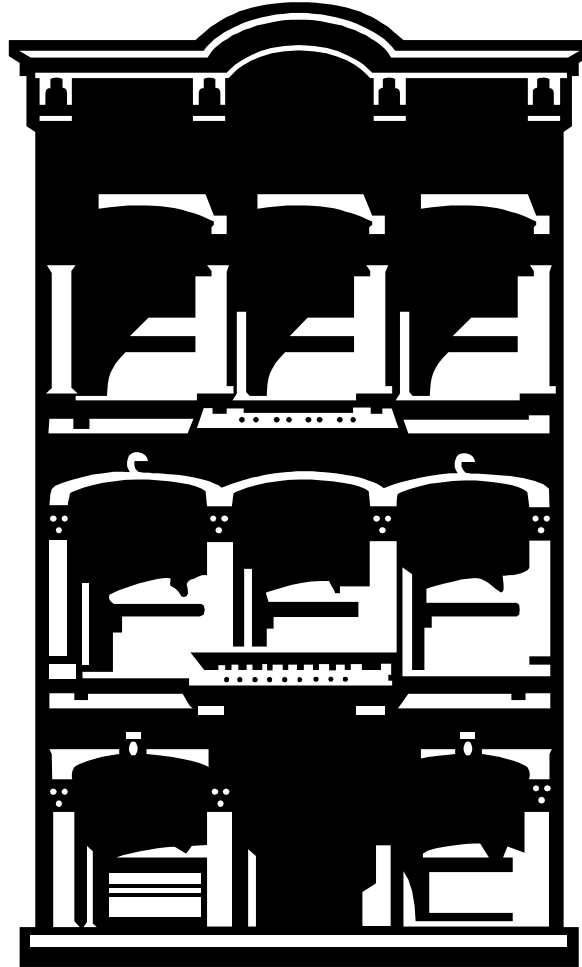


CITY OF CENTRALIA
FAÇADE IMPROVEMENT PROGRAM



For Information Contact:

City of Centralia
Economic Development Director
101 S Locust Street
Centralia, IL 62801
Phone: 618-533-7637
Fax: 618-532-4534
development@cityofcentralia.org

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

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DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

GENERAL OVERVIEW

What does the program offer? Through Tax Increment Financing District Funds, the City is willing to participate in $\frac{3}{4}$ of the cost of new awnings and $\frac{1}{2}$ of the cost, up to \$12,000, for other eligible improvements to the exterior of downtown commercial buildings within a designated geographical area known as TIF#3 Redevelopment District (see maps).

Who is eligible? Any owner, or tenant with owner's permission, of any taxable building within the designated area of TIF#3 (see maps) which has 50% or more of its floor space devoted to a commercial use.

What are typical eligible activities? Painting, exterior cleaning, window and/or door repairs or replacements, tuck pointing, addition of awnings or canopies, restoration of historic or architectural details, removal of inappropriate coverings or elements, roofing or guttering work, exterior structural repairs, shutters, signage, perennial landscaping etc.

What are Owners Obligations? Owner must obtain two or more qualified contractor bids, pay for 1/2 of project cost prior to City investment and have all work completed in a reasonable time frame and in compliance with Centralia's Downtown Façade Design Guidelines. Improvements to the building must be maintained and the structure continued as a commercial use for a minimum period of 3 years.

How much money has been budgeted? The City has budgeted up to \$60,000 for the year's Façade Revitalization Program.

Who approves project applications? Completed applications will be reviewed by the Economic Development Director and City Manager and, if in compliance with program guidelines, recommended for approval to the Centralia City Council.

When did the program take effect? The program became effective on September 1, 2000.

Is there an advantage to applying soon? Yes. Qualified projects will be treated in part on a first come, first serve basis and funds are limited to budgeted amounts.

What steps should be followed to receive funds?

- 1) Determine if your project or proposed façade improvement is eligible. You may discuss your proposal with the Economic Development Director.
- 2) Obtain program guidelines, and read through all of the requirements for the project, including *Appendix A – Design Standards*, and *Appendix B – Façade Standards*, to ensure your façade project meets the requirements.
- 3) If after reading the façade program requirements you decide to apply, complete *Form A – Application Certification*, and *Form B – Façade Application*, and return to the Economic Development Director for review.
- 4) After receiving preliminary approval from the Economic Development Director, complete *Form C – Façade Agreement*, and prepare to attend a City Council meeting for final approval.
- 5) After receiving City council approval and after receiving *Form D – Owner/Applicant Affidavit*, *Form E – Contractor Affidavit*, and *Form F – Final Waiver of Lien*, demonstrating project completion and payment, the City will draft and mail the applicant a check in the amount specified in the agreement.

