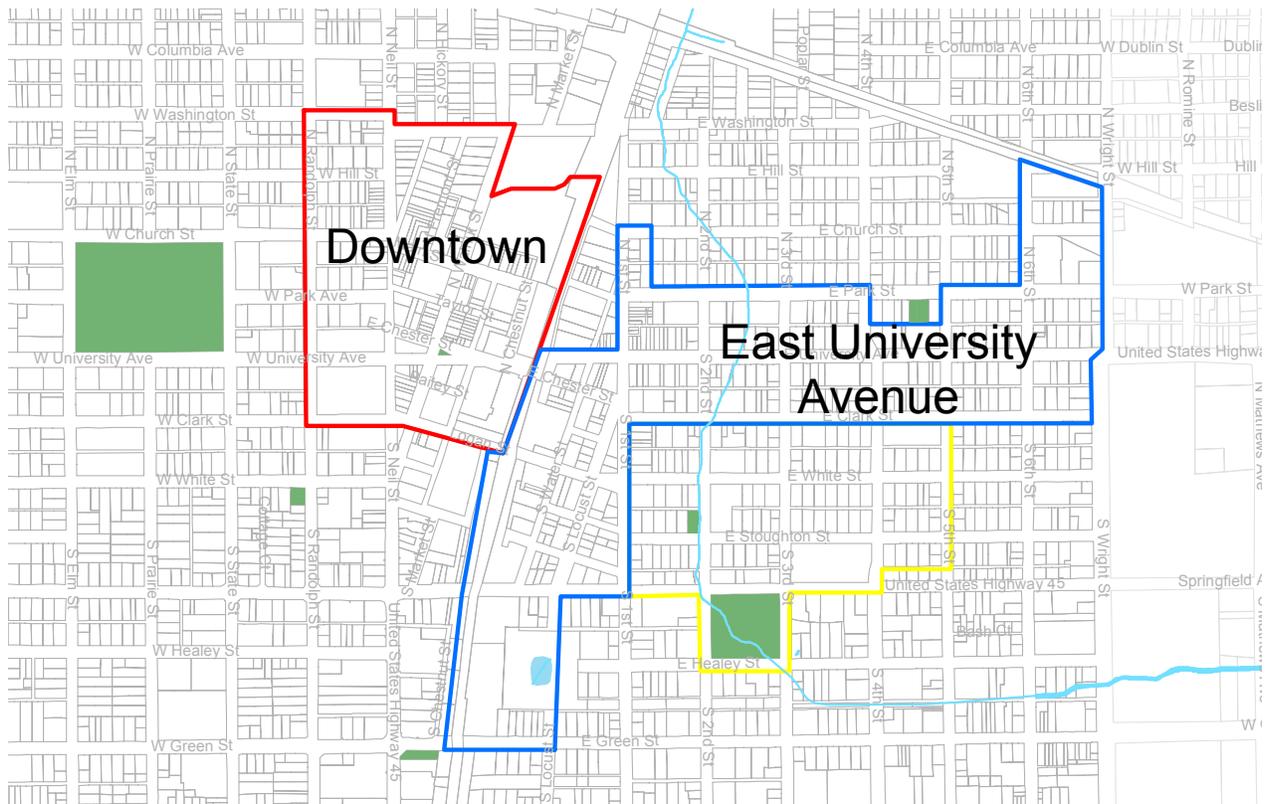




MAJOR Redevelopment Incentive Program Downtown Champaign • East University Ave.





MAJOR REDEVELOPMENT INCENTIVE PROGRAM

What is the Redevelopment Incentive Program (RIP)?

The Major RIP is a grant program that provides financial assistance for permanent building and site improvements on parcels located within the Downtown and East University Avenue TIF Districts. All work must be permanently fixed to the real estate. Examples of permanent improvements include: life safety and accessibility code requirements; repair/replacement of roof, floors, structural or partitioned walls or windows; repair/replacement of electrical, plumbing, heating or cooling system; and installation of an elevator, sprinkler, and fire or smoke alarm system. Professional fees are eligible. Tenant finish work (improvements specifically related to the use of the building) is not eligible.

