



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 Tax Increment Finance (TIF) Districts 1, 2 and 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.*

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 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 is ineligible for reimbursement. All applications are subject to the availability of funds. 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' 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 must be completed within one year of the grant award 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 must 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 TIF 1, 2, or 4.
- 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.
- The project is consistent with Urbana’s existing plans: in TIFs 1 and 2 this includes the TIF 1 & 2 Redevelopment Plans, the Downtown Plan and the Urbana Comprehensive Plan; in TIF 4, this includes the TIF 4 Redevelopment Plan and the Urbana Comprehensive 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 the TIF Administrator 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 TIF Administrator with all necessary attachments.
3. Schedule a time with the TIF Administrator for Community Development staff to tour the building for the purpose of evaluating and documenting current conditions.
 - a. Building Safety staff will provide consultation on any building code or life safety concerns.
 - b. 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 TIF Administrator will review your application for approval, depending on the level of funding requested and whether or not your project meets the use criteria listed on Page 1.
6. If your project is approved, the TIF Administrator will draft your letter of grant approval, including the amount of the award and the expected project completion date.
7. The City will encumber funds equal to the specified percent of projected cost submitted at the time of application plus a ten percent contingency. These funds will remain encumbered for one year, at which time the TIF Administrator may authorize a six month extension. The TIF Administrator will not authorize any extensions beyond eighteen months.
8. 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 will photograph the building and all renovations.
9. Receipts for work completed must be submitted within one year of receiving the letter of approval for the project. If the project is not completed within one year, you may request a 6 month extension from the TIF Administrator. 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 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: 1 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 – TIFs 1 & 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</u> will the capital project reduce existing energy use by 10% or more?					<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	< 2	2 - 3	4 - 5	6 - 7	8 +	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.

 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? <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
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 <u>and</u> will the capital project reduce existing energy use by 10% or more?					<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
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? <i>(Costs may include the removal of impervious surfaces or the use of low-impact development such as rain gardens.)</i>					<input type="checkbox"/> 1 point
Total Criteria Points Applied For:						
Number of Criteria Points Earned	< 2	2 - 3	4 - 5	6 - 7	8 +	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.