How do I get more information? Program guidelines, design standards, and application forms are available at: City of Centralia, Economic Development Department, 101 South Locust Street, Centralia, IL 62801 or by calling: 618-533-7637

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

TIF #3 DISTRICT BOUNDARY MAPS



DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

PROGRAM GUIDELINES

GENERAL ELIGIBILITY ITEMS

- * Property must be located within boundaries of TIF #3 district.
- * Subject structure must have at least 50% of total floor space devoted to commercial use
- * Applicant must be owner of property or occupant of property with written consent of owner to participate in program; proof of ownership will be required
- * Property must remain primarily commercial and be reasonably maintained for a minimum of 3 years following completion of the facade work
- * To be eligible to receive a grant, property must be current on any and all tax and mortgage payments
- * Eligible work items include practically any work done to the exterior of a structure or lot with the exception of normal and/or routine maintenance activities, sidewalks, parking lots, sprinkler systems, storm or sanitary sewers, wiring, plumbing, heating or air conditioning or pest extermination
- * Examples of typical eligible work items could include improvements involving painting, tuck pointing, sealing, wall cleaning, wall coverings, doors and doorways, shutters, awnings, canopies, signage, roofing, guttering, windows, stairs, walkways, perennial landscaping and plantings, chimneys, cornices, parapets, bulkheads, fascias, and lighting. Note: Work performed on roofs or on sides of a structure not readily visible to the public or routine maintenance including but not limited to painting, tuck pointing, pressure washing/cleaning, will not be funded unless such work does not constitute the majority of project costs.
- * **All work must be performed in compliance with the City of Centralia's Downtown Design Guidelines and all applicable City codes to be considered as eligible.**
- * Work involving structural members may, at the discretion of the City Code Enforcement Office, require the certificate of a registered architect or engineer
- * The property must be subject to the payment of real estate taxes

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

PROGRAM GUIDELINES

FINANCIAL REQUIREMENTS

- * Minimum total project eligible for City participation is \$1500
- * City share of project will be equal to 75% for new awnings and 50% for all other eligible exterior project costs, or \$12,000, **whichever is less**
- * Owner/applicant must divulge and describe financial sources of 1/2 of total project costs prior to application approval
- * Participation of a local financial institution is not required but is recommended
- * Owner/applicant must spend their share (1/2) of project financing prior to City participation
- * City will conduct inspection of premises to document approximately 1/2 project completion prior to City injection of funds
- * City will issue its share of project financing in lump sum, (minus 10% or \$250 minimum retainage) following on site inspection and submittal of appropriate lien waivers for work previously performed; retainage will be issued upon timely project completion
- * Owner/Applicant must provide two or more bids from qualified contractors for all exterior work to be performed at time of application
- * The City will require owner/applicant to produce invoices, bills, or statements accounting for the expenditure of municipal grant dollars and, at its discretion, may choose to issue checks directly to contractors for work performed.
- * The City Council may, at its discretion, increase the amount of its participation beyond \$12,000 in a particular project.
- * A forgivable loan with a term of 3 years will be taken by the City against the property requiring prorated repayment, equal to 2.777% of total loan per month, in the event that:
 - 1) property ceases to be a viable business;
 - 2) property is converted to a predominantly non-commercial use or;
 - 3) the improvements in part financed by the City are allowed to deteriorate and are not repaired following a 30 day notice by the City Code Enforcement Office
 - 4) Work is undertaken which does not comply with the City's Program Design Guidelines
- * **Funds approved by the City Council will be set aside for a period of 18 months from date of approval. If the façade project is not completed by the end of this period, the City reserves the right to withdraw funds from the project and place it back in the façade fund program for reuse on other projects.**

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

APPLICATION REVIEW/RANKING PROCESS

- * Complete application form and all attachments including drawings, photographs, and certification form must be submitted to the Economic Development Office, City of Centralia.
- * If complete, application will be accepted and sent for review and recommendation to the Centralia City Manager.
- * The Economic Development Director and City Manager will make recommendation for approval or disapproval to the City Council.
- * City Council shall make final decision as to City funding of individual applications
- * Total estimated “turn around” time from completed application to final approval is a maximum of 45 calendar days

In the event of application requests exceeding the amount of budgeted monies, applications will be prioritized for funding by the City Manager and City Council based on the following factors:

- ⇒ past efforts, (maximum of 10 years), of property owner to improve exterior of building
- ⇒ historical and/or architectural significance of building
- ⇒ project’s extent of adherence to design guidelines
- ⇒ project’s overall effect on appearance of structure visible from public areas and/or right of ways
- ⇒ number of FTE jobs created or retained
- ⇒ project’s affect on, and visual harmony with, block in which it is situated
- ⇒ amount of owner equity injected into project

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

FORM – A APPLICANT CERTIFICATION

As applicant(s) for participation in the City of Centralia Downtown Facade Revitalization Program, I/we acknowledge with the following statements:

