



SOUTH VILLAGE TAX INCREMENT FINANCING DISTRICT (TIF)
COMMERCIAL REHABILITATION PROGRAM
GUIDELINES & APPLICATION

Program Overview:

The South Village Tax Increment Financing District (TIF) Commercial Rehabilitation Program is a grant program which provides up to \$20,000 of assistance to property owners and/or tenants of commercial properties as a 50/50 match for permanent building and site improvements on parcels within the boundary of the South Village TIF. The purpose of the Program is to attract and retain businesses, improve the outward appearance of commercial properties, and increase the assessed valuation of properties within the South Village TIF.

Level of Assistance:

The **South Village TIF Commercial Rehabilitation Program** will provide up to \$20,000 in assistance to commercial properties for exterior and interior improvements. The program is a 50/50 matching grant program. The minimum project is \$2,000, with a minimum matching grant of \$1,000.

Eligibility:

To be considered for the South Village TIF Commercial Rehabilitation Program:

1. Property must be located within the boundary of the South Village TIF (a map is included at the end of this application).
2. Property may not have any outstanding code violations.
3. Payment of all property taxes and/or assessments, general and special, must be current.
4. Property must be zoned for and operate as commercial, mixed-use or industrial¹.
5. Building must have a current or proposed use. If vacant, applicant must submit a pending lease or option agreement for occupancy.
6. Improvements must comply with all City of Peoria zoning and building code requirements and must in all instances be initiated and done only pursuant to any and all applicable permitting as required by the City of Peoria's ordinances. Renovations requiring a site plan and/or building permit must visit One Stop Shop.
7. Applicant(s) must either own the property, or be a tenant of commercial, mixed-use or industrial buildings, if the property owner's consent is in writing (Form B1- B4).
8. Applicant must obtain and submit at least two bids for the project scope of work. The City seeks to maximize resources by paying for the lowest quote, but will take into consideration factors such as minority-owned contractors or contractors based in the South Village.
9. Rehabilitation projects can focus on interior and/or exterior improvements.
10. Applicant will be reimbursed by the City as a 50/50 match on the project up to \$20,000. The City will reimburse applicants upon project completion and submission of a paid invoice.
11. If the tenant or owner performs the work, no less than one written cost estimate from another licensed contractor must be submitted and attached to final application, regardless of improvement costs. In these cases, the City will only consider the cost of materials as reimbursable. Restrictions presently or subsequently determined by ED Staff, and/or City Council in its sole and exclusive discretion may apply depending on the scope of work proposed;
12. Neither the owner of record, the tenants nor any of either's principals may be in default of any obligations to the City of Peoria, including but not limited to, fines, ordinance violations, debts or otherwise;

¹ The City of Peoria Department Development Center (309) 494-8600 is an available resource to confirm a property's current legal use.

13. Tax-exempt properties are eligible for assistance but the City is unable to fund religious institutions for worship activities. The City has capped the total assistance to tax-exempt properties at \$50,000.
14. All funding requests that exceed \$15,000 will need the approval of City Council.
15. All properties must have current commercial insurance for the proposed property.
16. The property owner can re-apply annually, but the maximum grant for a five year period may not exceed \$60,000.

All improvements must be permanently affixed to the building. Please note that improvements related to the exterior, specifically the façade, may be transferred to the City of Peoria’s Façade Improvement Program provided funds are remaining in the program. All other eligible improvements requested will be considered under the South Village TIF Commercial Rehabilitation Program.

Eligible improvements

- Facia/Gutters/Downspouts
- Masonry (i.e. tuck pointing)
- Shutters/Awnings/Canopies: Repair, replace or addition of exterior shutters, awnings or canopies;
- Signs: New, repair, replacement or removal of exterior signage;
- Repair, replacement or installation of exterior stairs, porches, railings and exit facilities;
- Walls: Repair or rebuilding of exterior walls, including cleanings (wall and/or brick), sealing, painting, etc.;
- Walkways: Restoration or replacement of deteriorated or hazardous sidewalks, pavers, plazas or other permanent improvements designed primarily for pedestrian use;
- Lighting: Repair, Replacement or installation of exterior building and sign lighting;
- Aluminum or Vinyl Siding: Installation, repair and/or replacement of aluminum or vinyl siding.
- System installations and upgrades, included but not limited to:
 - HVAC
 - Electrical
 - Plumbing
 - Roof
 - Sprinkler
 - Windows
- Interior floor, ceiling replacement or repair
- Interior and exterior doors
- Interior and exterior painting
- Additions or upgrades of permanent fixtures (i.e., cabinets, bathroom, kitchen)

<i>The following list contains items NOT eligible for grant assistance through the South Village TIF Commercial Rehabilitation Program under any circumstances whatsoever:</i>

- Building permits fees and related costs;
- Title reports and legal fees;
- Extermination of insects, rodents, vermin and other pests;
- Acquisition of land or buildings;
- Refinancing of existing debt;
- Building security systems- interior and exterior;
- Elevator installation;
- Working capital for businesses;
- Capital purchases or repairs not permanently affixed to the property (i.e. equipment, machines, window air conditioners)

Timeline:

- ❖ Applications will be accepted from September 1st and will remain open as long as funding is available.
- ❖ Applications will be reviewed and approved on a first come, first serve basis.

