

FAÇADE IMPROVEMENT PROGRAM				
CRITERIA / REQUIREMENTS		EXISTING	PROPOSED CHANGES	NOTES
TYPES OF ELIGIBLE PROJECTS				
	Rehabilitation of existing buildings	Yes	Yes	
	New Construction	Not clearly defined, but language implies rehab of existing buildings only	<u>No</u>	NOTE: Most of the communities surveyed do not allow façade grants for new construction. Also, TIF funds cannot be used for new construction; if we allow for new construction projects, then will need to reduce Max. Limit to \$8,000 for these types of projects within TIF Districts
MAX. LIMITS FOR GRANT				
	Commercial Buildings Within TIF Districts	Yes - Matching funds of up to \$15,000 for eligible work items for Commercial Buildings	Yes - Matching funds of up to \$15,000 for eligible work items for Commercial Buildings <u>in Commercial Districts (C1, C2 and C/R)</u>	NOTE: Our current program implies that the grants are for commercial buildings in general commercial areas; proposed new guidelines will specifically state that it is only for commercial buildings within the Commercial Districts
	Commercial Buildings outside of TIF Districts	Yes - Matching funds of up to \$7,500 for eligible work items for Commercial Buildings	Yes - Matching funds of up to <u>\$8,000</u> for eligible work items for Commercial Buildings <u>in Commercial Districts (C1, C2 and C/R)</u>	
PROPORTIONAL MATCH				
	<u>Rehab of Retail Commercial Building facades (Restaurant, apparel/shoe store, grocery, jewelry store, etc.)</u>	Rebate of up 50% of first \$5,000 of eligible expenses; up to 25% for additional eligible expenses, up to the Max. Limit	<u>Rebate of up 50% of eligible expenses; up to the Max. Limit</u>	
	<u>Rehab of Office, Service or other Non-Retail Business Façade</u>	Rebate of up 50% of first \$5,000; up to 25% for additional eligible expenses, up to overall max. limit	<u>Rebate of up 25% of eligible expenses; up to the Max. Limit</u>	
BASE LEVEL REQUIREMENTS TO APPLY				
	Commercial property owner	YES	YES	
	Business Owner - with a minimum 3 year lease from date of grant award & written authorization from Property Owner	YES	YES	
	Improvements to "front" façade only	Unclear, but implied to be only for front façade	<u>Primary project funding is for front façade, however, some funding could be utilized for secondary facades which are visible from the public way and which result in improved aesthetics along such secondary facades</u>	Some communities allow for opportunities to use a portion of façade grants to improve side elevations that are visible from a public street/sidewalk. Most communities only allow this when work on the side façade is done in conjunction with work along front facade

	Eligible Work Items	Significant façade renovation, signage, and/or awnings.	<u>Removal and replacements of façade materials; restoration or replacement of architectural features; repair or removal and replacement of window/doors; removal and replacement of signage or awnings, etc.; repair or replacements of shutters, exterior wall mounted lighting or other features which enhance the overall appearance of the facade</u>	NOTES: This is consistent with previous guidelines but provides some additional clarity in what is included.
	Ineligible Work Items	Landscaping, demolition, maintenance (painting, tuckpointing, etc.), roofing, architectural or permit fees, etc.	<u>Landscaping; demolition work unrelated to eligible façade improvement work; routine maintenance of existing materials (painting, tuckpointing, etc.); roofing (unless roof is part of the vertical façade of the building); gutters, HVAC equipment, etc.; architectural, engineering, etc. professional fees; MG permit fees</u>	NOTES: This is consistent with previous guidelines but provides some additional clarity in what is included.
ADDITIONAL REQUIREMENTS				
	Property owner and business owner shall be in "good standing" with the Village (water, alarm fees, F&B taxes, etc.)	YES	YES - and shall remain in good standing for term of the agreement	
	Building and business must be in compliance with all local and state codes	YES	YES - but add additional language to clarify that must comply with " <u>all local, state and federal codes, including, but note limited to: building, life safety, zoning, sign, business compliance, etc.</u> "	
	Applicants must get a minimum of three (3) competitive "LIKE" bids	YES	YES	
	Project Start and Contractor Selection	No expenses shall be incurred nor contracted prior to grant approval	No expenses shall be incurred nor contracted <u>for the overall project</u> prior to grant approval	
FILING REQUIREMENTS				
	Complete Application			
	Application Fee	None	None	Although a few communities include fees, that would be refunded upon completion of project, most communities do not include any application fee
	If applicant is Tenant:	(1) copy of current lease with a min. 3 year term from grant date, (2) letter from property owner authorizing work and participation in Program	(1) copy of current lease with a min. 3 year term from grant date, (2) letter from property owner authorizing work and participation in Program	

