

ECONOMIC DEVELOPMENT COMMISSION

AGENDA

Wednesday, February 26, 2020, at 7:00 pm
Village Hall Board Room

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES – None**
- IV. OLD BUSINESS –**
 - a. Staff Status Report – Zoning Ordinance Modernization Project Update.
A copy of the new zoning ordinance can be found at www.clarendonhills.us/zomp.
 - b. Staff Status Report – Downtown Revitalization Project Update [www.clarendonhills.us/dtrev].
 - c. Staff Status Report – Designation of a Downtown TIF District www.clarendonhills.us/dttif.
- V. NEW BUSINESS –**
 - a. Downtown TIF District Incentive Policy – Review other communities policy statements
 - i. City of Elmhurst – Policy Statement
 - ii. City of Urbana – Applications (see attached) and Website (www.urbanainillinois.us/incentives)
 - iii. Other
- VI. DISCUSSION ITEMS – None**
- VII. ADJOURNMENT**



1 N. Prospect Avenue
Clarendon Hills, Illinois 60514
630.286.5410

MEMORANDUM

TO: Chairman and Members of the Economic Development Commission

FROM: Dan Ungerleider, Community Development Director

DATE: February 21, 2020

RE: **Development of the Downtown Tax Increment Financing District Incentive Policy**

Last Monday, February 18, 2020, the Village Board conducted a Public Hearing to provide any interested person or affected taxing district the ability to be heard in respect to any issues regarding the proposed designation of the Redevelopment Project Area, the Eligibility Report, the Housing Impact Study, and the Redevelopment Plan and Project relative to the Clarendon Hills' Downtown Tax Increment Financing District. No objections were offered prior to or during the Public Hearing. The Village's next step in its designation of a Downtown TIF District will be considering adoption of ordinances on March 16, 2020.

Attached are samples of other communities' incentive policies and applications. During the February 26, 2020, EDC meeting, I would like Commission to review the Downtown TIF Report and use these example to begin the development of Clarendon Hills' Downtown TIF Incentive Policy. A copy of the Downtown TIF Report is posted at www.clarendonhills.us/DTTIF. It is my hope that we are able to develop a prioritized list of initial incentive programs and related questions that we can revisit within the next 60 days before making a formal recommendation to the Village Board.

Attached

- City of Elmhurst Incentive Tax Increment Financing District Policy Statement
- City of Urbana Tax Increment Financing Incentive Applications

CITY OF ELMHURST
TAX INCREMENT FINANCING INCENTIVE POLICY

I. INTRODUCTION

The purpose of this document is to provide guidance for the City of Elmhurst's (the "City") use of Tax Increment Financing (TIF) for development activities. These guidelines establish a framework by which TIF incentive requests can be received, reviewed and evaluated in an objective fashion. For this evaluation, the City will use the criteria indicated in this policy.

It is imperative to maintain and encourage a strong and positive business climate in the City, but this must be done in tandem with cautious review of the long-term financial implications, as well as potential community-wide impacts. As a matter of policy, the City of Elmhurst will consider using TIF incentives to assist private developments only in those circumstances in which the proposed private projects show a demonstrated financial gap. This policy identifies the provisions in the proposed economic incentive to be considered by the City.

It is the intention of the City of Elmhurst to review requests for TIF incentives on a case-by-case basis upon the merits of each situation. It is not the intention of the City to use incentives to relocate points of sale from neighboring communities that would be in violation of the TIF Act or to allow such requests to induce a bidding war for City resources. The City Council shall have the option of amending or waiving sections of this policy when determined necessary and/or appropriate. The fundamental purpose of TIF incentives is to encourage desirable development/redevelopment projects that would not otherwise occur "but for" the assistance provided through TIF.

It is the goal of the City to encourage additional economic development, and the City will consider participating to the minimum level required to make the development viable. The provision of financial assistance is at the sole discretion of the City. The City reserves the right to reject or approve projects on a case-by-case basis, taking into account established policies, specific project criteria, and the demand on City services in relation to the potential benefits to be received from the proposed project. Meeting policy guidelines or other criteria does not guarantee the award of assistance. Furthermore, the approval or denial of one project is not intended to set a precedent for approval or denial of another project. The City's decision to participate in any agreement should be viewed as a contribution that will aid growth and add long-term value to the community.

