



Commercial Lease Subsidy Grant for New Business Start-Ups & Expansions within the Oregon Commercial Historic District and Oregon Riverfront Zone

GRANT DESCRIPTION AND APPLICATION FORM

The City of Oregon is introducing the **Commercial Lease Subsidy Grant (CLSG)** to encourage economic investment and further stimulate growth within this historic district and riverfront zone areas. The grant may, in part, utilize Tax Increment Financing (TIF) Funds to offer lease subsidies to new or expanding businesses that are occupying vacant or underutilized space within existing buildings within these two vital areas.

The **Oregon Commercial Historic District (OCHD)** was listed on the National Register of Historic Places in 2006 and is bordered by Jefferson, Franklin, 5th and 3rd Streets. This area, which is a sub-area within the Oregon Tax Increment Financing (TIF) District, is depicted as the orange shaded area in *Figure 1* at right.

The **Oregon Riverfront Zone (ORZ)** as shown as the blue shaded area in *Figure 1* at right, is also within the TIF District and was established by Ordinance No. 12-2016 to promote a compatible mixture of commercial, recreational, cultural and residential uses in a compact, pedestrian-oriented area, and as an extension of the historic character of Oregon's Downtown.

CLSG BENEFIT

- Qualified applicants may be eligible for lease subsidies in an amount not to exceed \$600 per month, or 50% of monthly lease payment, whichever is less, for a period of up to 12 months. Maximum cumulative benefit is \$7,200.

CLSG ELIGIBILITY

- Any commercial-retail tenant who opens a new business on or after May 1, 2021 in a street-facing space of not less than 1,000 sq. ft. within the OCHD or the ORZ, and for which verification of a fully executed lease having a term of not less than 1 year is submitted in advance of grant reimbursements, may be eligible for the grant.

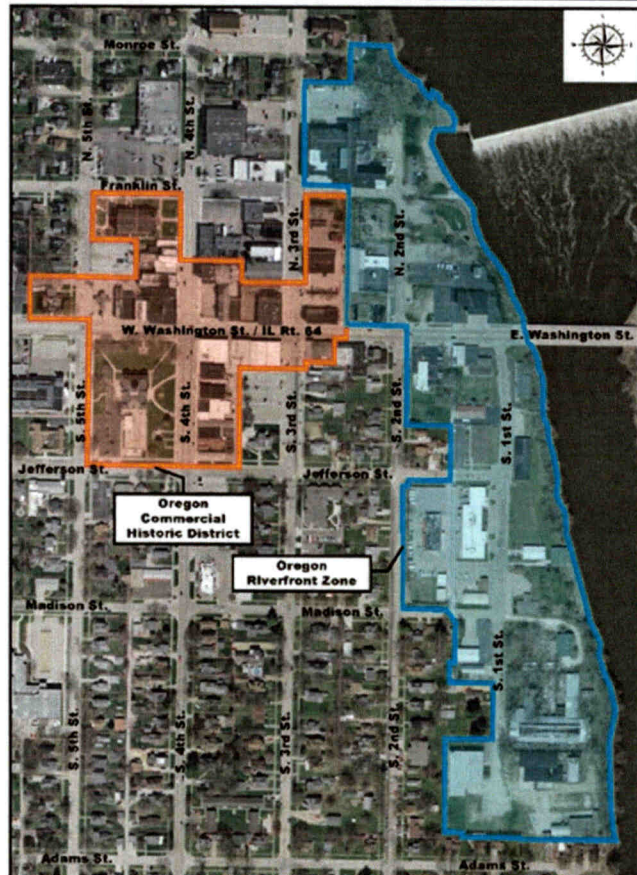


Figure 1. Oregon Commercial Historic District and Riverfront Zone Areas.

The Commercial Lease Subsidy Grant is a **COMPETITIVE OPPORTUNITY** for local entrepreneurs to make a business pitch to the City of Oregon for up to one (1) year of reduced rent. Qualified applicants are prospective tenants leasing space for a new business start-up within the Oregon Commercial Historic District or the Oregon Riverfront Zone on or after **May 1, 2021**.

Application deadlines are subject to the availability of funding and shall occur as follows:

- **Round 1:** (to be announced Summer/Fall-2021)
- **Additional Rounds:** (t.b.d. as funds are available)

Acceptable applications must be consistent with the applicable goals and objectives of the Historic District, the Oregon TIF District Redevelopment Plan, and all applicable City zoning ordinances. The City reserves the right to reject any application following review and applicant interview.

Commercial Lease Subsidy Grant Application



CLSG REQUIREMENTS

- Applications must include a written business plan describing the nature of the business, the sales and marketing strategy, applicant's qualifications, and the financial background for the firm, including a projected profit and loss statement.
- Qualified new business start-ups include only those which will market tangible goods and products for retail purchase, generate municipal sales tax revenue, and comply with all City zoning, health, and public safety ordinances.
- The new business must intend to open, occupy, and continuously operate within a previously vacant or underutilized business property within the OCHD or the ORZ for the duration of the subsidy period.
- Pursuant to the Tax Increment Allocation Redevelopment Act [65 ILCS 5/11-74.4-39(q)], TIF funds may not be used to reimburse lease payments if any demolition, removal, or substantial modification of a historic resource occurs on property within the OCHD or the ORZ, unless no prudent and feasible alternative exists. "Historic resource" 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. This requirement shall not apply to a place or structure for which 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.
- Benefits granted through the CLSG may not be assigned and are non-transferrable.