Resolution of Environmental Issues Prior to Program Assistance

The following items must be resolved prior to commercial rehabilitation assistance being made available.

- All garbage, debris, old appliances, and dilapidated furniture must be removed from the exterior.
- Garbage and debris within the structure must be removed.
- Motor vehicle parts (including batteries and tires) must be removed.

Project Award

Following the review and approval of the Final Application by the City of Peoria, the applicant will receive and sign a Letter of Commitment stating the reimbursement grant amount, terms of the improvements, conditions for construction and any other provisions related to the project. The Letter of Commitment must be signed by the applicant and executed within 15 calendar days of the notification of the award. The applicant can then obtain the necessary building permits and any other applicable review processes. Economic Development Staff reserve the right to request a copy of the building permit from the applicant at any time during project construction.

*Applicants should NOT start improvements before he/she receives notification of approval by the City of Peoria, the Letter of Commitment is signed and building permits are issued! Any work performed, materials purchased or contracts entered into prior to approval and a completed Letter of Commitment will **NOT** be eligible for grant assistance.*

Commercial rehab assistance is limited to one time per fiscal year² for each property. Applications cannot be submitted for properties which received commercial rehabilitation assistance under this program within the prior year. Grants are limited to funding allocations for any given fiscal year. The City of Peoria reserves the right to cancel the Program at any time, prior to grant approval and without notice, if sufficient funds are determined unavailable by the City of Peoria in its sole and exclusive discretion.

Construction

After the Letter of Commitment has been executed, applicant may award the construction contract and secure all necessary construction permits, if applicable. Applicant must notify ED Staff of the construction start date and apply for a building permit (if required) within 30 calendar days of executing the Letter of Commitment. Construction must be completed within 180 calendar days (or as otherwise determined) upon notification to ED Staff of construction commencement.

The City of Peoria will not be responsible in any manner whatsoever for the selection of a contractor. An applicant shall be responsible for determining contractor qualifications, quality of work and professional reputation. The applicant will bear full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage. No employee of the City of Peoria may refer, recommend, nor recommend or in any other way be involved in the selection of any contractor by owner and/or tenant.

² Fiscal year is defined as January 1st to December 31st.

Modifications to the approved final plans or changes to the construction documents which produce visible differences in the previously approved Final Application will require review and approval by ED Staff and possibly the City Council. Failure to receive such approval shall invalidate the project and its related applications and documents. The project will be deemed terminated and the applicant will NOT be eligible for grant assistance.

On construction completion, including but not limited to clean-up, the applicant shall schedule a final walk-through with ED and Inspections Staff to determine compliance with the Final Application and Letter of Commitment. Discrepancies between the approved project plans and actual construction will be noted, and a time frame for their correction will be established as necessary. All improvements must be in compliance with applicable City of Peoria building codes as determined by the City's Inspection Department and done in a professional manner.

Release of Funds

Grant funding will be provided upon a **post-completion** basis only. Applicant will certify, and the Inspection Department and ED Staff will make the final determination, as to whether the project has been completed according to the Final Application and its approved plans. Applicant must provide verification, satisfactory to the City of Peoria's Legal Department, of all project costs, including paid contractor invoices, contractors' affidavits and final mechanics' lien waivers from any and all contractors, subcontractors and/or suppliers, before grant funds can be disbursed. Applicant will be responsible for any costs equivalent to applicant's share of the costs or those beyond the approved Letter of Commitment amount and must show proof of payment at or before payment by the City.

Grant funds will be disbursed by a check payable to the applicant upon certification of completion and ED Staff verification that the work was completed as outlined in the Final Application and its approved plan. Funds will not be disbursed on projects which are not in accordance with the Final Application, its approved plan and original documentation of all expenses submitted and approved by ED Staff and/or the City Council.

Displacement of Tenants

No financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the applicant agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended.

Disclaimer

The City of Peoria takes no responsibility as to the tax consequences of funds disbursed or forgiven pursuant to this Program. It is the sole responsibility of the applicant to determine consequences for receipt and/or subsequent forgiveness of these funds pursuant to the Internal Revenue Code or Illinois Revenue Code as currently in force or as periodically amended.

This Program is a reimbursement grant; applicant must pay any and all architect, contractors, suppliers, etc. before it/he/she receives grant assistance from the City.

The City of Peoria expressly reserve the right to reject any or all applicants or to request more information from any and/or all applicants in its sole and exclusive discretion.

All applications must include the following documents:

1. Copy of recorded deed as proof of property ownership.
2. Insurance declaration page as proof of property insurance.
3. Paid receipts or escrow statement as proof of paid property taxes.
4. Two bids for proposed work. Note: the scope of work may require bids from multiple contractors based on the specific work performed

Return application & all copies of documents to: City of Peoria, Economic Development Office/City Manager, 419 Fulton, Suite 207, Peoria, IL 61602. Any questions – call Leslie L. McKnight, PhD at (309) 494-8651.

All incomplete/ineligible applications will not be processed until complete.

