



CITY OF
MONTICELLO

Building Improvement Grant Program

Overview-

To accomplish the objectives of the Monticello Business District (MBD) (est. 2020) and assist with public/private redevelopment efforts, the City has created a Monticello Building Improvement Grant (BIG) program. BIG projects are deemed “public/private”, in that public funds are used for reimbursement upon completion of privately constructed/invested projects. The City of Monticello City Council funds the BIG program as part of the annual fiscal budgeting process. Any remaining funds not expended annually for this program may be used towards achieving the MBD goals for public/private and public projects, subject to Council approval.

All existing business and industrial-zone classified properties within the boundary of the Monticello Business District, that are not primarily used as residential dwellings are eligible to participate in the BIG program. The program will be administered by City of Monticello Staff. Applications received will be reviewed by a review committee made up of a representative of the Monticello Main Street Design Committee, the Monticello Chamber of Commerce Executive Director and a representative from the Planning & Zoning Board, with City Staff support from the Permit Technician, Community Development Director, and City Administrator. A scoring system to aid in eligibility and project appropriateness of each application may also be considered. The review committee will make a recommendation to the City Council to approve or deny eligible applications for a recommended amount. All grants recommend for award are subject to City Council approval of a redevelopment agreement.

Projects are identified as any qualified or eligible private improvements that benefit the individual property and overall district area, and are in line with the goals stated in the approved Monticello Business District Plan. Potential, qualified improvements that can be reimbursed are enumerated in this program overview. To be eligible, applicants must complete and submit a Monticello Building Improvement program application during the grant application schedule stated in this document. Applicants for projects representing historic properties are strongly encouraged to seek input from a Monticello Main Street or Monticello Historic Preservation Commission representative, and may be required to follow architectural recommendations in order to meet historic integrity standards. All eligible applications should plan to have a scheduled site visit from a City of Monticello representative. All applications will be reviewed and selected primarily based on objective, project appropriateness, with consideration on weighted criteria. The awarded applicant(s) will be notified within thirty days after the close of the application review period, and a Redevelopment Agreement (RDA) between the awarded applicant and the City shall be executed by the City Council in a timely manner AND prior to work commencing. Grant recipient must also provide a W9 and certificate of insurance listing the City as an additional insured prior to work commencing.

The BIG program is a reimbursable grant program, providing a reimbursement of up to 50% of approved eligible project costs, with a maximum reimbursement potential of \$10,000. Additional or larger projects may be awarded upon request, subject to funding availability, appropriateness, and City Council approval. Any financial assistance awarded by the City of Monticello will not be provided until all work is satisfactorily completed and inspected by City Staff, all project costs have been paid, all RDA deadlines and terms have been satisfied, and the City designee has approved the completed project. In the event a project has not been completed by the stated deadline, the applicant may request one extension prior to the deadline and 30 days from the stated project completion date. If the extension is not requested by the stated deadline, the applicant forfeits the grant award and any assurances from the City of Monticello.

Objectives of the BIG Program-

As stated in the Monticello Business District Plan, funds received from the Monticello Business District as it relates to the Monticello Building Improvement Grant program are to be used to achieve the following objectives:

1. Improve the building conditions of commercial and industrial properties within the District.
2. Facilitate the repair, renovation, rehabilitation and restoration of deteriorated structures.
3. Provide assistance in facilitating the highest level of public safety to the community.
4. Enhance the sales tax base of the District through small business retention and recruitment.
5. Enhance the property tax base of the District by encouraging redevelopment and investment.

BIG Program Application Guidelines-

To participate in the Monticello Building Improvement Grant program, the application must be completed and submitted during the application period stated in the policy schedule below. Project awards will be funded primarily based on objective, need and impact, and available funding. Proposed projects for properties deemed “contributing” to the Courthouse Square National Historic District may have additional criteria to meet based upon appropriateness and impact of the improvements on the surrounding areas and overall District. If awarded, a redevelopment agreement between the awarded party(ies) and the City of Monticello must be executed by the City and the applicant and the City before any proposed work begins.