II. TIF ELIGIBLE DEVELOPMENT

The type of development for which the City will consider TIF funding includes, but is not limited to, the following:

1. Business development (Attraction, Retention, or Expansion).

2. Housing development.
3. Development consistent with approved TIF plans.
4. Development compatible with other redeveloped properties in terms of land use and capital improvements.
5. Development consistent with the City's Comprehensive Plan.

III. TIF INCENTIVE CRITERIA

Two of the following criteria must be met in order for incentive requests to be considered:

1. Attracting, retaining or expanding businesses for the purpose of improving the City's economic base.
2. Desirable business that would address an under-served business segment.
3. Presence of extraordinary development/redevelopment costs such as, but not limited to:
 - Remodeling/demolition
 - Environmental remediation
 - Capital purchases
 - Facility expansion
 - Public infrastructure
 - Governmental requirements (i.e. storm water retention, road improvements, etc)
 - Land acquisition
4. Enhancement of the streetscape and pedestrian experience and improvement of the general livability of the area.
5. Improving public infrastructure.
6. Providing a variety of quality housing choices.
7. Quality of development and overall aesthetics that are in excess of the mandated legal requirements and design standards.

IV. GENERAL POLICIES FOR THE USE OF TAX INCREMENT FINANCING ASSISTANCE

1. TIF assistance will not be provided to projects that have the financial feasibility (as determined by the City) to proceed without the benefit of the assistance. Prior to consideration of a TIF assistance request, the City may undertake an independent analysis of the project costs to ensure that the request for assistance is necessary.
2. Individuals requesting TIF assistance must demonstrate, to the satisfaction of the City, equity investment in an amount not less than ten percent (10%) of the project budget. Equity is defined as cash or un-leveraged value in land or prepaid costs attributable to the project.
3. An independent appraiser may be hired by the City to determine fair market value and/or equalized assessed value (EAV) for the project. The developer will be responsible for

- paying all costs associated with the appraisal.
4. TIF assistance generally will not be used for projects that place extraordinary, unmet demands on City infrastructure or services.
 5. The developer shall provide adequate financial guarantees to ensure completion of the project, including, but not limited to, one or more of the following: letters of credit, cash escrow, and personal guarantees.
 6. When the project is intended as a for-sale development (i.e., office, retail or residential condominiums), unless authorized by the City Council, the developer must retain ownership of the overall project until final completion; provided, however, that individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership of the project until completion, stabilization of occupancy, establishment of project management, and initiation of payment of taxes based on the increased assessed value.
 7. Each TIF incentive project must demonstrate the probability of economic success. The developer must be able to demonstrate to the City's satisfaction an ability to construct, operate, and maintain the proposed project based upon past experience, general reputation, and credit history. The developer shall initiate this effort by submitting to the City preliminary sales, rental, and other projections and/or pro forma analyses concerning the subject project. Existing sales or transfer sales from existing Elmhurst businesses must be accounted for in the projections. The developer shall also provide any market and financial feasibility studies, appraisals, and all information provided to private lenders for the project, as well as any other information or data which the City or its financial consultants may require in order to review the need for TIF assistance. This information will serve as the basis for the agreement.
 8. Development projects receiving TIF assistance may be required to provide a full reimbursement of the City's financial assistance and expenses in the event the project is removed from the City's tax rolls during the period of time that the applicable incentive agreement is in existence. Furthermore, unless otherwise agreed upon, the developer and any lessee, licensee or user of the project shall not appeal the equalized assessed value (EAV) of all or any portion of the project below such amount that was established as the EAV at the completion of the project, during the period of time the applicable incentive agreement is in place.

V. TAX INCREMENT FINANCING ASSISTANCE STRUCTURE

1. TIF assistance may be provided by the City on a "pay-as-you-go" note method or via bond proceeds. Requests for up-front financing will be considered on a case-by-case basis, if increment generation is expected to be sufficient to meet initial financing and debt service costs. The developer will be responsible to provide tax bills and any other required information to allow the City to estimate and track the increment produced by the project.
2. The amount of assistance provided to a developer will be limited to the amount necessary to provide the developer a reasonable rate of return on investment in the

project and the subject site. A developer's reasonable return on equity, return on cost or internal rate of return will be based on current market conditions, as determined by the City.

