cost associated with each piece of equipment and whether or not the equipment is new or used, and *
3. Completed forms are to be returned to the City Planner's Office, 801 Michigan Avenue, LaPorte, Indiana 46350, two weeks prior to the first and third Mondays of each month.

Each submittal must be accompanied by the appropriate filing fee made payable to the City of LaPorte:

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| a. Manufacturing and/or real estate improvements: | \$260.00 fee |
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* A three (3) column format is suggested: description, cost, new or used.

A \$25.00 fee, in addition to the filing fee stated, shall be required of applicants who do not file two (2) weeks prior to the City Council meeting at which the applicant desires the application for deduction to be presented.

4. In addition to the items listed in Number 2, the front side of the State of Benefits form must be completely filled out and executed with an original signature. The information required in Number 2 is not supplied and/or the Statement of Benefits form or application is not COMPLETELY filled out, the application will be returned to the contact person designated in the application with no action for corrections. *
5. The City Planner reviews the Statement of Benefits form, prepares a report to the Common Council with a recommendation, and completes the Statement of Benefits form.
6. At the appropriate Council meeting following the submission of the Statement of Benefits form and accompanying materials, the applicant makes a presentation requesting the deduction(s) to the LaPorte Common Council. At this time the Council may ask questions regarding the request. In addition, the City Planner makes a report and recommendation to the Common Council regarding the request. The LaPorte Common Council approves, denies, tables, or modifies the Planner's recommendation. If the Common Council approves the Planner's recommendation, the Mayor and Clerk-Treasurer execute the Statement of Benefits form.
7. Approximately two (2) weeks after the Common Council approves the applicant's request for a deduction, the City Planner forwards the completed documents to the applicant.
8. The applicant is responsible for the filing of the Statement of Benefits form and the required deduction forms with the LaPorte County Auditor by the statutory dates.
9. Applicants whose request(s) are approved are responsible for complying the Section 7 of the LaPorte Common Council Resolution 90-2, inserted here for your convenience:

* Assessed valued information can be obtained form the Center Township Assessor: Mike Schultz, LaPorte County Complex, 809 State Street, LaPorte, Indiana, 46350, (219) 362-6808x390.

SECTION 7

The following conditions apply to approved Statement of Benefits:

- (a) Documentation of effort to use LaPorte contractors in the project shall be provided. Generally, documentation of invitation(s) to bid to three (3) LaPorte County contractors (if the appropriate service/equipment is available in LaPorte) shall be provided to the City Planner prior to entering into contract(s) for said service/equipment.

- (b) Project bid specifications and contract(s) for real and or personal property improvements shall state that the pay for each class of work on the project be a scale of wages which shall in no case be less than the prevailing wage scale for such class of work in LaPorte County, Indiana. Certification of the prevailing wage of the contractor must be provided to the City Planner prior to the submission of the statement of benefit or such certification shall be part of bid document and contractors provided to the City Planner.
 - (1) Prevailing wage does not apply to employees of the applicant if such employees are used to assist or perform such construction, installation, or remodeling. Except individuals specially hired by the applicant for such labor shall then be paid the prevailing wage. In either case the applicant is responsible fore certification of such wage or use of employees to the satisfaction of the City Planner.
 - (2) The prevailing wage for each class of work to be performed shall be determined under the guidelines of the Indiana State Division of Labor. The applicant should provide the City Planner with specifications for each class of work for transmittal to the State Division of Labor for determination of the prevailing wage prior to bidding.
- (c) Semi-annual and annual performance reports are to be submitted to the City Planner for the term of the deduction indicating the estimates on the Statement of Benefits are met or exceeded. These report(s) shall include information on the number of employees, employee jobs created, project investment to date, and other information, as required.
- (d) Impose reasonable conditions related to the purpose of this resolution for allowing the deduction for the redevelopment or rehabilitation of the property or the installation of the new manufacturing equipment.

If the above conditions or any other requirements of the Statement of Benefits are not met, the deduction shall be removed. The applicant shall be notified via letter of such action. The letter will state the date, time, and place of a public hearing before the LaPorte Common Council to discuss the removal of the deduction. After public hearing the Council may remove the deduction; may remove the deduction and require payment of taxes abated or any other action the Council deems appropriate.

- 10. Contact the City Planner for additional information, questions, and/or copies of these procedures and Statement of Benefits forms and applications for consideration at 801 Michigan Avenue, LaPorte, Indiana, 46350, (219) 362-8260.