



EXISTING

Village of Morton Grove Commercial Façade Improvement Program Guidelines

- Purpose:** To support rehabilitation of commercial property; encourage new and expanding business; foster revitalization of commercial corridors; and encourage private investment in existing commercial structures
- Approval:** Based on the merit and design of 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:** First \$5,000 in eligible expenses - maximum 50% grant.
Next \$5,001 and above in eligible expenses - maximum 25% grant.
- Grant limits:** \$15,000 maximum grant per project for sites within TIF Districts (Lehigh/Ferris, Dempster/Waukegan and Waukegan Road); \$7,500 maximum grant per project for all other commercial areas.
- Eligible:** Significant façade renovation, signage, and/or awnings.
- Not Eligible:** Repairs, maintenance, demolition and related expenses, tuck pointing, sandblasting, landscaping, architectural/design and permit fees, and expenses incurred or contracted prior to grant approval.

Program Eligibility Criteria and Conditions

Owners and tenants of first floor commercial property in Morton Grove are eligible. Upper floors of buildings used for commercial purposes may be eligible, at the discretion of the Village, if improvements are part of a substantial first floor exterior building rehabilitation. Applicants must provide all Required Documents and:

Tenants must:

- Provide written authorization from the property owner for contemplated improvements and participation in program; AND
- Have a minimum 3 year lease from grant date.

Building owners must:

- Operate businesses at location; OR
- Provide leases for all tenant spaces. (NOTE: While building need not be fully leased, grant priority will be given to fully leased properties.)

If tenants or building owner who receive grant funds close, move, or remove work financed with a grant within three years of grant 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 Façade Improvement Program grants within past three years.

Building owner and tenants must be in good financial standing with the Village, with respect to: taxes, licenses, compliance certificates, fees, assessments, etc. The project must comply with all local and state codes, requirements, and inspections. Since public funds will be used, the Illinois Prevailing Wage Act is applicable.

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
- Photos of building exterior/façade (Min. of 2 8"x 10" photos, including one of full front façade)
- 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 APPROVED:

- Within 30 days of fully executed commitment: agreement- written proof of permits, signed commitment letter, signed bids
- Work must be completed, to the satisfaction of the Village within 90 days of the issuance of building permits unless extension is granted



Competitive Bids

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

The grant program provides a grant award based on the lowest price provided with your application. Property owners/tenants are not required to use lowest bidder, however additional costs associated with higher priced contractors will be covered 100% by the owner/tenant.

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

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

This information **MUST** be clearly stated on all bids.

Getting to Work

- ☐ Contracts may be let and work begun only upon written commitment from the Village
- ☐ All necessary permits, inspections, and Village approvals are the responsibility of the applicant.
- ☐ Any changes to scope of work must be submitted in writing for review and pre-approved by Village
- ☐ 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. Request must include reason for extension, and be received prior to original completion date. Work not completed by the project completion date and any extensions approved in writing may be ineligible for receipt of grant.

Getting Paid

- ☐ 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; and
 - ✓ Copy of final inspection approvals from Village

GRANT REIMBURSEMENT TERMS

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.

SUBMIT APPLICATIONS TO

Community & Economic
Development
6101 Capulina Ave
Morton Grove, IL 60053
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) 470-5220

EXISTING

The Village of Morton Grove

New Façade Improvement Program

What Types of Project would Qualify?

What's a Façade?
The exterior of a building

AWNING

A structure usually made of canvas that serves as a shelter over a storefront

ARTISTIC FEATURES

Ornate details that add character to a building

SIGNAGE

YOUR BUSINESS HERE

WINDOWS

Increased/enlarged windows to help with displays

FAÇADE MATERIALS

Replace or improve exterior building materials

Potential Project Funding

Potential funding grants up to \$15,000 in TIF Districts or up to \$7,500 in all other commercial areas

Potential Matching Grants

Possible 50% match for first \$5,000 of owner's Investment and up to 25% match for owner's additional investments over \$5,001



For more information or to get Program Guidelines
in another language contact us at commdev@mortongroveil.org
Applications will be available in June