

**VILLAGE OF NORTH AURORA
ROUTE 31 TAX INCREMENT FINANCING DISTRICT GRANT
PROGRAM GUIDELINES**

I. INTRODUCTION

The Village of North Aurora Tax Increment Financing Grant Program (NATIFGP) is designed to provide financial assistance to commercial property owners to make building, landscaping and signage improvements. The primary goal of NATIFGP is to achieve true improvement in building appearance rather than support general maintenance. The NATIFGP offers reimbursement for eligible improvements to businesses enrolled in the program. Under the program, owners of property or owners of businesses located within the designated target areas are eligible to apply for grant funds equal to 50 percent of the cost of improving their storefronts, building facades, or landscaping up to \$20,000.00 and up to \$10,000.00 for sign improvements that bring the signs into conformance with the Village's sign ordinance. A one-time reimbursement of \$1,000.00 is also available for architectural/engineering services. Through this grant program, the Village of North Aurora is reinvesting TIF dollars into our commercial infrastructure for the benefit of North Aurora businesses and residents.

II. TARGET AREA

Target areas include existing structures currently zoned commercial and in current commercial use or planned for commercial use within the North Aurora Rt.31/Lincoln Highway TIF District. Any and all improvements must meet all requirements of Village of North Aurora Building and Sign Codes. A map indicating the program's target area is presented as Figure 1.

III. TYPE OF ASSISTANCE

After approval in the program, property owners can receive: 1) matching funds equal to 50% of the project cost, up to a total Village of North Aurora contribution of \$20,000.00 per location; 2) one-time contribution of \$1,000.00 for the services of a State Certified/Licensed Architect and/or Engineer; 3) up to \$10,000.00 for sign improvements that bring signs into conformance with the Village's sign ordinance. There is not a required percentage match for the sign grant. The Village may also require sidewalk to be installed as part of the grant award depending on whether sidewalk is present and/or if it is feasible due to right of way constraints. The program will fund each eligible improvement only once. However, the applicant may present the project in phases with completion scheduled within two (2) years.

IV. ELIGIBLE APPLICANTS

Eligible applicants include the owner of a commercial building or the owner of a commercial business. Business owners who are tenants of a building must provide written consent from the building owner for all proposed improvements.

V. ELIGIBLE IMPROVEMENTS

The program is geared to make building improvements ranging from minor repairs and painting to complete facade renovation. All improvements must be compatible with the architecture of the building. Eligible improvements include brick cleaning and tuck pointing, window and/or door replacement, awnings, restoration of original architectural features and other improvements promoting a positive appearance of the building and property, including signage. Roof repair will not be funded under the program. Awnings and canopies may be used as a design element if those features are compatible with the original building

design and complement the building's architectural features. Construction and/or repair of mansard roofs and fixed shingle canopies may be an eligible cost under the program.

Other eligible improvements include:

- Upgrading non-conforming signage to code compliance
- Landscaping
- Exterior lighting
- Parking area improvements
- ADA Handicap accessibility -ramps, doors, etc.

Staff will evaluate whether sidewalk installation is necessary for the property in question upon application submission. If sidewalk is deemed necessary, staff will advise the applicant of such and the application amount may be increased to reflect the costs of sidewalk installation.

VI. INELIGIBLE PROJECTS

It is not the purpose of the program to finance routine maintenance items for a particular business or property owner. Building additions shall not be funded, however such additions may be eligible for other TIF assistance. Each eligible improvement shall be funded only once by the program. Ineligible improvements include improvements to the building interior (remodeling floor, office, or display spaces) or exterior maintenance work such as roof repairs/replacements.