- # to the best of my/our current knowledge, all information contained within the application is true and we hereby authorize the City of Centralia to verify any such information at its discretion
- # I/we have read and understand the Program Guidelines for the Centralia Downtown Facade Revitalization Program and agree to fully abide by said guidelines
- # I/we understand that my/our property must be located within the boundaries of the City of Centralia’s Tax Increment Financing District (TIF) # 3 in order to be eligible for program participation
- # I/we understand that a three-year forgivable loan will be signed with the City requiring prorated repayment of the City’s financing injection into the project in the event of: conversion of property to a non-commercial use; cessation of business operations; or failure to properly maintain improvements to the property financed in part by the City
- # I/we have read and understand the Design Guidelines for the Centralia Downtown Facade Program and agree to, the fullest extent feasible, perform all work on our property in compliance with said guidelines during the three year forgivable loan period noted above
- # I/we understand that my/our financial share of the total project’s cost must all be expended, and appropriate project progress documented, prior to the injection of any City funds into the project
- # I/we understand that the owner/applicant will be responsible for securing all required municipal permits and paying all associated fees prior to the onset of work
- # Due to a limitation on the amount of available program dollars funds, I/we understand that an eligible, completed application is not necessarily a guarantee of project funding
- # I/we understand that the owner of the property, if not the applicant, must give written approval for project participation and demonstrate that he/she is current on all taxes and mortgage payments.
- # I/we understand that the subject property must be, and remain, at least 50% commercial in terms of floor area usage to qualify for program participation. The property must also be subject to real estate taxes.
- # I/we understand that, barring the occurrence of unforeseen circumstances beyond the control of me/us as applicant, I/we will be obligated to satisfactorily complete the work items, (within the time frame cited), as listed in the application. Failure to do so will result in forfeiture of the final 10% of the City’s total financial participation or \$250.00, whichever is greater.

Signature of Applicant

Date

Signature of Applicant

Date

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

FORM - B FAÇADE APPLICATION

1. Name of Applicant: _____
(If applicant is not owner, application must be accompanied by written consent of owner to participate in program)
2. Business Name: _____ Phone/Fax: _____
3. Street Address: _____ PIN # _____
4. Owner of Property (if different from applicant): _____
5. Owner's Address: _____ Phone #: _____
6. Phone # of Applicant/Contact Person (if different from Owner): _____
7. Is any portion of building leased? _____ If so, please provide name and address of lessee: _____

8. Is at least 50% of total building floor space utilized for commercial purposes? _____
9. Briefly describe the type of business operation presently housed in building: _____

10. What is approximate age of building? _____
11. Is owner of property currently participating in any other City business assistance program? _____

12. Are you aware of any historical or architectural significance associated with the building?
If yes, please explain: _____
13. Please provide a description of your proposed project stating what you intend to accomplish and how the planned work will enhance building appearance: _____

14. How soon after possible grant approval by the city could you begin your project? _____

15. Once started, approximately how long would it take to complete? (normal maximum of 60-90 days) _____
16. What is **total** estimated cost of planned eligible **exterior** work? \$ _____

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

From what sources and in what amounts, (other than the City), will the money for this project be drawn?

Please be specific: _____

17. What is the current number of full and part-time employees? _____

Will the planned building renovation result in the creation of any new jobs? _____

If yes, how many full-time and/or part-time positions will result? _____

Applicant(s) Signature: _____ Date: _____

Applicant(s) Signature: _____ Date: _____

CITY USE ONLY

The City of Centralia **Economic Development Director** () recommends, () does not recommend approval to City Council.

Date: _____ Chair Signature: _____

Amount recommended: \$ _____ Conditions (if any): _____

City Council () approves, () does not approve facade revitalization grant award.

Date: _____ Clerk Signature: _____

Amount recommended: \$ _____ Conditions (if any): _____

DOWNTOWN FAÇADE REVITALIZATION PROGRAM

Required Attachments

- Proof of building ownership
- Concurrence of Owner to participate in Program if Owner is not Applicant
- Minimum of two (2) qualified bids for all exterior work to be performed
- Explanation of the existence of other funding sources in appropriate amounts to complete project
- Current photographs of building showing all areas subject to improvement
- Drawings or description depicting exterior appearance of building following completion of project including lighting, signage, landscaping, etc., as applicable
- Executed Applicant/Owner Certification Form

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

FORM - C FAÇADE AGREEMENT

This Agreement is made this _____ day of _____, 201__, by and between the CITY OF CENTRALIA, an Illinois municipal corporation ("City") and _____ ("Recipient").

