



Illinois State Board of Education

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Darren Reisberg
Chair of the Board

Dr. Carmen I. Ayala
State Superintendent of Education

February 18, 2020

Re: Property Tax Relief Grant Finalization Process Questions and Answers

Attention Districts Eligible for PTRG:

Since announcing the eligible districts for the fiscal year 2020 Property Tax Relief Grant (PTRG), we have received several phone calls with questions regarding next steps. Below we list the common questions we have received as it is likely others have the same questions.

Q: My district applied for PTRG and has been notified that we are eligible. Do we have to proceed with the abatement process or can we cancel and forfeit the grant?

A: You are not required to proceed with the abatement process if you no longer wish to receive the grant. However, please keep in mind that eligible districts that forfeit the grant have made funds unavailable to other districts that would have been eligible had you not applied. Any forfeited funds will be re-distributed in the Evidence-Based Funding tiers by the end of the fiscal year. Please notify ISBE as soon as possible should you decide to not proceed with the abatement process.

Q: Does ISBE have a template my district can use for the resolution that our board must pass and provide to our county clerk to proceed with the abatement?

A: No, every county has different requirements, so ISBE does not provide a template. Please consult with your county clerk and legal counsel to ensure you are meeting the requirements to proceed with the required tax abatement.

Q: What do I need to provide my county clerk to proceed with the required tax abatement?

A: Your district must provide your county clerk(s) with a copy of the signed board resolution by **March 30, 2020**. You must also provide the ISBE [Certificate of Abatement Form](#) found on our website. Your county clerk(s) must complete the form, sign it, seal it, and provide it to ISBE by **April 15, 2020**.

Q: My county clerk says the Certificate of Abatement Form is not required. Is that true?

A: Counties have different requirements, but the Certificate of Abatement Form is required by ISBE and must be completed and returned to ISBE by **April 15, 2020**.

Q: What do I need to provide to ISBE as proof of abatement and when do I need to do this?

A: You are required to provide ISBE with a copy of the signed board resolution listing the tax abatement and the original Certificate of Abatement Form completed by your county clerk(s). **This is due no later than April 15, 2020.** Note: You do not need to wait until that date to provide the documents. Get a head start and provide it to ISBE sooner, if you can.

Q: My district spans multiple counties. How should we proceed with the abatement?

A: We recommend speaking with your county clerks to get their advice on how to proceed.

Q: Since this is a two-year abatement, do I need to follow this process again next year?

A: We recommend speaking with your county clerk(s) to verify whether they require a resolution each year or will accept a resolution that includes two years of abatement. However, please note that the Certificate of Abatement Form will be required each year as confirmation once the taxes have been abated. This means you will need to submit this form this year and next year. ISBE will not accept a Certificate of Abatement Form completed for two years. If the Certificate of Abatement Form is not provided for Year 2, your district will be considered out of compliance and the PTRG amount will be removed from your district's Base Funding Minimum.

We hope these answers will assist you as you complete the next steps in the PTRG Finalization Process. As a reminder, we are including the flow chart that was previously sent with your eligibility letter as a quick reference.

If you have further questions, please contact [Jason Hall](#) or [Leticia Pickens](#) via email or call (217) 782-0249.

FY 20 Property Tax Relief Grant Finalization Process