VII. APPLICATION PROCESS AND ADMINISTRATIVE PROCEDURES

1. Potential applicants shall receive a copy of the program guidelines and application form. The completed application should be submitted to the Community and Economic Development Director at 25 E. State St., North Aurora, IL 60542.
2. All applicants shall be in good standing with the Village of North Aurora, having no open Village Ordinance violations or defaults in payments to the Village. Any open Ordinance violations or defaults in payment will result in automatic disqualification.
3. At least two separate cost estimates shall be submitted with each application. Each estimate shall include a detailed scope of work to be completed and a breakdown of cost for such work. Funding will be based on the lowest reasonable estimate in conjunction with the scope of work provided. This determination may affect the applicant's selection of a preferred contractor. The applicant may not serve as his/her own contractor. Contractors with a history of Village Ordinance violations, defaults in payments owed to the Village or breach of the Contractor Registration Program requirements will automatically be disqualified and a new estimate would be required in their place.
4. Applications will be reviewed by staff for compliance with all program guidelines. A site inspection will be completed by the Village of North Aurora Community Development Department staff to offer additional recommendations on building and/or site improvements and review the building and/or site for any violations to the property maintenance code, applicable building codes or Zoning Ordinance. If the application does not meet program eligibility, correspondence will be sent to the applicant indicating what items need to be addressed prior to the application being compliant. An appeal of any application denial by staff may be made to the Development Committee. The applicant shall notify the Community and Economic Development Director in writing (by return

receipt mail) with a request to appeal within ten (10) working days of receiving notice of the disapproved application. The Development Committee will hear the appeal and review the facts and may vote to uphold or reverse the staff decision.

5. If an application meets the program guidelines and sufficient funding is available for the proposed project, the completed application and a recommendation for grant award will be made to the Village Development Committee. The Development Committee will in turn make a recommendation to the entire Village Board on each eligible application.
6. The Village Board shall authorize execution of a grant agreement based on Community Development Department staff's site and building recommendations (if any), the Development Committee's recommendation and any changes made by the Village Board regarding funding levels and scope of work.
7. No reimbursement shall be made for work initiated or completed prior to Board approval.
8. All required work shall be completed within two (2) years of Board approval.
9. Notice of any change orders for which the Applicant seeks reimbursement of costs must be given to the Village in writing, and the work must be approved by the Village in writing before the work is done to be eligible for reimbursement.
10. Applicants are required to submit a six (6) month progress report if the improvement is not completed within the initial six (6) months after application funding. If the improvement requires the full two (2) year maximum timeframe to complete, reports are due for every six (6) month period until final completion/submission of costs and supporting documentation.
11. After completion of the project, copies of all bids, contracts, invoices, lien waivers, and cancelled checks must be submitted to the Village. Village staff will inspect the work for compliance with Village codes and conformance with the design plans approved for the project. The Village shall make payment to the applicant in accordance with the Illinois Prompt Payment Act.

VIII. SELECTION CRITERIA

Eligible applications will be considered on a first-come, first-served basis. If the amount of eligible requests exceeds the amount of funding available during the respective fiscal year, eligible requests may be earmarked for the following fiscal year. Reasonable accommodations may apply to eligible projects under extenuating circumstances, such as (but not limited to) seasonal conditions; redevelopment or remodeling caused by an act of God; or property acquisition.

IX. PREVAILING WAGE LAW (P.A. 96-0437 & 96-0058 as amended), WHEN APPLICABLE.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout including the Illinois Prevailing Wage Act. The grantee or entity awarded funding will be required to submit certified payroll to the Village of North Aurora on a monthly basis for the work being performed under the grant and/or redevelopment agreement if said grant or redevelopment agreement funding is being used for the purchase of labor for the materials or services being rendered.

When a project is financed in whole or in portion with tax increment financing funds, that project falls under the purview of the Prevailing Wage Act and is considered a Public Work. In effect, the contractor selected to do the work must pay his/her employees the prevailing rate of wages for Kane County and supply certified payroll to the Village of North Aurora prior to reimbursement being issued. The Village of North Aurora will hold those records for a period of time as required by State Statute.

If contracts for specific work are separated for a project on a building and land owned by a private entity, then only that contract which will be partially financed with tax increment funds is subject to the prevailing wage requirement.

X. CORRESPONDENCE

Questions and comments regarding this program may be directed to:

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