

**BDD COMMERCIAL RENOVATION GRANT PROGRAM**  
**Village of Hanna City Business Development District (BDD) 1**

Village of Hanna City, Illinois, 313 N First Street, Hanna City, IL 61536 / Telephone: (309) 565-7411

**- APPLICATION FORM -**

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant Name: \_\_\_\_\_  Owner of Subject Property  Tenant of Subject Property

Property Owner Name(s): \_\_\_\_\_ *(if different from Applicant)*

Applicant Address: \_\_\_\_\_

Subject Property Tax ID (PIN): \_\_\_\_\_ *(only one PIN per application)*

Subject Property Site Address: \_\_\_\_\_

Applicant Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Business Located on Subject Property *(check all that apply)*:

Service  Retail  Other *(describe):* \_\_\_\_\_

Are any residential addresses located on the Subject Property?  Yes  No

Anticipated Project Start Date: \_\_\_\_\_ and Estimated Project Completion Date: \_\_\_\_\_

Total Estimated Project Costs: \$ \_\_\_\_\_ *(estimated costs must be verified upon completion of the Project).*

Description of proposed project *(a more detailed description should be attached and submitted with the Application):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Program grants funds shall be awarded only for BDD eligible project costs pursuant to 65 ILCS 5/11-74.3 *et. seq.* on a merit basis, and subject to the availability of funds as may be annually allocated by the Hanna City Village Board.

**Please read the following requirements carefully:**

1. Property owners may apply for and receive Program grants for the same property only one time during each fiscal year (May 1<sup>st</sup> through April 30<sup>th</sup>), commencing on May 1, 2023.
2. Only properties that are located within the Hanna City BDD are eligible to apply for this Program. A "Property" is defined herein as a parcel upon which an existing commercial building or a portion of an existing commercial building is located on a lot having a unique Property Identification Number (PIN) as assigned by the Office of the Peoria County Supervisor of Assessments. The PIN can be found on the most recent real estate tax bill.
3. If Applicant is a tenant of the Property and is undertaking leasehold improvements that will be reimbursed through Program grant funding, then the Applicant must provide Village with verification of written consent from the property owner for the proposed improvements described herein.
4. Applicants must attach a detailed description of the planned improvements, estimated costs of the project (including contractor bids) and a project schedule. Conceptual sketches and drawings are encouraged, and the Village reserves the right to request additional information, including but not limited to how the building will be utilized (e.g., anticipated type of business use) after the improvements are completed.
5. Projects supported with Program grant funds must comply with the BDD Act, the Village's Design Review Guidelines, and applicable building codes. Applicant may consult with Village Staff regarding specific requirements and permits. Pursuant to the BDD Act, no Program Grant Funds shall be used to demolish, remove, or substantially modify a historic

resource. Exceptions may be made for a place or structure for which the Village determines no prudent and feasible alternative exists, or the demolition, removal, or modification is subject to review by the preservation agency of a Certified Local Government designated as such by the National Park Service of the United States Department of the Interior. A "historic resource" for the purpose of this paragraph means (i) a place or structure that is included or eligible for inclusion on the National Register of Historic Places or (ii) a contributing structure in a district on the National Register of Historic Places.