	If applicant is Owner:	(1) evidence of title or control of property, (2) copy of current leases, if any; and (3) copy of current tax bill	(1) evidence of title or control of property, (2) copy of current leases, if any, <u>and types of businesses (retail vs. non-retail)</u> ; and (3) copy of current tax bill <u>with evidence of payment</u>	
	Description of the Business	Including product/service provided and type of client/customer	Including <u>type of business (Retail vs. Non-Retail)</u> , type of product/service provided, and type of client <u>(general public, wholesales, etc.)</u>	NOTE: similar requirements, but clarified and expanded based on new proposed funding distinctions for retail vs. non-retail uses
	Proposed Project Designs including - building elevations with material specification and colors, catalog cuts, etc.	YES	YES	
	Narrative Description of project	YES	YES	
	Projected budget for project - broken down by scope of services for each key aspect of the project	YES	YES	
	Three "like" bids for each type of proposed work item	YES	YES	
	Photos of existing building exterior/façade	Min. of two 8"x 10" color photos, including one of full front façade	Min. of two 8"x 10" color photos, including one of full façade <u>or facades covered by the application (hard copy & digital formats)</u>	
TERM OF THE AGREEMENT				
	Basis for calculating grant award	Grant funding is based on lowest prices of the bids for eligible work items; Grant recipient is not required to use lowest bidder(s), but will be responsible for 100% of the added costs associated with using higher bidder	Grant funding is based on lowest prices of the bids for eligible work items; Grant recipient is not required to use lowest bidder(s), but will be responsible for 100% of the added costs associated with using higher bidder	
	Funding is a grant, in form of a forgivable loan	YES	YES	
	Term of agreement	3 years	3 years	
	Time limit for applications for same building owner / tenant space	3 years	3 years	Business/Property owners cannot apply for additional grant funds for 3 year period (from grant date) the same façade/tenant space for which grant funds were utilized.
	Grant recipient must comply with applicable prevailing wage laws	YES	YES	NOTE: Since public funds are used, the property/business owner needs to make sure they are in compliance with applicable prevail wage laws. This is standard term for projects with public funding
	Execution of grant agreements	Within 30 days of grant award	Within 30 days of grant award	
	Work must be completed	(1) within 90 days of issuance of building permits and (2) within same fiscal year that the grant was awarded.	(1) within 90 days of issuance of building permits and (2) within same fiscal year that the grant was awarded.	NOTE: applicant may request an extension of time - include reason extension is needed and new proposed completion date.
TERMS OF PAYMENT				
	Project must be completed and paid in full by business and/or property owner	YES	YES	
	Project must be completed in substantial compliance with proposed Project Designs including - building elevations with material specification and colors, catalog cuts, etc.	Implied	<u>YES (specified)</u>	

		Within 30 days after completion of project, applicant should provide to the Village:	(1) copy of contractors invoices for relevant work items; (2) proof of payment, (3) two 8" x 10" photos of completed project (hard copy and digital); (4) Owner's consent to repayment upon default and consent to record agreement; (5) Statement that applicant shall maintain improvement for minimum of 3 years in good condition; and copy of final inspection report from Village	(1) copy of contractors invoices for relevant work items; (2) proof of payment, (3) two 8" x 10" photos of completed project <u>from same vantage point as "before" photos</u> (hard copy and digital); (4) Owner's consent to repayment upon default and consent to record agreement; (5) Statement that applicant shall maintain improvement for minimum of 3 years in good condition; and copy of final inspection report from Village	
		<u>Village Reimbursement Timeline</u>	Not specified	<u>Within 30 days after the receipt of complete reimbursement submittal (see above), the Village will provide the applicant with their grant payment.</u>	