3. Projects receiving assistance may be subject to a "claw-back" provision. The claw-back mandates a developer to provide the City, or its financial advisor, with evidence of its annualized cumulative internal rate of return on the investment (IRR), other revenue, or applicable criteria (i.e. longevity or job creation commitments) at specified periods of time after project completion. In the case of IRR, it shall be calculated with equity, revenues, and expenses in accord with generally accepted accounting principles.
4. When the developer owns the subject property and rents space to tenants, supporting documentation shall be provided to the City, including, but not limited to, certified records of project costs and revenues including lease agreements and sales on a per square foot basis. When included as a part of the City / developer agreement, if the records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally contemplated at the time of development agreement approval, the developer and the City shall split any increase as mutually agreed upon by the developer and the City.
5. When the subject property is a for-sale development and the IRR cannot be calculated, the developer is to provide financial data after the project is completed. This shall include a calculation of profit on total development costs less the TIF assistance. If the records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally contemplated at the time of development agreement approval, the developer and the City shall split any increase as mutually agreed upon by the developer and the City.

VI. NON-PROFIT ORGANIZATIONS/TAX EXEMPT PROPERTY

The City may consider financial assistance for projects of non-profit organizations that own tax-exempt property. If TIF assistance is given, the organization's project will need to meet the pertinent goals of the City's applicable TIF plan and demonstrate a positive financial impact on the TIF District.

VII. APPLICATION PROCESS AND PROCEDURE

1. Application for TIF assistance shall be made on the TIF Financial Assistance application forms provided by the City. Applicants may be required to reimburse the City for extraordinary legal, administrative, planning, and/or consultant costs associated with processing the application.
2. As indicated in the TIF Financial Assistance application, the developer shall submit a preliminary financial commitment from a financial institution; plans and/or drawings for the project; background information on the developer; a pro forma analysis; financial statements, etc.

3. The developer shall submit audited financial statements for the last three (3) years. If the audited statements are comparative, only two (2) years are needed. If audited statements are not available, three (3) years of annual financial statements, tax returns and summary schedules for other projects completed or started within the three (3) year time frame covered by the financial statements must be submitted. The developer must also submit an interim financial statement for the current year. Upon the request of the applicant, the City may permit these documents to be provided directly to the City's financial advisor or legal counsel in order to protect proprietary or confidential information.
4. The developer shall submit a complete listing (name and address) of all investors in the project with 5% or greater ownership interest. The listing shall also identify each individual's ownership interest
5. The developer shall comply with all disclosure requirements of the City, under applicable law.

Footnotes

Public Infrastructure means city owned and maintained water mains, hydrants and other necessary works and appurtenances for providing water service; sanitary sewers or other instrumentalities or appurtenances for providing sanitary sewer service; sidewalks, curbs, gutters, streets, off-street parking lots, culverts, bridges, or viaducts; drains, sewers and appurtenances for providing storm water drainage; traffic signs, signals, lights and lighting; poles, posts, wires, conduits, lamps and other appurtenances providing for street lighting; parks, parkways and recreational paths; recapture agreements for utilities and acquisition of any and all property, easements and rights of way which may be necessary to accommodate such improvements. Such term shall not include improvements serving a specific site, e.g., water and sanitary sewer service lines.



Business Development Grant Program

The Business Development Grant Program provides support to new, expanding, and transitioning businesses in Urbana's Downtown, Cunningham Ave TIF's and the Philo Rd. Business District

How will a Business Development Grant help my business?

The Business Development Grant Program is intended to assist businesses in planning for success and to support those efforts with a modest grant. The Small Business Development Center of Champaign County (SBDC) and Champaign County Chamber of Commerce's Business Advisors' Council (BAC) are two local providers of free business development services, each funded in part by the U.S. Small Business Administration. Whether you are a new business, a growing business, or a business in the midst of a major change, these service providers can assist you in plotting your future course. If you participate fully and complete all the steps, the City of Urbana will award you a Business Development Grant.

What is the maximum grant amount?