The following are minimum requirements that all applicants must meet to be eligible to participate in the BIG program:

1. The applicant must be the property owner or business tenant of an existing or incoming business (signed lease required) of a commercial or industrial-zoned property within the Monticello Business District. If the applicant is a tenant of the subject property, applicant must include the signed written consent form of the property owner agreeing to the proposed project.
2. Local and State taxes, permit fees, and City of Monticello licenses and service accounts must be current at the time of application, with no fines or ordinance violations unresolved. Where applicable, the business must be in good standing with the State of Illinois.
3. A plan adequately describing the improvements to be performed along with official estimates or proposals for the project must be submitted at the time of application. The plan should include a project budget and construction schedule. The budget form should be completed, identifying total project costs, funding sources, and include proof that applicant has allocated contingency funds (typically 10% of total project cost) available to address unexpected issues.

Additional Information:

1. If the grant is awarded, a Redevelopment Agreement (RDA) must be executed between the applicant and the City Council prior to the project commencing.
2. Depending on funding availability, applicant may be limited to one awarded application per two (2) years and applications are limited to one building/property per application, per grant season. If a reimbursement has been previously provided to a building project or an applicant within the last three (3) years, priority will be given to new applicants. The City Council has the authority to



exceed this grant application limit based upon the recommendation of the review committee, and available funding.

3. Preference will be given to locally owned, independent and non-franchised or non-chain businesses. Applicants of government-owned facilities, franchise or chain restaurants are eligible to apply, but may not receive high priority.
4. Applications for components of projects already under construction will not be considered. However, other projects that have not commenced, could be eligible. For example, a roof replacement that is already under construction would not be eligible, however façade work of the same building that has not yet started would be considered separate.
5. Sufficient funds must be allocated in the Monticello Business District fund of the City for projects to be awarded.
6. Program application submittal does not guarantee program award.

Eligible Reimbursable Costs for Public/Private Projects-

The Business District Development and Redevelopment Act (65 ILCS 5/1-74.3-1, et seq.) only allows Business District funds be used for eligible expenses. Reimbursement is authorized through an approved redevelopment agreement between the applicant and the City of Monticello City Council.

Examples of eligible project costs include, but are not limited to:

- Demolition and reconstruction of all or part of an existing building or structure
- Cost of materials affiliated with an improvement project for a structure
- Cost of labor affiliated with an improvement project, if labor is performed by someone other than property owner and/or applicant*.
- Façade reconstruction or improvements, including painting and tuckpointing
- Signage, murals and awnings (no billboards)
- Patio, landscaping or sidewalk improvements (private property only)
- Roof replacement or repairs
- Window or door replacement
- Life-safety improvements (fire suppression, firewall, sprinkler systems, etc.)
- Electrical or plumbing upgrades
- Mechanical improvements/ HVAC
- Interior and exterior ADA compliance

**Labor paid or reimbursed with the applicant's use of Monticello Business District funds through the Monticello Building Improvement Grant Program may be subject to the Prevailing Wage Act. Applicant agrees to follow all regulations as they relate to Prevailing Wage Act when securing labor for said project. Applicant must indemnify, defend, and hold harmless the City of Monticello and its employees and City Council from any Prevailing Wage Act claims that arise from the applicant's use of the funds. For more information on the laws surrounding Prevailing Wage Rates, visit <https://www2.illinois.gov/idol/FAQs/Pages/prevailing-wage-faq.aspx>. Certified payroll may be requested of the applicant.*

Ineligible Project Costs:

- Construction and repairs that have already been permitted, are ongoing, or have commenced prior to the BIG application and RDA approval.