CLSG PROCESS

1. Qualified applicants must submit a sealed application to the **City Clerk's Office at the City of Oregon, 115 North 3rd Street, Oregon, IL 61061** before 5:00 p.m. Central on or before one of the application deadlines. Electronic submissions of material scanned and delivered in *pdf* attachment(s) are acceptable if applicant contacts the City in advance at (815) 732-6321 to schedule appropriate delivery arrangements.
2. The City will proceed to review applications and respond to each applicant within ten (10) business days. If selected as a potential CLSG candidate, the City will contact applicant to schedule an interview. The City will provide feedback to any application that is not initially selected for CLSG, including application deficiencies or recommendations, if any, for other types of City assistance that may be available.
3. Upon selection as a CLSG Grantee, the City will prepare a written redevelopment agreement which must be approved by City Council and subsequently executed by the City and the Grantee. Redevelopment agreements are subject to terms and conditions as may be required by the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4 *et. seq.*), and other applicable statutes.
4. All rent subsidy payments issued by the City shall be paid to the Grantee as **reimbursements**, commensurate with and not less than the specified benefit of the CLSG, following verification of each monthly lease payment, timely incurred by the Grantee pursuant to the terms of the lease.

Commercial Lease Subsidy Grant Application



PLEASE SUBMIT THIS APPLICATION TO THE CITY OF OREGON, CITY CLERK'S OFFICE, 115 N. 3RD STREET, OREGON, ILLINOIS 61061

Tenant-Applicant name(s): _____ Date: ____ / ____ / 20____

Mailing address: _____

Applicant email address: _____

Applicant daytime business phone: _____ Alternate phone: _____

Proposed Business Site Address: _____

Property Owner-Landlord Name(s): _____

Subject Property's Ogle County Property Tax ID # _____

Which CLSG-Eligible Area is the business site located in? ☐ OCHD ☐ ORZ

Anticipated square footage of space to be leased: _____ sq. ft.

Has a lease been executed? ☐ Yes ☐ No If yes, is a copy attached hereto? ☐ Yes ☐ No

Anticipated monthly rent over next 12 months: \$ _____ Utilities included? ☐ Yes ☐ No

Proposed business name: _____

Legal name of owner: ☐ Same as Business Name ☐ Other: _____

Type of business structure: ☐ Sole Proprietorship or ☐ Partnership
☐ Limited Liability Company (LLC)State of Charter: _____
☐ CorporationState of Charter: _____
☐ Other: _____

Brief description of the nature of the proposed business start-up: _____

How many new employed positions do you plan to create? Full-time _____ Part-time _____

☐ Attached hereto is a copy of the **Applicant's Business Plan** (please include anticipated annual retail sales, as well as projected income and loss statement).

☐ Attached hereto, or included in the Business Plan, is a **description of the space to be leased**, including the building and type of space to be occupied (e.g., store front, office, storage, etc.), and the intended commercial use of the leased space.

Additional Questions:

1. Will there be any physical improvements to the newly leased commercial space that will be required prior to occupancy? ☐ Yes ☐ No Expected leasehold improvements: \$_____

If yes, explain here or attach more detail: _____

2. ☐ Yes or ☐ No: Is the Applicant currently delinquent in payment of any municipal taxes, fees, or services?
3. ☐ Yes or ☐ No: Is the Applicant currently delinquent in the payment of any state or federal income tax obligation?
4. ☐ Yes or ☐ No: Is the Applicant currently delinquent in the payment of any loans?
5. ☐ Yes or ☐ No: Has the Applicant defaulted on any loans within past five (5) years?
6. ☐ Yes or ☐ No: Is the Applicant subject to any unsatisfied judgements or court orders?
7. ☐ Yes or ☐ No: Has the Applicant ever filed bankruptcy?

If the answer to any of the questions (2-7) above is "Yes," please attach additional comments a may be necessary.

8. ☐ Yes or ☐ No: Applicant hereby acknowledges the City reserves the right to reject any application for CLSG assistance and that upon selection as a CLSG Grantee, the City will prepare a written redevelopment agreement which must be approved by City Council and subsequently executed by the City and the Grantee.

I (we) attest that to the best of my (our) knowledge and belief, the information contained in the foregoing application is correct and true. I (we) am (are) aware that the filing of a false instrument in connection with this application may constitute an attempt to defraud the City of Oregon and may be a felony under the laws of the State of Illinois. I (we) agree to abide by the provisions of all applicable local, state and federal laws pertaining to falsification of any item contained herein or fraudulent misrepresentation of my(our) business. I (we) further acknowledge that this application is not a legally binding document for purposes of receiving any Grant assistance including funding, and that my (our) designation as a Grant Grantee does not guarantee my (our) receipt of any Commercial Lease Subsidy Grant assistance. The signatory of Applicant warrants full authority to sign and submit this Application.

Applicant Signature: _____ Date: ____ / ____ / 20__

Print Name and Title: _____

FOR CITY USE:

Date Application Received: ____ / ____ / 2021 Date of City Response: ____ / ____ / 20__

Application approved for interview and further review for possible redevelopment agreement: ☐ Yes ☐ No