



Village of Gilberts

**Commercial & Industrial Façade Improvement Program
(CIFIP)**

Policy and Application

Submit Applications to:

Riley Lynch, Management Analyst

87 Galligan Road

Gilberts, IL 60136

Program Purpose

The purpose of the Gilberts Commercial and Industrial Façade Improvement Program (CIFIP) is to encourage property owners within Gilberts to improve the overall exterior appearance of their businesses, and to transform commercial and industrial areas into well-cared for and vibrant properties.

The Gilberts CIFIP seeks to accomplish the following:

- To improve the overall image and increase property values of commercial and industrial properties to strengthen the economy, EAV, and quality of life in the Village.
- To remove and alleviate adverse conditions by encouraging private investment in the rehabilitation and maintenance of owner-occupied properties.
- To assist property owners and tenants with rehabilitating and restoring the visible exterior of existing structures for the betterment of the community.
- To further the objectives of the TIF 1 Redevelopment Plan program including but not limited to reducing or eliminating the recurrence of blighted conditions.

Program Details

The Village of Gilberts will allocate funds on an annual basis, as budgeted. Please note all proposed property improvements are subject to strict review by Village staff and approval by the Village Administrator. Grant funding is subject to the following conditions:

- Grant funding shall be administered in the form of reimbursement following the completion of an approved project, and presentation of a receipt or similar material.
- The total amount available for all grant applications and projects each year of this program will be set forth in the Village's Annual Budget, and will be payable only from available increment funds from the Central Redevelopment TIF (TIF #1) account. Funding will only be provided up to the amount budgeted for that specific fiscal year and only if there are sufficient funds available in the Central Redevelopment TIF (TIF #1) account. Funding is, therefore, wholly contingent upon available budgeting and TIF funds, and the Village make no representations or warranties that CIFIP funding will be available for all applicants.
- The grant shall not exceed 50% of all eligible activities or \$50,000, whichever is less.
- Upon approval by the Village Administrator, applicants must secure a building permit within 60 days and adhere to all building, zoning, and inspection requirements.
- Approved projects must be completed by 12 months after approval of the CIFIP application in order to receive reimbursement funding, unless an extension is requested.

Program Goals (Must meet two of these goals to qualify)

The Gilberts Commercial & Industrial Façade Improvement Program seeks to ensure that all eligible commercial property owners and businesses have an equal opportunity to access support while also allowing for public funds to be invested for the public good. The program goals are as follows:

- Attract, retain, or expand businesses.
- Attract or retain jobs.
- Enhance the overall commercial and industrial façade along the Route 72 corridor.
- Increase the Village's tax base by facilitating development of underutilized properties.

- Provide for the development of public amenities or infrastructure.
- Support Village planning initiatives by advancing catalytic projects identified in Village plans, including but not limited to the Comprehensive Plan and TIF 1 Redevelopment Plan.
- Encourage development projects that enhance the streetscape and pedestrian experience and improve the vitality of commercial districts by adding interest and activity on the first floor of mixed-use buildings and parking facilities.

Program Eligibility

All commercial and industrial property owners and business owners within TIF #1 are eligible for to apply this program. Additionally, all proposed projects must conform to the Village’s Code of Ordinances and the Unified Development Ordinance including site development standards.

The following property owners are NOT eligible:

- Property/business owners not with TIF District #1 (Map of the TIF district available at www.villageofgilberts.com)
- Property/business owners of properties or structures which are unpermitted nonconforming uses according to the Village’s zoning code.
- Property/business owners in default of any municipal fees or taxes or property taxes.
- Property/business owners with outstanding building, zoning, property maintenance, or Village Code violations on any properties owned and/or occupied by them within the Village of Gilberts that would not otherwise be corrected by applying for the program.
- Property owners or properties who have received Façade Improvement Program funding in the past 5 years.
- Property owners who are Village officials or employees of the Village of Gilberts.

Examples of projects eligible for grant funding include:

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| • Façade cleaning | • Fences (Other than chain-link) |
| • New siding and siding repair (Except when replacing with metal siding) | • Landscaping retaining walls and improvements |
| • Front and wrap-around porches | • Painting with neutral colors in general conformance with the surrounding area |
| • Front and rooftop patios or walkways | • Windows and doors |
| • Decorative masonry walls | • Tuckpointing |
| • Exterior cornices | • Awnings/canopies |
| • Exterior lighting and/or lighting improvements | • Restoration of brick using a non-abrasive paint removal material (e.g., corn cob or walnut shell pieces, etc.) |
| • Pitched roofs | • Similar & compatible projects as approved by the Village Administrator |
| • Removal of inappropriate exterior finishes, materials, or features | |
| • Replacement of sidewalks in the public right-of-way | |

Examples of ineligible projects include:

- Building permit fees and related costs
- Professional service fees including but not limited to design, engineering, architectural, and structural fees
- Replacement of driveways or parking lots.
- Signs, sign fees and related costs
- Flat roofs
- Landscaping maintenance
- Painting masonry that was not previously painted
- Sandblasting of brick
- Acquisition of land and/or buildings
- New construction or development not directly related to improving a façade.
- Projects not visible from the public right-of-way
- Projects completed prior to receiving approval for this grant program.