Businesses that meet the criteria of a Priority Use may receive a \$2,000 grant. Businesses that meet the criteria of an Eligible Use may receive a \$1,000 grant. *See Incentives Overview Sheet for Use Definitions.*

Maximum Grant	
Priority Use	\$2,000
Eligible Use	\$1,000

What if my business needs specialized consultation?

A business enrolled in this program may choose to work with any professional provider of business development, planning or consulting services to meet the requirements of this program.

Minimum Requirements

- The business must be located within the boundaries of an eligible district. The business must either own the building or have a signed lease for at least one full year of tenancy. Businesses must apply for this grant within 6 months of the start of their lease agreement and provide a copy of the lease/contract to the City.
 - At staff discretion, subleases or contracts for exclusive tenancy may be considered eligible when such agreement is for at least one full year of tenancy and when such agreement is entered into by a business that is both legally distinct from and has proprietors, operators, branding and merchandise that are all different from the primary lease holder, property owner, and any other grant recipients in adjacent or nearby locations.
 - Co-tenants under the same lease or contract are not eligible for multiple development grants.
 - A single business entity operating at adjacent or nearby locations may receive only one grant.
- Ongoing business operations are ineligible for this grant program; only startups, expansions, relocations, retention assistance, and ownership transitions are eligible for this incentive.
- An individual person or business entity may only receive one development grant within a one year period.
- Grants are only approved in writing by the TIF Administrator upon review of a formally submitted, complete application. No verbal commitment to funding will be recognized. Verbal or written feedback on a business's general eligibility or comments on a draft application shall not be construed as approval or disapproval of a grant application.

How do I apply?

- Contact the Economic Development Division to discuss whether this grant is a good fit for your business.
- Fill out the attached application form and submit it to the Economic Development Division. *All grant applications are subject to the availability of funding.*

What is the process for the business consultation?

- Contact SBDC or BAC to set up an appointment. **SBDC: 217-378-8535 | BAC: 217-359-1791**
- Provide SBDC/BAC with a recent profit/loss statement, a copy of a business plan, and, if applicable, a copy of the current lease. If you lack any of this documentation, SBDC/BAC will still work with you.
- Attend an initial consultation session with representatives of SBDC/BAC. SBDC/BAC will review your business information, practices, and needs. SBDC/BAC may also connect you to business development services at SBDC, BAC, the Urbana Business Association, UIUC, and/or Parkland College.
- For new and expanding businesses, if your business demonstrates an advanced level of business and financial planning at the initial consultation, SBDC/BAC may immediately recommend that the City issue the Business Development Grant.

Awarding of the Grant

- SBDC/BAC will notify the City when your business has completed all the steps of business planning and recommend awarding the Grant.
- Complete a short evaluation of Urbana's Business Development program. The results will be kept confidential and used to improve the program.
- The City must receive a current W-9 from the business to award a grant.
- The business must provide a copy of a lease/contract for at least one year or own the property.
- The City must receive proof of payments and receipts for eligible expenses equal to the size of the grant awarded from either the business or property owner.
- The premise must have a valid Certificate of Occupancy.
- The City will issue the grant directly to the business.

Follow Up

Economic Development staff will contact you 6 months after your completion of this program to set up a time to meet with you and hear about the progress you have made.



Application Form – Business Development Grant Program

All applications are subject to the availability of funding.

TIF District

This business is or will be located in TIF District: Central 2 4 Philo Rd

Business Information

Business Name: _____

Business Address _____

Brief Business Description:

Detailed Business Description: I have attached a detailed business description to this application

Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Business Owner Information

Applicant is also an owner of the business? Yes No (choose one)

Individual Corporation Partnership Other _____

(All beneficial owners of a Land Trust, members of a Limited Liability Company or a partnership must be listed)

Owner Name(s): _____

Organization Name(s): _____

Owner Phone Number(s): _____

Owner Email Address(es): _____

Disclosure of Previous Incentives

Has the business owner or any beneficiaries of this project received any financial incentive or tax abatement from the City of Urbana in the last five years? Yes No (choose one; if yes, please attach a description)

Statement of Need

Why are you applying for this incentive? Startup Expanding Relocation Retention Transition (choose one)

Please explain:



Redevelopment Incentive Program

The Redevelopment Incentive Program provides financial incentives in the form of reimbursement for permanent building and site improvements by Urbana businesses or property owners in the Central TIF, TIF 2 and TIF 4.

