



CLEAN, BRIGHT AND BEAUTIFUL **FAÇADE IMPROVEMENT GRANT PROGRAM**

I. INTRODUCTION

The Village of South Holland recognizes the positive impact that individual façade improvements and other investments can have on the overall appearance, quality and vitality of the Village's commercial districts. The Façade Improvement Grant Program (Façade Program) was created to facilitate the private sector in making these desired exterior improvements. The Façade Program seeks to increase the physical attractiveness and marketability of South Holland's business corridor(s) through financial rebates for commercial renovation and beautification projects. Greater incentive is available if local contractors are utilized.

To be eligible for consideration, the property must be located within one of the following four TIF Districts:

- Gateway East
- Route 6/South Park
- Downtown
- Gateway West
- Vincennes/Armory TIF

Please note that applying for the program does not guarantee approval.

II. ASSISTANCE

Approved projects are eligible to receive reimbursement after project completion in the form of a matching grant of up to a maximum of 50 percent of the actual improvement costs, as outlined in the following rebate project compensation schedule:

Eligible Project Costs
Up to \$100,000

Maximum Rebate Amount 50%*
35% + 10% + 5%**

The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability. The Village Board may approve grants of less than the total eligible match; the rebate schedule above lists a maximum award amount. Financial assistance is available to business owners or property owners, for no more than \$50,000 every 3 years, per building.

****A greater rebate is available when utilizing South Holland domiciled contractors and Certified Disadvantaged Business Enterprises. Companies using South Holland domiciled contractors will receive an additional 10% reimbursement and an additional 5% for using certified DBE contractors.**

- Existing structures currently zoned commercial and in current commercial use or planned for commercial use along Route 6 between the Bishop Ford Expressway to the east and Vincennes to the West are eligible for the grant. Eligible applicants include the owner of an existing building or the owner of a commercial business within the aforementioned four TIF districts. All applications must be signed by the property owner to indicate consent for the proposed improvements.
- The exterior of the property must comply with all Village of South Holland codes and ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of grant monies. Failure to apply for and receive all appropriate permits will result in no rebate.
- When applicable, the contractor must be licensed and bonded by the Village of South Holland with all relevant permits applying. All contractors used that are domiciled in the Village of South Holland must have a valid South Holland business license.
- All grant recipients are required to publicly display the Village of South Holland Grant Award Certificate in a conspicuous location in the building for a period of one year from the date grant funds are dispersed

III. **ELIGIBLE IMPROVEMENTS**

- Work that qualifies for reimbursement includes improvements to the exterior of a building that are visible from the public right-of-way. Some buildings may have multiple eligible facades (dual sides, rear entranceways, etc.).
- The primary façade of a building is the entire linear exposed exterior surface that fronts a publicly dedicated street right of way and extends from exterior grade to the roofline. (This is the face of the building used for its primary mailing address). Any other façade of the structure exposed to public view may also be authorized for inclusion in the Façade Improvement Program, upon review by the Village of South Holland, and are considered secondary facades.
- Applicants must plan to install a minimum of \$1,000 of material improvements (excluding installation) to qualify. Work must be completed before a reimbursement application is made.
- Expenses relating to the following types of improvements are ELIGIBLE for reimbursement:

- ✓ Significant façade repair or improvements
 - ✓ New window systems or frame replacement and repair (excluding broken glass)
 - ✓ Exterior doors
 - ✓ Awnings
 - ✓ Signage
 - ✓ Exterior Lighting
 - ✓ Restoration of original architectural features
 - ✓ Exterior building materials for building additions
 - ✓ Replacement of private sidewalks, hardscaping, outside patios
 - ✓ Architectural design fees or other plan preparation costs
 - ✓ Landscaping
 - ✓ Other permanent exterior improvements may be considered
- Expenses relating to the following types of improvements are INELIGIBLE for reimbursement:
 - ✓ Working capital
 - ✓ Property acquisition
 - ✓ Equipment or inventory acquisition
 - ✓ Refinancing of existing debt or private funding
 - ✓ Interior remodeling
 - ✓ Sprinkler systems
 - ✓ Routine property maintenance
 - ✓ Resurfacing of parking lots
 - ✓ Building permits and related costs
 - Construction costs do not include permit fees, building fees, construction review fees, etc.
 - The Village of South Holland is not obligated to reimburse any finished project after one year from the date of project completion. The Development Team may consider written requests for time extensions.

IV. **APPLICATION REQUIREMENTS**

Required Submittals with Application:

- Current digital photos of all building facades visible from the public right of way which will receive improvements
- A schematic drawing with enough detail to depict the proposed improvements
- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements)

- Consent from the building owner for proposed improvements, by signature on the attached form
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- Projected sales tax* and/or property tax for the three years following the completions of the improvements covered by the grant
- A narrative as outlined below:
 - Description of proposed façade work including information about the proposed building materials and methodology for proposed changes
 - Description of your business and the related industry
 - Features and advantages of your product and how improvements sought will improve the business and/or Village
 - Credentials and experience of business owner: and
 - Any unusual or expected difficulties or hardships in making the proposed improvements

*Please note that if you are awarded a grant, you must submit actual sales tax receipts for three consecutive years following the completion of the improvements. The actual sales tax receipts from the State of Illinois of the prior calendar year shall also be provided to the Village.