- Temporary Signage
- Permit Fees
- Proposed improvements that are not in compliance or keeping with the City’s comprehensive plan, the existing building’s character, or the character of the Courthouse Square Historic District.
- Labor fees paid to property owner and/or applicant, or to a contractor personally owned or partially owned by the applicant.
- Unapproved or unauthorized changes to an approved project
- Improvements that do not comply with all federal, state and city laws.
- Movable furnishings, fixtures or equipment specific to an individual business’s operation (patio furniture, etc.) may be considered ineligible
- Working capital expenses (payroll, utilities, rent/mortgage, inventory, etc.)
- Parking lot construction, resurfacing or striping

NOTE: The City of Monticello shall not be responsible for the planning, design or construction of the improvements to the subject property. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the BIG program. Where appropriate, the applicant is advised to consult with licensed architects, engineers, building contractors, and attorneys before proceeding with the final plans or construction. Professional building plans may be required by the City as part of grant program approval. Construction must be completed in compliance with the adopted City regulations, including, without limitation, building codes. The City Council reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Application Schedule*:

	Round 1	Round 2
Applications Accepted	December 1 – 15	June 1 – 15
Application Review/Inspection	December 16 – January 15	June 16 - 30
Award Announced	January	July
Redevelopment Agreement	Council meeting, January	Council Meeting, July
Project Completion Deadline**	June 30	November 30
Reimbursement	Council meeting, July	Council meeting, December

**Dates are exact or the first business day thereafter.*

***Project Completion includes final inspection and submittal of all paid invoices to the City of Monticello. Timelines are subject to project feasibility, funding availability, and council approval. Additional deadlines may be considered pending council approval.*



BUILDING IMPROVEMENT GRANT PROGRAM

Application –

To participate in the Monticello Building Improvement Grant program, a business owner must complete this application with all required information.

Pursuant to the program, the City will award the grant with reimbursable funds to eligible applicants determined by project impact, applicability, and score. Grant awards are made at the sole discretion of the City Council, funding availability, and impact on public infrastructure goals and objectives. Properties which are designated contributing properties to the Courthouse Square National Historic District may be required to follow the recommendation from the Historic Preservation Commission as part of the award. As a result, applicants for these properties are strongly advised to connect with these organizations for insight and advice prior to application submittal.

If a determination is made that the answers on this form are untrue, incomplete or deceptive, the application will be denied.

Completed applications should be returned to:

City of Monticello
c/o Director of Community Development
210 N. Hamilton
Monticello, Illinois 61856

Applicant Information –

Applicant's Legal Business Name: _____

Applicant's Name: _____

Applicant's Address: _____

Phone Number: _____ Email: _____

Sales Tax ID #: _____ (if applicable)

Project Information-

What is the address of the proposed improvements? _____

Is the premise owned or leased? _____ Owned _____ Leased

If property is leased, it is mandatory that the owner of the premises (if the owner is not the applicant), in his/her individual capacity, or if a business, by an authorized representative of the business, must sign and provide their information and consent to the improvements proposed to be performed through completion of the building owner consent form.

What type of business will this grant be impacting? (ex. Restaurant, retail, service?) If the property is vacant, list potential uses.



Description of desired improvements: _____

What are your long-term goals for this location? _____

How will this improvement help your business? _____

Have you reached out to a representative from Monticello Main Street or the Monticello Historic Preservation Commission regarding this project? If so, who? *Note: if the subject property is within a National Historic District, the project may be subject to Historic Preservation Commission Review and Recommendations.*

Anticipated Start date for Project: _____ Completion Date: _____

**Project completion includes final inspection and submittal of all paid invoices to the City of Monticello, and must be on or before the completion deadline stated in the application schedule.*

Estimated Cost of Improvements: _____ *(Based upon included estimates/quotes)*

Contractor(s) or individual(s) to perform the project: _____

**Attach any architectural design plans, engineering plans, construction drawings, bids from contractors and/or other plan specs to this application.*

**Attach any current condition pictures, as well as renderings or examples of proposed improvements to this application.*

Have you received funding from any City of Monticello program within the last 2 years? If so, when and for what? _____



Please list any community involvement you have or currently participate in. (Volunteerism, organizational membership, event participation, etc.) _____

Budget Information-

Copies of estimates or quotes must be included with the grant application for the application to be considered.