How much will the Redevelopment Incentive Program reimburse?

The Redevelopment Investment Program will reimburse between 5 and 20 percent of program-eligible costs. The level of incentive provided is contingent on meeting established criteria which is scored on a point basis. The criteria are specific to the TIF district. *All grant applications are subject to the availability of funding.*

What is the maximum reimbursement amount?

Projects that meet the criteria of a Priority Use may not receive an incentive greater than \$25,000. Projects that fall under the criteria of an Eligible Use may not receive more than \$10,000. *See Incentives Overview Sheet for Use Definition.*

Maximum Reimbursement	
Priority Use	\$25,000
Eligible Use	\$10,000

What kinds of improvements are eligible?

All work must be permanently fixed to the real estate. Examples of permanent improvements include: building, 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 that is specifically related to the use of the building and site is not eligible.

Application Approval Guidelines

The Redevelopment Incentive Program is a reimbursement program where grants are awarded only upon successful completion of the project. Applications must be approved by the TIF Administrator before any work begins. Work completed prior to receipt of written grant approval by the TIF Administrator may be ineligible for reimbursement. All applications are subject to the availability of funds. Grants are approved in writing by Economic Development staff upon review of a formally submitted, complete application. No verbal commitment to funding will be recognized. Verbal or written feedback on a business' general eligibility or a response to a request to pre-review a draft application shall not be construed as an approval or disapproval of the application.

Project Timeline and Scope Guidelines

Projects shall be completed within one year of the application approval date to be eligible for reimbursement. The TIF Administrator may authorize a one-time 6 month extension of this project deadline. Projects that have lost funding eligibility by lapsing past the approved deadline may reapply to the Redevelopment Incentive Program. An applicant shall also reapply if there is a significant change in the scope of the project after the application has been approved. The City is under no obligation to approve the new project scope or reimburse project components that were not included in the original proposal. Reapplications will be treated as new applications and will be evaluated based on the updated project scope and estimated costs of work not yet completed. *Reapplications are also subject to the availability of funding.*

Minimum Requirements

- The property is located within the boundaries of a TIF district.
- This is the first RIP application for the property in the current fiscal year (July 1 – June 30)
- The building, property or project has received less than \$100,000 in total incentives from the City of Urbana over the past 5 years, including all Economic Development programs as well as any tax abatements awarded through redevelopment agreements or the Urbana Enterprise Zone.
- The project is consistent with Urbana’s existing plans: this includes the Urbana Comprehensive Plan, corresponding TIF Plans and the Downtown Plan.
- The property will meet all applicable building, life safety, zoning, and maintenance codes upon project completion.
- Any fines, fees or unpaid taxes 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.

What is the process for receiving a grant?

1. Meet with Economic Development staff to determine if the project is in a TIF District, if this incentive is applicable to your project, and if the project constitutes a Priority, Eligible, or Ineligible Use.
2. Submit your completed application to the Economic Development Division with all necessary attachments.
3. Building Safety staff will provide consultation on any building code or life safety concerns. Planning Staff will provide consultation on the historic value of the property.
4. Staff will review your application to determine how many criteria the project meets. Project criteria and fund availability will be used to determine the level of grant awarded for the project.
5. The Economic Development division will review your application for approval, depending on the level of funding requested and whether your project meets the use criteria.
6. The City will encumber funds that will remain encumbered for one year, at which time the City may authorize a six month extension. Extensions beyond eighteen months will not be authorized.
7. Payment will be made following the issuance of a Certificate of Occupancy or upon final review by a Building Inspector where a Certificate of Occupancy is not required. At the time of final review by the Building Inspector, Community Development staff may photograph the building and all renovations.
8. Receipts for work completed must be submitted within one year of submittal of an approved application. If the project is not completed within one year, you may request a 6 month extension. Projects that have lapsed past one year or the extension period are not eligible for reimbursement, but may be resubmitted as new TIF-RIP grants. Projects that are resubmitted will be reevaluated based on the updated project scope and estimated cost figures of work not yet completed.