The Downtown and East University Avenue Tax Increment Financing District revenues fund this program.

How does the Redevelopment Incentive Program Work?

All Major RIP projects must meet the minimum requirements (see Section 1). Major RIP assistance is contingent on a series of project review criteria. The more project review criteria the project meets, the higher the level of assistance. The City grant is between 5-20% of all permanent improvements and the combined total of all City incentive money (Major, Minor, Residential, and New Construction Redevelopment Incentive Programs) cannot exceed \$100,000 per building over a five-year period.

Grants and grant amendments above \$15,000 must be approved by the City Council. The City Manager is authorized to approve grants and grant amendments up to \$15,000. The City Manager is authorized to approve up to a 6-month extension of a project deadline for all grants without additional council approval.

If fewer than two criteria are met by a project, the Minor RIP may be more beneficial. It provides grants of up to \$10,000 for façade and site improvements that are clearly visible from the public street and preserve or enhance the architectural and historical character of the property; and interior alterations to make a building compliant with accessibility code guidelines.

Please contact the City of Champaign Planning Department at (217) 403-8800 for more information on the Redevelopment Incentive Programs.

What is the process for receiving a grant?

1. Meet with Planning Department staff to decide whether a Major RIP is more applicable to your project.
2. Submit your completed application with all required attachments (see section 4) at least one week in advance of the next scheduled TIF Administrative Team (TAT) meeting. These meetings are scheduled for the first and third Tuesdays of each month. This provides Staff with the time necessary to review the application.
3. TAT, an interdepartmental team of City Staff, will review your project and determine the number of criteria the project meets. You are welcome to attend if you wish. If the team requires additional information, the staff member responsible for your application will contact you to request the information. **This information must be provided within 3 months of the initial application date or your application will be considered null and void.**
4. TAT will calculate your grant amount based on criteria points and budget availability. Once TAT has sufficient information the team will contact you to schedule a tour of the project site and building. Planning and Building Safety staff will tour the building with the applicant. This tour will be for the purpose of verifying the redevelopment plans and photographing the building.
5. Once all project information has been submitted, the project tour has been completed, and TAT has tentatively approved the grant amount, your staff representative will contact you and **you may begin the project**. This does not guarantee a favorable vote before City Council but allows the project to proceed during the review phase.
6. Grants more than \$15,000 need City Council approval. Your staff representative will write a report outlining the proposed project and recommending approval of your project grant. The name of the bank and escrow agent along with a signed agreement, must accompany this report. This report will need to be completed and all documents received two weeks before the scheduled City Council meeting (held the first and third Tuesdays of each month).
7. City Council will review the staff report and vote on the RIP grant. You are welcome to attend. Following the meeting, your staff representative will inform you on the final City Council vote and notify you of the date your escrow agent will receive the grant check. If you choose not to establish an escrow account, you will receive the grant check upon completion of the project.
8. Funds may be withdrawn from the escrow account following the submission of an Architectural certification stating that the work has been completed according to submitted plans. This document should be submitted to the Planning Director or their agent. The representative from the Planning Department will notify the bank

and authorize the release of the funds.

9. Upon project completion, please submit actual project cost information and other documentation as provided for in the agreement. If all grant funds were not needed arrangements to return any unused grant funds should be made. A final building tour will be scheduled in order to discuss the project and photograph the improvements.

Major Redevelopment Incentive Program Application

Applications must be reviewed and approved **before** the project begins. Work completed prior to Staff review is ineligible. If there is a significant change in the scope of the project after the application has been approved; the applicant must re-apply with the scope of the new project. All changes in scope will be reevaluated by TAT. The City is under no obligation to approve the new project scope and a refund of money may be required.

