

2024 Commercial Facade Improvement Program Guidelines & Application

Purpose:	To support rehabilitation and/or redevelopment of commercial property; encourage new and expanding businesses; foster revitalization of commercial corridors; and encourage private investment in existing commercial structures
Approval:	Grant awards will be based on the merit and design of the project. The Village reserves the right to prioritize applications on the basis of scope of work, level of private investment, and relative impact of the proposed improvements on the business district
Funding:	Up to 50% matching grant for eligible project costs, in the form of a reimbursement, payable by the Village upon successful completion of the approved project and receipt of final paid invoices
Grant limits:	<i>Within a TIF District</i> - \$15,000 maximum grant for rehabilitation projects or \$10,000 for new construction <i>All Other Commercial Areas</i> - \$10,000 maximum grant for rehabilitation or new construction
Eligible:	Removal/replacement of façade materials; restoration/replacement of architectural features; repair or removal/replacement of windows, doors, signage, awnings, shutters, wall mounted lighting fixtures or other features which enhance the overall appearance of the façade; new façade materials, doors, windows, architectural features, signage, etc. on new commercial buildings; improvements to upper floors and/or secondary facades, visible from a public street, at the discretion of the Village, if such improvements are part of a substantial first floor front façade rehabilitation
Not Eligible:	Repairs, maintenance, etc.; tuck pointing, sandblasting, etc.; demolition (unrelated to eligible work); gutters, HVAC equipment or roofing materials; landscaping; architectural or permit fees; and <i>any expenses incurred or contracted prior to grant approval</i>

Program Eligibility Criteria

Commercial property and/or business owners of first floor commercial buildings are eligible to apply. Applicants must provide all Required Documents and:

Business owners (tenants) must provide:

- Written authorization from the property owner for proposed improvements and participation in the program AND
- Evidence of a minimum three-year lease from grant award date

Commercial property owners must:

- Operate a business at the location OR
- Provide lease(s) for businesses in the location (**NOTE: While multi-tenant buildings do not need to be fully leased, priority will be given to those that are**)

Commercial property and/or business owners must be in good standing with the Village with respect to taxes, licenses, certifications, fees, assessments, etc. and the property and project must comply with all local and state codes and regulations. Since public funds will be used, the Illinois Prevailing Wage Act is applicable.

If a commercial property or business owner who receives grant funds closes or relocates their business, or removes work financed through the Program, within three years of grant reimbursement date, repayment of grant is required, pro rata for period remaining in three-year term. No additional grant funds are available for similar work at a tenant space or buildings which had been awarded Facade Improvement Program grants within the past three years.

REQUIRED DOCUMENTS

The following documents must be submitted to the Department of Community and Economic Development at **commdev@mortongrovel.org** or at Village Hall (6101 Capulina Avenue):

- *Completed application & program guidelines acknowledgement*
- *Detailed business description and history*
- *Elevations and materials for proposed facade improvements*
- *Narrative description and projected budget for total scope of improvements to be performed*
- *Three (3) LIKE BIDS for program-eligible work (see Program Guidelines)*
- **Tenant:** *Copy of current lease and letter from landlord authorizing proposed improvements*
- **Owner:** *Evidence of title or control of property; copies of current leases, if any; current real estate tax bill*

If application is approved, the business/property owner should:

- *Submit executed agreement within 30 days of grant approval*
- *File for and obtain necessary permits*
- *Complete improvements to the satisfaction of the Village within 90 days of the issuance of building permits unless an extension is applied for and granted*

Getting to Work

- ☐ Contracts may be let and work may begin upon written commitment from the Village AND after applicant has filed for and obtained all necessary approvals and permit from the Village
- ☐ Any proposed changes to scope of work must be submitted for review and approval by Village prior to commencing such changes
- ☐ Work must be completed within same year as grant money was approved
- ☐ In extraordinary circumstances, the Village may consider written requests for an extension of up to 60 days after the original project completion date. Such request must include reason for extension and anticipated completion date. Work not completed by the agreed upon project completion date, original or extended, may be ineligible for receipt of grant reimbursement

Getting Paid

Grant reimbursement is available only for pre-approved work, performed by approved and licensed contractors up to maximum amount specified in written Commitment Letter signed by the Director of Community and Economic Development and the business and/or property owner.

- ☐ Project must be complete and paid in full by business and/or property owner prior to seeking reimbursement from the Village.
- ☐ Within 30 days after completion, applicant should submit copies of:
 - ✓ All contractor invoices detailing the specific tasks completed
 - ✓ Proof of payment of all invoices and lien releases
 - ✓ Digital photos of completed project
 - ✓ Owner's approval and guarantee to repay any unforgiven portion of the loan, and consent to record agreement
 - ✓ Statement that the Participant shall maintain the facade improvements in good condition and shall not make any changes to the Property resulting in an alteration to the facade improvements for at least three years after completion
 - ✓ Copy of final inspection approvals from Village

COMPETITIVE BIDS

To ensure competitive pricing by contractors, the Village requires at least three **like-bids** for each type of proposed work.