WHEREAS, Recipient is the owner of the premises with a common address of _____, Centralia, Illinois ("Premises");

WHEREAS, the City has established the Façade Revitalization Program (the "Program") which provides forgivable loans for businesses to rehabilitate their store fronts; and

WHEREAS, Recipient has requested a forgivable loan pursuant to the Program in the amount of _____,

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The City shall provide to Recipient a forgivable loan (the "Loan") equal to the amount indicated above and per Resolution R16-31, which is the lessor of:
 - (a) Seventy-five percent of new awnings and fifty percent of the cost of the storefront rehabilitation;
 - (b) \$12,000, or more on a case-by-case basis

Said Loan shall be paid upon presentation to the City that total rehabilitation work is completed and demonstrated by Forms E & F, Contractor's Affidavit and Final Waiver of Lien respectively. Loan start date will be date in which contractor/s has signed Forms E & F.

2. The Recipient shall use its best efforts to cause its storefront to be rehabilitated in accordance with the plans previously provided to the City. A copy of said plan is attached hereto as Exhibit A and incorporated herein by this reference.
3. The following events shall require the Recipient to repay a portion of the Loan, the amount of such repayment to be determined as described in Paragraph 4:
 - (a) The Recipient's business ceases operations within the boundaries of the City of Centralia's downtown Tax Increment Financing District;
 - (b) The Recipient's business is converted to a use in which more than fifty percent (50%) of the business' usable floor space is devoted to a noncommercial use;
 - (c) The improvements are not properly maintained or repaired, following a thirty-day (30) written notice from the City to the Recipient.
 - (d) Improvements are undertaken out of compliance with Program Design Guidelines
4. Upon the occurrence of any of the events described in Paragraph 3, the Recipient shall repay to the City a portion of the Loan according to the following formula:

$$\frac{36\text{months} - (\text{months elapsed from date of receipt of Loan funds.})}{36\text{ months}} \times \text{Loan Amount} = \text{Amount to be repaid}$$

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

- 5. This Agreement shall be governed by the laws of the State of Illinois. The parties agree that Marion County is and will be the appropriate venue for the hearing of any dispute relating to this Agreement.
- 6. All covenants, agreements, representations and warranties of the parties contained herein shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
- 7. All notices, requests, demands and other communications to be given to any party hereunder shall be in writing and shall be deemed to have been duly given when personally delivered or deposited in the United States Mail, certified or registered mail, return receipt requested, postage prepaid, addressed to the parties at the following addresses (or at such other address as shall be given in like manner by any Party to the other):

| | |
|--------------------|---|
| City of Centralia: | Office of City Manager City of Centralia 101 South Locust St Centralia, IL 62801 |
|--------------------|---|

Recipient: _____

- 8. The waiver by any party of any breach of this Agreement, whether in a single instance or repeatedly, shall not be construed as a waiver of right under this Agreement.
- 9. This Agreement supersedes any prior agreements and undertakings among the parties and represents the complete agreement of the parties.

CITY OF CENTRALIA
A municipal corporation

RECIPIENT

By: _____

By: _____

Its: _____

Its: _____

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

FORM - E GENERAL CONTRACTOR'S AFFIDAVIT PAYMENT TO SUPPLIERS & SUB-CONTRACTORS

State of ILLINOIS)
)ss
County of MARION)

TO WHOM IT MAY CONCERN:

THE undersigned, being duly sworn, deposes and says that he is _____ (title)
of the _____ (company) who is the contractor for the _____
_____ (type of service) work on the building located at _____
_____ (address) owned by _____
_____ (owner's name).

That the total amount of contract including extras is \$ _____ on which he
has received payment of \$ _____ prior to this payment.
That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim
either legal or equitable to defeat the validity of said waivers. That the following are the names of all
parties who have furnished material or labor, or both for said work and all parties have contracts or sub
contracts for specific portions of said work or for material entering into the construction thereof and the
amount due or to become due to each, and that the items mentioned include all labor and material
required to complete said work according to plans and specifications:

| NAMES | WHAT FOR | CONTRACT PRICE | AMOUNT PAID | THIS PAYMENT | BALANCE DUE |
|--------------------------------------|----------|----------------|-------------|--------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL LABOR AND MATERIAL TO COMPLETE | | | | | |

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this _____ day of _____, 201__

Owner/Applicant

Subscribed and sworn to before me

this _____ day of _____, 201__

NOTARY PUBLIC

DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

**FORM - F
FINAL WAIVER OF LIEN
CONTRACTOR STATEMENT OF PAYMENT RECEIVED**

State of ILLINOIS)
)ss
County of Marion)

Loan # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by _____
_____ to furnish _____

_____ for the premises known as _____

_____ of which _____

_____ is the owner.

The undersigned, for and in consideration of _____
_____ (\$ _____

_____) Dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises.

Signed this _____ day of _____, 201__

Owner/Applicant

Subscribed and sworn to before me

this _____ day of _____, 201__

NOTARY PUBLIC

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.