6. The maximum Program grant amount for an approved *BDD Commercial Renovation Grant Project* shall not exceed **75%** of total project costs or a single lump sum reimbursement of **Fifteen Thousand and 00/100 Dollars (\$15,000.00)** per individual commercial property PIN, whichever is less, for the following types of BDD eligible project costs:
  - a. Qualified Projects may include exterior repairs and renovations to storefronts, sides and rears of existing commercial buildings that also face a Village Street and parking lots. Such repairs and renovations include: signage, exterior masonry & brick restoration; painting/re-siding exterior walls; replacement of exterior doors and windows; final exterior trim work and weatherproofing; as well as repairs or renovations to parking lots. Certain interior improvements which are a consequence of the exterior rehabilitation may qualify as well.
  - b. Roof repairs or other general custodial, cleaning, and property maintenance services do not qualify for reimbursement through this Program. However, repairs and renovations that are believed to be outside the scope of this Program should be discussed with Village staff, who may recommend other types of assistance.
  - c. All Project improvements must be completed within 180 days of the Village Board's approval of the Program Application.
7. Applications are subject to initial review and recommendation by the Hanna City Economic Development Committee, Village Administrator, and the Village's BDD Administrator. All applications must then be approved by the Hanna City Village Board.
8. It is the understanding of the Village and the Applicant that the position of the Illinois Department of Labor is that the Illinois Prevailing Wage Act does not apply to BDD increment received by private Developers as reimbursement for BDD Eligible Project Costs. This position of the Department of Labor is stated as an answer to a FAQ on its website at: <https://www2.illinois.gov/idol/FAQs/Pages/prevailing-wage-faq.aspx#qst16>.
9. **Program grant funds are paid by the Village of Hanna City to the Applicant upon completion of the Project and verification of BDD eligible project costs – no exceptions.** In advance of receiving Program grant funds, Applicant must: a) verify the most recent real estate tax bill has been paid for the Property; and b) verify total project costs incurred, including sufficient BDD eligible project costs equal to or greater than the amount of Program grant funds awarded to the Applicant by the Village Board. The Village's obligation hereunder to award grant funds for BDD eligible project costs is a limited obligation to be paid solely from the Hanna City BDD Special Tax Allocation Fund.
10. The Hanna City Village Board reserves the right to award grant funds only to those Applicants who undertake projects the Village deems to be compliant with the BDD Act and those projects that the Village believes will further stimulate the type of commercial revitalization that is in the best interests of the citizens of the Village of Hanna City. The rights and obligations of the Applicant under this Program Application shall not be assignable by the Applicant without providing written notice to the Village and the Village's consent.

The undersigned certifies and warrants that to the best of his/her knowledge the information contained in and attached to this Application Form is true, correct, and complete and furthermore agrees to the terms and conditions provided herein. Nothing contained in this Program Application shall be construed by the Village or the Applicant or any third person to create the relationship of a partnership, agency, or joint venture between the Village and the Applicant. Subject to Village Board approval, this Program Application shall become a binding Redevelopment 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.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

**BDD COMMERCIAL RENOVATION GRANT PROGRAM**  
**Hanna City Business Development District (BDD) 1**

Village of Hanna City, Illinois, 313 First Street, Hanna City, IL 61533 / Telephone: (309) 565-7411

**- APPROVAL FORM FOR VILLAGE USE ONLY -**

Applicant Name: \_\_\_\_\_

Subject Property Tax ID (PIN): \_\_\_\_\_ *(only one PIN per application)*

Subject Property Site Address: \_\_\_\_\_

Date application received by the Village: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_

Planned Improvements Verified as BDD Eligible Project Cost:  Yes  No (reason: \_\_\_\_\_)

Approved by Hanna City Economic Development Committee (EDC):  Yes, date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

No (reason: \_\_\_\_\_)

**Maximum Grant Funds Recommended for Approval by Village Board: \$ \_\_\_\_\_.**

*(75% of BDD eligible project costs incurred by the Applicant, not to exceed \$15,000)*

**BE IT ORDAINED BY THE VILLAGE OF HANNA CITY, PEORIA COUNTY, ILLINOIS THAT:**

1. The Application referenced above for the *BDD Commercial Renovation Grant Program* is hereby approved and shall be effective from and after its passage and approval as herein required by law.
2. The President is hereby authorized and directed to accept and execute said Application on behalf of the Village and the Village Clerk of the Village of Hanna City is hereby authorized and directed to attest such execution.
3. The amount payable hereto in consideration of the Applicant complying with the terms of said Application shall not exceed the total project costs set forth in this Application.

**PASSED, APPROVED AND ADOPTED** by the Corporate Authorities of the Village of Hanna City, Peoria County, Illinois, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and deposited and filed in the Office of the Village Clerk of said Village on that date.

PRESIDENT & TRUSTEES	AYE VOTE	NAY VOTE	ABSTAIN / ABSENT
<b>TOTAL VOTES:</b>			

APPROVED: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

President, Village of Hanna City

ATTEST: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Village Clerk, Village of Hanna City

Completion of Project verified on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ . Total Project Costs: \$\_\_\_\_\_ Final Grant Amount: \$\_\_\_\_\_

Verification of BDD Eligible Project Costs incurred by the Applicant were approved by BDD Administrator on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .

Village grant payment issued to applicant on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by Village Check No. \_\_\_\_\_.