Section 1 Minimum Requirements

- This is the first Major RIP application for the property this Fiscal Year (July 1 – June 30).
- The property has received less than \$100,000 in total Redevelopment Incentives over the last 5 years.
- If the property contains a historic structure, the original character will be maintained.
- The project is consistent with the Comprehensive Plan and other existing area plans, like the Downtown Plan and East Side Plan. Call the Planning Department (217-403-8800) for this information.
- The principal use of the property shall not be an adult-only sexually oriented business for a minimum period of ten years from the date of completion of the project. 'Principal use' shall have the same meaning as in the Zoning Ordinance of 1996, or any amendment thereto.
- The property will meet all applicable building, life safety, zoning and maintenance codes upon project completion.
- Any debts owed to the City by the applicant or building owner are paid up-to-date.
- The property owner agrees not to protest the Assessor's determination of property value for the properties for which the grant is requested.
- If the applicant does not own the property, the applicant has the permission of the property owner to make the requested renovations.
- The project has adequate bank or other financing.
- This project meets all design guidelines set forth by the Redevelopment Incentive Program. (See Design Guidelines Attachment)

Section 2 Project Information

APPLICANT INFORMATION:

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Fax: _____

E-mail: _____

GRANTEE INFORMATION:

Grantee Name: _____

Grantee Social Security Number OR : _____

Federal Employer Identification Number (FEIN) _____

PROPERTY OWNER INFORMATION: (if different than Applicant)

Same as grantee? Yes No

Name(s) of property owner(s): _____

(All beneficial owners of a Land Trust, members of a Limited Liability Company and partners in a partnership must be listed.)

Owner(s) phone: _____

BUILDING INFORMATION:

Business Name: _____

Individual Corporation Partnership Other _____

How is the title held to the property?

Individual Corporation Land Trust

Partnership Limited Liability Company Other _____

Building Name: _____

Building Address: _____

	TOTAL	ADDRESSED BY PROJECT
Parcel square footage:	_____	_____
Building square footage:	_____	_____
Number of floors in building:	_____	_____

Current Use: _____

General Project Description: _____

PROJECT FINANCING INFORMATION:

Bank Private Other _____

Bank Name & Contact: _____

Contact Phone Number: _____

Escrow Institution & Agent: _____

Agent Phone Number: _____

Section 3 Funding Criteria

For each criterion below, check the box if you believe it applies to your project, and attach the required documentation (see Section 4) to the application. **The applicant must provide documentation supporting which criteria the project may meet.**

Redevelopment Incentive Program Criteria Points	
<input type="checkbox"/> 1 point	Infill Development Does the project include reconstruction or a building expansion on vacant or underutilized land? (Parking not included.)
<input type="checkbox"/> 1 point	Building Reuse <i>(Cannot be used with Infill Development Criterion)</i> Does the project result in the reuse of vacant or underutilized floor space and/or a new business to the area?
<input type="checkbox"/> 1 point	Historic Preservation Does the property have historic value to the Champaign community? If so please attach a statement explaining the significance.
<input type="checkbox"/> 1 point	Exterior Improvements Does the project include substantial improvements to the public portion of the existing building exterior and substantial aesthetic improvements to the parcel, beyond those required by the Zoning Code?
<input type="checkbox"/> 1 point	Code Improvements Are at least 25% of the eligible costs attributable to building and life safety code improvements?
<input type="checkbox"/> 2 points	Residential Units Are new or improved residential units part of the project? (Single family and duplex not included)
<input type="checkbox"/> 1 point	Comprehensiveness of Project Does the project substantially improve 75% or more of the existing building square footage?
<input type="checkbox"/> 1 point	Historic Listing Is the subject property listed on the City of Champaign Local Landmark Registry or the National Register of Historic Places?
TOTAL CRITERIA MET _____ OUT OF 9	

Number of Criteria Meet by Project	Grant % (of permanent improvements)
2	5 %
3	10 %
5	15 %
7	20 %

