

2022 Commercial Facade Improvement Program Guidelines

- 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:** *Within a TIF District* - \$15,000 maximum grant for rehabilitation projects or \$10,000 for new construction
All Other Commercial Areas - \$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, et. on new commercial buildings; improvements to upper floors and/or secondary façades, 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 any expenses incurred or contracted prior to grant approval

Program Eligibility Criteria and Conditions

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 3 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 3-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

Ten (10) hard copies and an electronic version of the following documents should be filed with the Department of Community and Economic Development:

- Application
- Proposed project designs, façade drawings, elevation, catalog cuts
- Narrative description and projected budget for scope of work to be performed (bids)
- Three(3) **LIKE-BIDS** for each type of proposed work
- Min. of two 8"x 10" photos of the building, including one of the full façade(s) covered by the project/application
- Business description (including product/service and type of client/customer)
- **If tenant**, copy of current lease and letter from landlord authorizing work & participation in program
- **If owner**, evidence of title or control of property; copy of lease(s), if any; and 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, 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
 - ✓ Two color 8" x 10" photos of completed project (hard copy & digital)
 - ✓ 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 façade improvements in good condition and shall not make any changes to the Property resulting in an alteration to the façade 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 COMPLETE APPLICATIONS TO:

Community & Economic Development Department
6101 Capulina Ave
Morton Grove, IL 60053

ANY QUESTIONS OR REQUESTS FOR ADDITIONAL INFO:

commdev@mortongroveil.org

I hereby acknowledge that I have read the Program Guidelines and agree to comply with 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.