



New Construction Assistance Program

What is the New Construction Assistance Program?

The New Construction Assistance Program is a grant program that provides financial assistance for the construction of new buildings on vacant or underutilized land within the Downtown and East University Avenue Tax Increment Finance District.

The Downtown Tax Increment Financing District revenues fund this program.

How does the New Construction Assistance Program work?

This grant is a matching grant of 20% of eligible cost to a maximum of \$100,000 toward new construction design cost. This program may be used one time during the life of the structure. All new construction projects must meet the minimum requirements listed in Section 1 of this application.

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 and approve up to a 6-month extension in a project deadline for all grants without additional Council approval.

Please contact the City of Champaign Planning Department, (217) 403-8800 for more information on the New Construction Assistance Program.

New Construction Assistance Program Application

Applications must be reviewed and approved **before** the design work is started. 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. Payout of the grant will occur once the project is complete.

What is the process for receiving a grant?

1. Meet with Planning Department staff to decide whether the New Construction Assistance Program is applicable to your project.

2. Submit your completed application with all required attachments at least one week in advance of the next scheduled TIF Administrative Team (TAT) meeting to provide staff with the time necessary to review the application. These meetings are scheduled for the first and third Tuesdays of each month.
3. Funding is available on a first come basis. If no funding remains, each applicant must resubmit their application on or after June 1st of the following year.
4. TAT, an interdepartmental team of City staff, will review your project and determine the amount of funding eligible for your project. 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.**
5. If no additional information is needed, the team will estimate the project grant amount and contact you to schedule a tour of the project site.
6. Once all project information has been submitted, the project location tour has been completed, and TAT has tentatively approved the grant amount, your Staff representative will contact you and **you may begin the project.**
7. Grants more than \$15,000 need to be approved by City Council. Reports to Council are due two weeks before the scheduled City Council meeting (held the first and third Tuesdays of each month).
8. City Council will review the Report to Council and vote on the Agreement. You are welcome to attend. Following the meeting, your staff representative will inform you on the final City Council vote. The grant check will be distributed upon verification that the expenses incurred by the developer have been paid. Copies of all receipts will be needed to verify this payment.

Section 1 Minimum Requirements

- ☐ This is the first New Construction Assistance Program application for the property.
- ☐ The project is consistent with the Comprehensive Plan and other existing area plans, such as the Downtown Plan. Call the Planning Department at (217-403-8800) for this information.
- ☐ The project 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 property to which the grant is applied.
- ☐ If the applicant does not own the property, the applicant has the permission of the property owner.
- ☐ The project has adequate bank or other financing. A letter from the financial institution should be included with this application.
- ☐ This project meets all design guidelines.

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: _____

Property Address: _____

☐ Individual
 ☐ Corporation
 ☐ Land Trust
☐ Partnership
 ☐ Limited Liability Company
 ☐ Other _____

	TOTAL	ADDRESSED BY PROJECT
Parcel square footage:	_____	_____
Current Use: _____		

[illegible]☐ Bank ☐ Private ☐ Other _____

Address: _____

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Section 3 Cost Breakdown

Eligible Service	Description	Cost
	Total	

Section 4 Required Attachments

- ☐ A letter of commitment or other evidence of adequate financing for the proposed building.
- ☐ Photographs of the site

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 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 - Such permanent improvements that mitigate building, life safety, fire, nuisance, or zoning code deficiencies.

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.

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 or at the Champaign Public Library.

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. After the 23rd year, the property value is generally much higher. For more information, call the Planning Department at 351-4486.

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

Vacant - Unoccupied for one year or more.