Section 4 RIP Application Attachments

Applications must include the appropriate attachments based on the criteria that the project meets to receive full consideration for a Redevelopment Incentive Program grant:

ALL PROJECTS

- A Letter from the owner granting the applicant permission to complete the proposed improvements (only needed if the applicant does not own the property)
- A letter of commitment or other evidence of adequate financing

Infill Development

- Floor plans, elevation drawing and any other plans needed to show improvements (8 ½ X 11)

Building Reuse

- Description of previous and proposed use, including dates
- Documentation which describes unique attributes of the property such as property record cards or historic property inventory cards from the Urbana Free Library Archives. (Only for Historic Preservation criteria)

Exterior Improvements

- Photographs of existing façade
- Elevation drawing of proposed façade

Code Improvements

- Project Cost Worksheet (See attached sample in Section 5))

Residential Units

- Floor plans showing number of new/improved units

Comprehensiveness of Project

- Project floor plans

Section 5 Sample Project Worksheet

Prepared by: _____ Contractor Name: _____

Date: _____ Contractor Phone Number: _____

Description of Work	Code	Exterior	Residential	Other Permanent	Tenant Finish	Professional Fees**	Total
TOTAL	\$	\$	\$	\$	\$	\$	\$
TOTAL ELIGIBLE	\$	\$	\$	\$	NOT ELIGIBLE	\$	\$

**** If the applicant is performing the labor, professional estimates for the work must be sought and submitted. Applicant's labor fees that exceed these professional estimates are ineligible expenses.**

Date Received/Reviewed _____	Staff Signature _____
TAT Approval _____	Amount \$ _____

Please submit application to: **City of Champaign Planning Department**
102 North Neil Street
Champaign, IL. 61820

Terms found in the RIP Application

Area Plan - The Downtown Plan, adopted by City Council in 1992; the North First Street Plan, adopted in 1996, or the East Side Plan, adopted in March 1996.

Building - Any structure that is occupied or intended for occupancy and which is completely separated by firewalls.

Code Improvements - Permanent improvements that mitigate building, life safety, fire, nuisance, or zoning code deficiencies.

Comprehensive Plan - This is a document adopted by City Council which outlines a vision for the community's future. Citywide goals, objectives, and policies are provided in addition to a Future Land Use Map. The Comprehensive Plan is available in the Planning Department, the Champaign Public Library or on the web at www.ci.champaign.il.us

Eligible Improvements – Those improvements which are permanently affixed to the building and/or site and which is not specific to the use and does not restrict the future use of the building. Some examples are: life safety and Americans with Disabilities Act accessibility code requirements, repair/replacement of roof, floors, structural walls or windows; repair/replacement of electrical, plumbing, heating or cooling system; installation of an elevator, sprinkler, fire or smoke alarm system; interior paint, exterior tuckpointing, and parking lot paving or landscaping.

Facade - The exterior building face which is visible from the street. Generally means such building face(s) having frontage on a public street.

Permanent Improvements - Those improvements, which are permanently affixed to the building and/or site and which, do not restrict the future use of the building.

Project - The building, site, or portions thereof addressed by improvements listed in Exhibit A.

Property - Building(s) and/or parcel(s) of land having a single use or ownership.

Substantial - Generally agreed-upon by staff review team as notable, meaningful, easily apparent to the eye.

Tax Increment Financing (TIF) District - An economic development tool allowed by State legislation and administered by the City. The increment, or difference, between the amount of sale and/or property tax revenue generated before the district establishment and the amount of sales and/or property tax revenue generated after the districts establishment, is used to fund improvements within the TIF districts. This allows local governments to invest substantially in deteriorating areas without using general fund revenues. TIF districts have a life of 23 years with the option of a 12 year extension. After the 23rd year, the property value is generally much higher. For more information, call the Planning Department at 351-4486.

Tenant Finish - Those improvements, which are related to the use of the building.

Underutilized - Unoccupied or used only for storage for one year or more.

Vacant - Unoccupied for one year or more.