Expense item	Description	Amount (\$)
<i>Contractor/Construction Quote(s)</i>	<i>Expected building modifications, including labor costs.</i>	\$
<i>Materials</i>	<i>Cost for materials to perform service, if not included in the contractor quotes, or if applicant is performing the improvements.</i>	\$
<i>Equipment (if applicable)</i>	<i>Equipment that is affixed to the building will be considered as a priority (ex. Commercial oven).</i>	\$
<i>Contingency Reserve</i>	<i>Reserve for unforeseen or unexpected expenses</i>	\$
TOTAL Expenses		\$



BUILDING IMPROVEMENT GRANT PROGRAM

ACKNOWLEDGEMENT

I, _____, (full name printed) swear or affirm under penalty of law that I have read and understood all of the conditions and questions in this Application and that all of the foregoing information and statements submitted in this Application are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information.

The undersigned applicant also agrees to indemnify and hold the City of Monticello harmless from any losses, claims, damages, liabilities, and related expenses (including the fees, charges and disbursements of any counsel or consultant for the City) incurred by the City or asserted against the City by the undersigned or any third party arising out of, in connection with, or as a result of (i) the information submitted by the applicant for this Application, (ii) the processing of this Application, (iii) the issuance or denial of a permit, or (iv) any actual or prospective claim, litigation, investigation or proceeding relating to any of the foregoing, whether based on contract, tort or any other theory, whether brought by a third party or the applicant, and regardless of whether the City is a party thereto. Furthermore, it is the understanding of the applicant that labor paid or reimbursed with the applicant's use of Monticello Business District funds through the Monticello Building Improvement Program may be subject to the Prevailing Wage Act. Applicant agrees to follow all regulations as they relate to the Prevailing Wage Act when securing labor for said project. Applicant agrees to indemnify, defend, and hold harmless the City of Monticello and its employees and Council, from any Prevailing Wage Act claims that arise from the applicant's use of the funds.

Monticello Building Improvement Program application submittal does not guarantee program award.

Subject to City of Monticello City Council approval, this application, together with the attached Building Improvement Program description, shall become a binding Agreement for which the undersigned hereby warrants full authority to both execute this Agreement and to bind the entity in which they are signing on behalf of.

Any material misrepresentation of information in this document will be grounds for denial of a permit.

Signature of Applicant

Date



BUILDING IMPROVEMENT GRANT PROGRAM

Monticello Business District Building Improvement Grant Program

Building Owner Consent Form

Building Owner Name

Mailing Address (Street, City, Zip)

Phone Number

Email Address

Property Address

As the legal owner of the property above, I hereby grant authorization for the above tenant of said property to complete the improvements as indicated on this application and to seek reimbursement assistance related to that work. I understand my responsibilities and obligations as the property owner under this application. I agree to indemnify and hold the City of Monticello harmless from any losses, claims, damages, liabilities, and related expenses (including the fees, charges and disbursements of any counsel or consultant for the City) incurred by the City or asserted against the City by the undersigned or any third party arising out of, in connection with, or as a result of (i) the information submitted by the applicant for this Application, (ii) the processing of this Application, (iii) the issuance or denial of a permit, or (iv) any actual or prospective claim, litigation, investigation or proceeding relating to any of the foregoing, whether based on contract, tort or any other theory, whether brought by a third party or the applicant, and regardless of whether the City is a party thereto. Furthermore, it is the understanding of the property owner and applicant that labor paid or reimbursed with the applicant's use of Monticello Business District funds through the Monticello Building Improvement Program may be subject to the Prevailing Wage Act. Applicant agrees to follow all regulations as they relate to the Prevailing Wage Act when securing labor for said project. Owner and applicant agree to indemnify, defend, and hold harmless the City of Monticello and its employees and Council, from any Prevailing Wage Act claims that arise from the applicant's use of the funds.

Building Owner Signature

Date

Tenant Signature

Date



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Application Checklist

In order for the application to be accepted, please include the following attachments:

Completed Application

Professional estimate(s) for work to be completed with rendering of completed project, and project schedule. (Include color samples, material list, etc.)

Current pictures of project area

Pictures or examples of proposed improvements

Design Plans (where appropriate, and as directed by the City of Monticello)

Signed Acknowledgement

Signed Building Owner Consent (if applicant is not the owner)