LIKE BIDS: bids must be based on the exact same:

- scope of work
- materials
- finishes
- sizes
- features

The above information **MUST** be clearly stated on all bids.

The grant program provides a grant award based on the lowest bid provided with the application. Property owners/tenants are not required to use lowest bidder, however additional costs associated with higher priced contractors will be covered by the owner/tenant.

SUBMIT APPLICATIONS TO:

Community & Economic Development
Department
6101 Capulina Avenue
Morton Grove, IL 60053
OR
commdev@mortongroveil.org

QUESTIONS:

commdev@mortongroveil.org
847-663-3063

I hereby acknowledge that I have read the Program Guidelines and agree to comply with the eligibility criteria and all application, program, approval, and reimbursement requirements. I understand that failure to comply with all conditions and requirements may forfeit the grant.

Tenant/Applicant Signature: _____

Print Name & Title: _____ **Date:** _____

Property Owner Signature: _____

Print Name & Title: _____ **Date:** _____

The Village of Morton Grove reserves the right to request additional information as deemed necessary for project review and evaluation. For additional information, call 847-663-3063.



FIP Application #: _____

Village of Morton Grove Facade Improvement Program Application

Project Address: _____

Business or Organization Name: _____

Applicant Information

Name: _____

Address: _____

Phone: _____ E-mail: _____

Applicant is: (please check all that apply): _____ Property Owner _____ Business Owner _____ Tenant

If applicant is NOT the property owner, please supply Property Owner information:

Name: _____

Firm (if Property Management Company): _____

Address: _____

Phone: _____ E-mail: _____

Date Property Purchased: _____

Applicant (please mark any that apply)

_____ Business Owner _____ Not-for-Profit Organization
_____ Corporate Rep. (if business has multiple locations) _____ Other (specify) _____

Business/Organization is:

___ New to MG _____ Existing MG _____ Existing MG/relocating _____ Existing MG/expanding

Lease Information (for Tenants):

Length of time business has been at this location: _____

If business is relocating, length of time business operated at previous location: _____

Length of Current Lease: _____ Lease Expiration Date: _____

Project Overview:

Provide a brief summary of overall project and those aspects for which funding assistance is being sought:

Property Financial Assistance Information (for Owner):

Has this property or the business owner received any financial assistance (grants, sales tax sharing, TIF, etc.) from the Village in the past? _____ YES
_____ NO

If yes, describe the type of assistance, date(s) of assistance/grant, and amount of assistance:

Architect/Designer (if applicable) :

Name: _____

Firm: _____

Address: _____

Phone: _____ E-mail: _____

Required For Grant Consideration

ALL OF THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT BEFORE THE GRANT APPLICATION CAN BE DEEMED COMPLETE. VILLAGE WILL NEITHER ACCEPT NOR PROCESS INCOMPLETE APPLICATIONS.

- ☐ Detailed business description and history
- ☐ Elevations and materials for proposed facade improvements
- ☐ Narrative description and projected budget for total scope of improvements to be performed
- ☐ Three (3) **LIKE BIDS** for program-eligible work (see Program Guidelines)
- ☐ Tenant: Copy of current lease and letter from landlord authorizing proposed improvements
- ☐ Owner: Evidence of title or control of property; copies of current leases, if any; current real estate tax bill

Submit this completed application and above documents electronically to commdev@mortongroveil.org or submit in-person at Village Hall (6101 Capulina Avenue) to the direction of the Department of Community and Economic Development.

Statement of Understanding - Applicant

The applicant (undersigned) has read and fully understands the guidelines and procedures of the Morton Grove Façade Improvement Program and the associated Agreement, which shall be fully executed prior to the initiation of work covered by the grant program. It is understood by the applicant that three cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation prior to commencement.

Applicant Signature _____

Date _____

Applicant Name (Please Print) _____

Company's FIN # _____

If the applicant is NOT the property owner, the following must be completed by the property owner:

I, _____ (print name), certify that I am the owner of the property located at _____ (property address) and authorize the applicant to apply for a grant under the Morton Grove Façade Improvement Program and undertake the approved improvements.

Property Owner Signature _____

Date _____

FOR OFFICE USE ONLY:

Application Number: _____ Date Received: _____

Finance Dir. Certification – Applicant & property owner have no outstanding fees, fines, taxes, etc. due to MG:

_____, (signature) _____, (date)

Estimated Cost of Project Eligible Expenses (lowest estimate from submitted quotes): _____

Total Grant Award Approved: _____ Date of Approval: _____

Date of Appearance Commission Approval: _____

Date of Request for Rebate/Receipt of Final Documents: _____

Inspection to Confirm Completion: _____ (signature) _____, (date)

Date of Issuance of Rebate: _____