Application Forms and Attachments Checklist

Please use this checklist to ensure you complete both forms and include all necessary attachments.

Application Form

All Necessary Attachments

- A completed W-9 form for the Grantee
- A description of any City of Urbana Incentives received by any project beneficiary in the last 5 years
- A letter from the owner granting the applicant permission to complete the proposed improvements (*if the applicant does not own the property*)
- A letter of commitment or evidence of adequate financing
- A completed project worksheet (*see sample*)

Grant Criteria Scoring Form (Use the table that corresponds to the project location)

All Criteria-Specific Attachments (*Include for each grant criteria you have indicated on the form*)

Historic Preservation

- Proof of registration if the property is registered locally (Urbana Historic Landmark) or nationally (National Register of Historic Landmarks)
- Contact the Planning Department so staff may assess the eligibility of the property.

Reuse of an Existing Vacant Building

- Floor plans, elevation drawing and any other plans needed to show improvements (8 ½ x 11)
- Description of previous and proposed use, including dates

Exterior Aesthetic Improvements/Signage/Landscaping

- Photographs of existing façade/signage/landscaping
- Site and/or elevation drawing of proposed façade/signage/landscaping

Code Improvements

- An explanation of how this project will bring the building into code/accessibility compliance

Mixed Use Development with Upper Story Residential

- Floor plans showing number of new/improved units

Improvement of Building Energy Performance

- An energy analysis from Ameren Illinois Act on Energy, the Smart Energy Design Assistance Center (SEDAC), the Illinois Green Business Association (IGBA), or another professional entity

Access and Traffic Safety

- Site drawing of proposed changes to access or traffic



Application Form – Redevelopment Incentive Program

All applications are subject to the availability of funding.

TIF District

This project is located in Tax Increment Finance District: Central 2 4 *(choose all that apply)*

Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Fax: _____ Email: _____

Grantee Information

Grantee Name: _____

Organization Name: _____

Please attach a completed W-9 form in addition to this application.

Property Owner Information

Grantee is also a property owner? Yes No *(choose one)*

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

Owner Name(s): _____

Organization Name(s): _____

Owner(s) Phone Number: _____

Owner(s) Email Address: _____

Disclosure of Previous Incentives

Has the property owner or any beneficiaries of this project received any financial incentive or tax abatement from the City of Urbana in the last five years? Yes No *(If yes, please attach a description.)*

Legacy Tree Program

Are there are any mature trees of any variety located on the project site? Yes No

Note: The Legacy Tree Program is a voluntary program that allows property owners to celebrate and preserve notable trees. Upon submittal of this application the City Arborist will contact the property owner to arrange a site visit to inspect any trees on the site. If any eligible trees are identified, you will be provided with information about this voluntary program.

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: _____

	Building 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 and Contact: _____