Final Application items include:

- Completed application form;
- Owner/tenant approval Form(s) as applicable (Form B1-B4)
- Full and correct legal description and/or survey of property containing such description of property, together with complete address(es) and PIN(s);
- Proof of property ownership (e.g. deed, title search, etc.) or written owner’s consent and appropriate proof of that owner’s ownership, if applicable;
- Proof of property/liability insurance;
- Site plan with elevations showing proposed improvements drawn to scale (if applicable);
 - If proposed improvements, however, are to replace or maintain³ existing conditions, material descriptions and photographs are acceptable.
- Construction plan with materials, schedule and dimensions;
- Two attached contractor bids for work performed. Projects may require multiple bids for specific work performed;
- Final written cost estimates and name of the licensed contractor(s) chosen to perform the work;
- Copy of written contract(s) with contractor(s) if applicable;
- Signage plan, if applicable.



**CITY OF PEORIA
SOUTH VILLAGE TIF COMMERCIAL REHABILITATION PROGRAM APPLICATION**

Name of Applicant: _____

Check all that applies:

Are you the Owner Tenant?

Is the property Occupied Vacant?

If vacant, when is the projected occupancy date? _____

Applicant Phone: _____ **E-mail:** _____ **Fax:** _____

Name of Business: _____

Address of Business: _____

Property Identification Number (P.I.N.): _____

Type of Business: _____

Please describe the scope of work

performed: _____

Please complete the scope of work budget (Attach an itemized scope as needed):

Budget Item	Budget Description	Costs
Total Cost		

The following items should be attached to the Final Application:

1. Completed application form;
2. Full and correct legal description and/or survey of property containing such description of property, together with complete address(es) and PIN(s);
3. Proof of property ownership (e.g. deed, title search, etc.) or written owner's consent and appropriate proof of that owner's ownership, if applicable;
4. Owner/tenant approval Form(s) as applicable (Form B1-B4)
5. Proof of property/liability insurance;
6. Site plan with elevations showing proposed improvements drawn to scale (if applicable);
 - a. If proposed improvements, however, are to replace or maintain⁴ existing conditions, material descriptions and photographs are acceptable.
7. Construction plan with materials, schedule and dimensions;
8. Two attached contractor bids for work performed. Projects may require multiple bids for specific work performed.
9. Final written cost estimates and name of the licensed contractor(s) chosen to perform the work;
10. Copy of written contract(s) with contractor(s) if applicable;
11. Signage plan, if applicable.

The City of Peoria and its Office of Economic Development expressly reserves the right to reject any or all applicants or to request more information from any and/or all applicants in its sole and exclusive discretion. In addition, the City of Peoria reserves the right to cancel the program at any time, prior to grant approval and without notice, if sufficient funds are determined unavailable by the City of Peoria in its sole and exclusive discretion.

By signing this document, the applicant agrees that the project shall comply with all City State and Federal statutes and ordinances including but not limited to the Prevailing Wage Act.

Applicant Signature: _____

Date of Application: _____

For Economic Development Office Use Only:

Date Received: _____

Department Approval: _____ Date: _____

Date Presented to City Council (if applicable): _____ Council Approval: _____

OWNER'S ADDRESS:

DATE: _____

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

(EDO Staff Member)
City of Peoria
Economic Development Office (EDO)
419 Fulton Street, Suite 207
Peoria, Illinois 61602

Dear _____ (EDO Staff Member)

I, _____, am the sole owner of the property located at _____, in the City of Peoria. I plan to participate in the City of Peoria South Village TIF Commercial Rehab Program. Furthermore, I agree to participate in any necessary procedures in order to receive financial assistance by the City of Peoria for the façade improvements to my property.

Sincerely,

Property Owner or Authorized Representative

Authorized Representative Relationship to
Property Owner (If Applicable)

OWNER'S ADDRESS:

DATE: _____

NAME (s)

ADDRESS

CITY STATE ZIP

PHONE

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Property Owner (If Applicable)

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Property Owner (If Applicable)

OWNER'S ADDRESS:

DATE: _____

_____		_____	
NAME	ADDRESS		

CITY	STATE	ZIP	

PHONE			

_____ (EDO Staff Member)

City of Peoria
Economic Development Office (EDO)
419 Fulton Street, Suite 207
Peoria, Illinois 61602

Dear _____ (EDO Staff Member)

,
I, _____, am the sole owner of the property located at
_____, in the City of Peoria. Currently, _____
of _____ leases or rents this property from me.

I am aware that _____ plans to participate in the City of Peoria South Village TIF Commercial Rehab Program. I fully support his/her efforts to improve the appearance of my building. I agree to allow my tenant to complete the improvements to my property and understand that the construction responsibilities and liabilities rest upon us and our business tenant. Furthermore, I agree to participate in any necessary procedures in order to receive financial assistance by the City of Peoria for the improvements to my property.

Sincerely,

Property Owner or Authorized Representative

Authorized Representative Relationship to
Property Owner (If Applicable)

OWNER'S ADDRESS:

DATE: _____

NAME (s)

ADDRESS

CITY STATE ZIP

PHONE

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