V. **APPLICATION AND APPROVAL PROCESS**

Submission and approval of a complete grant application is required prior to the completion of any improvements eligible for assistance. The review process will normally take approximately four weeks. The applicant must secure any required Village permits and exterior appearance approval by the Village Board prior to starting improvements. The application process is outlined below:

1. Contact Travis Bandstra, Director of Community Development, for program information and to determine project eligibility.
2. Submit a grant application including all required submittals to Travis Bandstra.
3. The approval process will be as follows and is expected to be a four week process:
 - a. Staff verify all required submittals and documentation, and forwards to the Village Clean, Bright, Beautiful Committee for their review and recommendation
 - b. Upon CBBC recommendation, Economic Development Staff conducts a final review before submitting to the Village Board.
 - c. Application is considered by the Village Board. Applicant's attendance is strongly encouraged at the Village board meeting as part of the application review process. The Village Board meets the 2nd Tuesday of every month.

4. Proposed improvements must be completed and the business must be operational within one year of grant approval by the Village Board.

VI. **REIMBURSEMENT PROCESS**

- Once work is completed, the applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed "Reimbursement Request Certification" (see attached form), a signed and notarized "Affidavit for Reimbursement" (see attached form) and photos of all improved facades to Travis Bandstra
- The development team reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Village Code.
- Check is distributed within 45 days of reimbursement request (accompanied by complete documentation).

VII. **PAY BACK PROVISION**

The following pay back schedule shall apply if a business closes or moves out of the Village of South Holland within three (3) years of being awarded a Village grant:

TIMING	< 1 YEAR	1-2 YEARS	2-3 YEARS
% of Grant repaid to the Village	75%	50%	25%

The applicant agrees to this provision when s/he signs the Reimbursement Request Certification and the Application Certification.



Façade Improvement Grant Program

Completion of this application is required in order to determine if your proposed project qualifies for reimbursement as part of the Village's Route 6 Façade Improvement Grant Program. The scope, project eligibility, application process, and program terms are all outlined in the attached program summary.

Building Address: _____

Name of Applicant: _____

Applicant Home Address: _____

Applicant Business Phone #: _____

Applicant Home Phone #: _____

Applicant Email Address: _____

Is the Applicant the Building Owner: [☐] Yes [☐] No*

- Note: If the Applicant is not the Building Owner, a letter indicating the Owner's approval of the proposed building improvements must be submitted as part of this application.

Name of Business (please include the name(s) of all existing businesses within building):

If tenant, what is the expiration of your current lease? _____

If buyer under contract or tenant, who is property owner?

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____

DESCRIPTION OF PROPOSED IMPROVEMENTS

ITEMIZED ACTIVITY DESCRIPTION

COST

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TOTAL PROJECT COST:

AMOUNT OF GRANT ASSISTANCE REQUESTED:

APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of South Holland Façade Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of South Holland prior to the commencement of construction.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of South Holland and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of South Holland within 3 years I will be required to repay the Village in an amount as described on page 5 of the grant informational packet.

Applicant Name (PRINT)

Applicant Signature

Date

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Property Owner Name (PRINT)

Property Owner Signature

Date

*****Office Use Only*****

Application is: _____ Approved

_____ Denied

Village President

Date

Community Development Director

Date



Façade Improvement Grant Program

Reimbursement Request Certification

SUBMITTAL FOR REIMBURSEMENT

Please submit the following information to Travis Bandstra once approved work is complete for grant payment:

- ☐ This signed Reimbursement Request Certification
- ☐ Copies of invoices stamped "PAID" from all contractors, companies, and/or individuals
- ☐ Proof of payment (limited to copies of canceled checks and/or credit card receipt)
- ☐ Digital Photos of all building facades visible from the public right-of-way.
- ☐ A signed and notarized Applicant's Affidavit for Reimbursement form provided by the Village of South Holland
- ☐ Applicant's Affidavit for Reimbursement (Attached)

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of South Holland are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the Village of South Holland Grant Certification in public at my business/property for one year. I understand that if my business closes or moves out of the Village of South Holland within 3 years I will be required to repay the Village in an amount as described on page 5 of the grant informational packet. The Village of South Holland may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date

APPLICANT'S AFFIDAVIT FOR REIMBURSEMENT

STATE OF ILLINOIS)
)ss
COUNTY OF COOK)

TO: The Village of South Holland

The undersigned, _____(Name)
being duly sworn, deposes and says that he or she is the Owner Tenant (strike one) of
the property located at _____,
South Holland, Illinois (the "Premises") and has applied for a facade improvement grant
from the Village of South Holland for _____
(the "Work").

The total amount of the grant approved is \$_____ toward
which I, as Owner Tenant (strike one), have as of this date paid \$_____.
I hereby attest that I have not received any other funds from a third party to pay for the Work
which is paid for by this grant.

The attached proof of payment is true, correct, and genuine, and delivered
unconditionally and the work set forth in said proof of payment has been completed and/or
the materials set forth in the attached proof of payment has been used in
connection with the Work in the Premises.

Upon payment of \$_____ from the Village of South
Holland, there shall be nothing due or to become due from the Village of South Holland in
connection with the disbursement of the approved grant amount from the Village
of South Holland based on the documentation submitted to the Village of South
Holland for the work set forth in said proof of payment.

Date: _____

Signature: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20_____.

Notary Public