Contact Phone Number: _____


Escrow Institution & Agent: _____

Agent Phone Number: _____

 Downtown Redevelopment Criteria Scoring Form Central TIF & TIF 2							
<i>Please indicate which criteria points you are applying for and include all requested attachments.</i>							
Reuse of an Existing Vacant Building	Does the project result in the reuse of a building that has been vacant for 1, 2, or 3+ years? <i>(1 point per year; a new building's first year will not be counted)</i>	<input type="checkbox"/> 3 points <input type="checkbox"/> 2 points <input type="checkbox"/> 1 point					
Code Improvements	Are at least 30% of eligible costs attributable to building code, life safety or accessibility improvements?	<input type="checkbox"/> 2 points					
Mixed Use Development with Upper Story Residential	Will this project be mixed use and include upper floor residential units?	<input type="checkbox"/> 2 points					
Historic Preservation	Is the property listed on or eligible to be listed on the National Historic Landmarks registry or the Urbana Local Historic Landmarks? <i>(2 points for properties that are listed; 1 point for properties eligible to be listed)</i>	<input type="checkbox"/> 2 points <input type="checkbox"/> 1 point					
Improvement of Building Energy Performance	Is a portion of the capital project eligible for Act On Energy Incentives <u>and either</u> will the capital project either reduce existing energy use by at least 10% <u>or</u> will 10% of expected energy usage come from renewable energy on site as a result of the project?	<input type="checkbox"/> 2 points					
Exterior Aesthetic Improvements	Will the project substantially improve the aesthetics of the public portion of the existing building exterior beyond the requirements of the Zoning Code?	<input type="checkbox"/> 1 point					
Total Criteria Points Applied For:							
Number of Criteria Points Earned	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">< 2</td> <td style="text-align: center;">2 - 3</td> <td style="text-align: center;">4 - 5</td> <td style="text-align: center;">6 - 7</td> <td style="text-align: center;">8 +</td> </tr> </table>	< 2	2 - 3	4 - 5	6 - 7	8 +	Use the chart to the left to estimate the Reimbursement Percentage
< 2	2 - 3	4 - 5	6 - 7	8 +			
Reimbursement Percentage	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">0 %</td> <td style="text-align: center;">5 %</td> <td style="text-align: center;">10 %</td> <td style="text-align: center;">15 %</td> <td style="text-align: center;">20 %</td> </tr> </table>	0 %	5 %	10 %	15 %	20 %	
0 %	5 %	10 %	15 %	20 %			
Estimated Reimbursement Percentage:							
Estimated Eligible Project Costs:							
Multiply the Eligible Project Costs by the Reimbursement Percentage to estimate your Grant Request							
Estimated Grant Request:							
If needed, reduce request down to the project use's maximum: \$25,000 for a Priority Use; \$10,000 for an Eligible Use							
Grant Request:							

Applications must include the appropriate attachments for all criteria to receive full consideration for this grant.

All grant applications are subject to the availability of funding.

 Cunningham Ave Redevelopment Criteria Scoring Form – TIF 4		
Please indicate which criteria points you are applying for and include all requested attachments.		
Reuse of an Existing Vacant Building	Does the project result in the reuse of a building that has been vacant for 1, 2, or 3+ years? (1 point per year; a new building's first year will not be counted)	<input type="checkbox"/> 3 points <input type="checkbox"/> 2 points <input type="checkbox"/> 1 point
Code Improvements	Are at least 30% of eligible costs attributable to building code, life safety or accessibility improvements?	<input type="checkbox"/> 2 points
Access and Traffic Safety	Will this project result in the removal of unsafe curb cuts or improve safe access to the site beyond municipal requirements?	<input type="checkbox"/> 2 points
Improvement of Building Energy Performance	Is a portion of the capital project eligible for Act On Energy Incentives and either will the capital project either reduce existing energy use by at least 10% or will 10% of expected energy usage come from renewable energy on site as a result of the project?	<input type="checkbox"/> 2 points
Exterior Aesthetic Improvements	Will the project substantially improve the aesthetics of the public portion of the existing building exterior beyond the requirements of the Zoning Code?	<input type="checkbox"/> 2 points
Signage	Will the project bring non-conforming signage into conformity?	<input type="checkbox"/> 1 point
Landscaping	Are at least 10% of eligible costs attributable to improved landscaping facing a public right-of-way? (Costs may include the removal of impervious surfaces or the use of low-impact development such as rain gardens.)	<input type="checkbox"/> 1 point
Total Criteria Points Applied For:		
Number of Criteria Points Earned	<2 2 3 4-5 6+	Use the chart to the left to estimate the Reimbursement Percentage
Reimbursement Percentage	0 % 5 % 10 % 15 % 20 %	
Estimated Reimbursement Percentage:		
Estimated Eligible Project Costs:		
Multiply the Eligible Project Costs by the Reimbursement Percentage to estimate your Grant Request		
Estimated Grant Request:		
If needed, reduce request down to the project use's maximum: \$25,000 for a Priority Use; \$10,000 for an Eligible Use		
Grant Request:		

Applications must include the appropriate attachments for all criteria to receive full consideration for this grant.

All grant applications are subject to the availability of funding.



Sample Project Worksheet

Prepared by: _____

Contractor Name: _____

Date: _____

Contractor Phone: _____

Description of Work	Code	Exterior	Residential	Other Permanent	Tenant Finish*	Professional Fees	Total
Total	\$	\$	\$	\$	\$	\$	\$

**If the applicant is performing the labor or has a financial stake in the company 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.*