

DOWNTOWN FAÇADE GRANT PROGRAMCITY OF MACOMB, ILLINOIS

What does the program offer? The Downtown Renovation Grant Program offers financial incentives through a co-investment model for property owners in the designated downtown area to improve their buildings. Through Tax Increment Financing District Funds, the City is willing to support exterior façade improvements. the City will participate in 2/3 of eligible costs, up to \$20,000, for improving the exterior of downtown commercial buildings. Only improvements within a designated geographical area known as the Historic Courthouse Square District and also including two lots from Macomb's original TIF District (see map, page 2) will be eligible.

What is the definition of a project? An eligible project includes exterior improvements visible from the public right-of-way.

Who is eligible? Any owner, or tenant with owner's permission, of any real estate tax paying building within the designated geographical area.

What are typical eligible activities? Eligible activities include painting, exterior cleaning, window and/or door repairs or replacements, tuck pointing or brick replacement, addition of awnings or canopies, restoration of historic or architectural details, removal of inappropriate coverings or elements, exterior structural repairs, shutters, signage, etc. Only work performed on building facades or exposed sides or rears that serve as customer entries or are readily visible to the public will be eligible for funding. Sign-only projects will not be considered.

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

How much money has been budgeted? The City intends to budget \$50,000 for the program.

Who approves project applications? Completed applications will be reviewed by the Community Development Committee of the Council and, if in compliance with program guidelines, recommended for approval to the full Macomb City Council.

When did the program take effect? The program became effective on January 1, 2011.

When are applications due? Applications are due by ***. Any funding remaining active initial awards will be awarded on a first-come, first-served basis provided any funding remains

What steps should be followed to receive funds?

- Determine if your project is eligible. You may discuss your proposal with the Community Development Director and City Marketing and Downtown Development Director at 309-575-3015 or at sballard@cityofmacomb.com.
 - Obtain program guidelines, and read through all of the requirements for the project to ensure your façade project meets the requirements.
 - If after reading the downtown renovation grant program requirements you decide to apply, complete an application form as provided by the City Marketing and Downtown Development Director.
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- Receive a Certificate of Appropriateness for the work from the Macomb Historic Preservation Commission.
- After receiving preliminary approval from the Council's Community Development Committee, prepare to attend a City Council meeting for final approval.
- The applicant will need to complete, execute and submit necessary documents as requested by the City prior to receiving full reimbursement of eligible costs from the City.

How do I get more information? Program guidelines, design standards, and application forms are available at: City of Macomb, Office of Community Development, 232 East Jackson Street, Macomb, IL 61445 or by calling 309-833-4944.

BOUNDARY MAP



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PROGRAM GUIDELINES

GENERAL ELIGIBILITY

- Property must be located within the boundaries of the Historic Courthouse Square District as indicated on the enclosed map and comply with locally adopted historic rehabilitation guidelines.
- Only work performed on building facades or exposed sides or rears that serve as customer entries and are publicly visible will be eligible for funding.
- Applicant must be owner of property or occupant/lessee of property with written consent of owner to participate in program; proof of ownership will be required.
- To be eligible to receive a grant, property must be current on any and all tax and mortgage payments and have adequate insurance coverage.
- Eligible work items include most work done to the exterior of a structure or lot with the exception of normal and/or routine maintenance activities, sidewalks, parking lots, plantings, heating or air conditioning or pest extermination.
- Examples of typical eligible work items for exterior projects could include improvements involving painting, tuck pointing, sealing, wall cleaning, wall coverings, doors and doorways, shutters, awnings, canopies, signage, windows, stairs, walkways, perennial landscaping and plantings, chimneys, cornices, parapets, bulkheads, fascias, and lighting. Note: Work performed on roofs is ineligible for funding. Likewise, work on sides or rears of a structure not readily visible to the public will not be funded.
- All exterior work must be performed in compliance with the City of Macomb's Downtown Rehabilitation Guidelines (the National Secretary of the Interior Guidelines for Rehabilitating Historic Buildings), and all applicable City codes to be considered as eligible.
- Work involving a building's structure may, at the discretion of the City Building Inspector, require the certificate of a registered architect or engineer.
- The property must be subject to the payment of real estate taxes.
- New projects that have begun construction or façade alteration prior to the submission of a complete application will not be permitted to include any completed construction value as part of the overall project.
- Changes to the project plan after City Council approves the Downtown Renovation grant that significantly or materially alter the scope of work or aesthetic quality of the renovation may be disqualified. To remain eligible such projects must submit changes to the City Council for prior approval.
- Buildings, (or sections thereof with individual addresses) receiving Downtown Renovation grants will generally be ineligible to receive another Downtown Renovation grant for three years.
- Applicant must submit a rendering of the project to be completed. The rendering should accurately represent the intent, scope of work, and aesthetics the project plans to achieve. Plans for exterior work must also comply with the City of Macomb's historic rehabilitation design guidelines.

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FINANCIAL REQUIREMENTS

- City share of each project will be equal to up to 2/3 of total eligible exterior project costs or \$20,000 whichever is less.
- The maximum funding under this program shall be \$20,000 in any three-year period.
- Owner/applicant must divulge and describe sources of remaining total project costs prior to application approval.
- Participation of a local financial institution is not required but is recommended.
- City share shall not be remitted until the project is complete and final inspection has been approved.
- Construction must commence and be completed within 365 days of City Council approval.
- City will issue its share of project financing in lump sum following on-site inspection and submittal of all lien waivers for work performed.
- **Owner/Applicant must provide two or more bids from qualified contractors for all exterior work to be performed at time of application, (single bids will be accepted with appropriate mitigating circumstances)
- The City will require owner/applicant to produce invoices, bills, or statements accounting for the expenditure of municipal grant dollars and, at its sole 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 \$20,000 in a particular project.

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APPLICATION REVIEW/RANKING PROCESS

- Complete application form and all attachments including drawings, photographs, and certification form must be submitted to the Downtown Development Office, City of Macomb.
- If complete, application will be accepted and sent for review and recommendation to the Macomb Community Development Committee. Applicant shall obtain any required Certificate of Appropriateness from the Community Development Director or Historic Preservation Commission, as appropriate.
- The Commission & Committee will make recommendation for approval or disapproval to the City Council.
- City Council shall make final decision as to City funding of individual applications and the amount
- Total estimated “turn around” time from completed application to final approval is 60 days after application deadline of each year.
- Any award and disbursement are conditioned upon the approve of City Council.

Applications received will be reviewed and awarded by the following criteria:

- potential of project to reuse/redevelop presently vacant structure
- historical / architectural / economic significance of building
- project’s overall effect on appearance of structure visible from public areas and/or right of ways
- total value-added construction that the project will contribute
- impact of the proposed improvements to the appearance and structural integrity of the Downtown
- new / increased EAV produced
- those properties that have not received Downtown Renovation Grant Program funding in the past will be prioritized over properties that have received Program funding in the past
- the amount of money being requested, with smaller amounts being prioritized over larger amounts
- willingness of applicant to accept a lower percentage match from City of Macomb