Program Application Process

Property owners seeking CIFIP grant funding shall apply as follows:

- Applications will be accepted by the Village beginning January 1st of each new year through October 31st of that year. Applications submitted between October 31st and December 31st will be considered for the next year's program. Applications and awards are considered in the order in which they are received. **Only expenses incurred after May 1, 2022 will be eligible for CIFIP grant funding.**
- Submit the application to:
Riley Lynch, Management Analyst
Village of Gilberts
87 Galligan Road
Gilberts, IL 60136
- Application Checklist: The following items must be attached to your application. Applications will be considered incomplete until all of the items have been received.
 - Completed Façade Improvement Program application
 - Completed and signed Grant Agreement
 - Proof of ownership or owner authorization
 - Proof of property taxes paid
 - Photos of commercial structure to be improved
 - Detailed description and sketch/rendering of the work to be performed (including building materials and color scheme)
 - Working architectural drawings, if requested
 - Schedule of work to be completed

Program Review and Approval Process

Applications will be reviewed and approved according to the following process:

- Applications will be reviewed as they are submitted and approved on a rolling basis until the funds budgeted for that program year are depleted.
- The Village will evaluate each application for its extent/scope of work proposed, the applicant's eligibility for the program, and its potential to contribute to the specified goals.
- Following the review process, and determination that the proposed project and location is eligible for this program, Village staff will recommend which applications should receive funding based upon the adopted budget.
- After recommendation by staff, the Village Administrator will make the final approval of the application. *The Village of Gilberts retains the right to approve/deny an entire request or portions thereof.*
- No application is approved and no grant funding will be provided unless and until the Applicant and the Village execute a CIFIP Economic Incentive Agreement in a form substantially similar to the form attached hereto.

Program Reimbursement

Project reimbursement will occur upon completion of the project and final inspection by the Village as outlined in the accompanying grant agreement. If costs exceed the original estimates, the property owner will be responsible for the full amount of the excess. The Village will not reimburse more than the total amount specified in the letter of intent. If any work commences before authorization is granted, these costs will not be eligible for reimbursement. The following items must be submitted in order to process the reimbursement:

- Letter requesting reimbursement
- Final inspection(s) for permitted work
- Final inspection verifying the work has been completed in accordance with the proposed project.
- Copies of all final invoices
- Signed and notarized waiver(s) of lien on the property
- Proof of payment (i.e. canceled check, credit card statement, receipt, invoice, etc.)

Upon submittal of all applicable reimbursement materials, reimbursement will be placed on the warrant list for approval of the reimbursement payment by the Village Board at a regularly scheduled Village Board meeting. *Please note, this process can take up to 4 weeks.*

Program Penalties

All applicants granted financial support are required to comply with all Village codes and ordinances. Failure to do so, as documented by citations issued by the Village of Gilberts, will subject that awardee to all applicable fines and penalties allowable under Village code including a reduction in this program's grant funding in part or in full.

Any intentional removal or modification to the façade improvement which is not in accordance with the approved project, or any business operation that ceases within three years will require reimbursement of awarded funds. The reimbursement of the award will adhere to the grant agreement and the following table:

<u>Timing of Default Event</u>	<u>Percentage of Award that must be refunded</u>
Within 1 year of Award payment	100%
Within 2 years of Award payment	67%
Within 3 years of Award payment	33%

Questions

Interested property owners are encouraged to contact the Village prior to submitting an application for any questions regarding the Gilberts Commercial & Industrial Façade Improvement Program. Inquiries can be directed to Riley Lynch, Management Analyst at 847-428-2861 x603 or rlynch@villageofgilberts.com.

Village of Gilberts

Gilberts Commercial & Industrial Façade Improvement Program Application

Property Owner Name: _____

Applicant Name (If different than owner): _____

Phone Number: _____

Email Address: _____

Property Address: _____

Property Identification Number: _____

Description of Project

Project Budget: \$ _____

Reimbursement Request: \$ _____

Checklist of Required Attachments

- Completed Façade Improvement Application
- Completed and signed Grant Agreement
- Proof of Property Ownership
- Proof of Paid Property Taxes
- Photos of Structure to be Improved
- Detailed Description and Sketch/Rendering of the Work to be Performed (Including building materials, and other relevant details)
- Working Architectural Drawings, if requested
- Schedule of Work to be Completed

Statement of Understanding

- I (we), agree to comply with the stipulations, guidelines, and procedures of the Village of Gilberts' CIFIP. I have read and understand the policy as described.
- I (we) certify that the information supplied in this application is, to the best of my (our) knowledge, true, accurate, and complete, and is provided for the purpose of obtaining approval to participate in the Village of Gilberts' CIFIP.
- I (we) understand that I (we) must submit detailed cost documentation, copies of bids, contracts, invoices, receipts, and contractor's final waivers of lien upon completion of the approved improvements.
- I (we) understand that any and all work, requiring a Village building permit, must be performed in accordance with and must meet any and all Federal, State, and local building code standards.
- I (we) understand that work done before a Façade Improvement Agreement is approved by the Village is not eligible for a grant.
- I (we) understand the Façade Improvement reimbursement grants are subject to taxation and that the Village is required to report the amount and recipient of said grants to the IRS.
- I (we) agree to hold harmless, indemnify, and defend the Village of Gilberts, and their employees and agents, for any and all liabilities arising out of this application, loan, construction or other project(s), and any agreement to share costs, including but not limited to any and all lawsuits or other disputes.

Applicant's Signature: _____ **Date:** _____

Owner Authorization (If applicable)

If the applicant is not the owner of the property, you must have the following certificate:

I certify that I am the owner of the property at _____, and that I authorize the applicant to apply for a reimbursement grant under the Village of Gilberts' Commercial & Industrial Façade Improvement Program (CIFP) and undertake the approved improvements.

Owner(s) Printed Name: _____ **Phone:** _____

Owner(s) Signature: _____ **Date:** _____

Village Use Only

Date Received: _____ **Was the Application Complete?** Yes No

Staff Signature: _____ **Date:** _____

CIFIP Boundary (TIF #1)

