

# **VILLAGE OF GREEN OAKS**

Bernard Wysocki, Village President

2020 O'Plaine Road  
Green Oaks, IL 60048



## **Redevelopment Area 1: Rondout Area (Tax District) Façade Improvement/Blight Elimination Grant Program Application Packet**

**Village of Green Oaks  
Redevelopment Area 1: Rondout Area (Tax District)  
Façade Improvement/Blight Elimination Grant Program**

**Program Purpose and Benefits**

The **PURPOSE** of this Draft document is to provide a general guideline for the Village of Green Oaks Façade Improvement/Blight Elimination Grant Program, generally consistent with the “Village of Green Oaks Policies and Procedures Relating to the Use of Tax Increment Financing dated January 28, 2015.”

**Program’s Goals**

The goal of the Façade Improvement/Blight Elimination Grant Program is to encourage owners and business tenants of existing commercial/industrial properties within the TIF District to eliminate blight through the investment in their property to improve, visually enhance, renovate and restore their building facades and property. Reimbursement of eligible Projects costing \$10,000.00 or more may be eligible for a reimbursement grant of 50% of eligible costs up to a total reimbursement of \$25,000.00.

**Project Eligibility**

A project is eligible for grant fund reimbursement if the following conditions are met:

1. Applicant must be the property owner, or business tenant of an existing commercial property. If business tenant is applicant owner of property must provide written consent on application.
2. Applicant, nor any of their principals may be in default of any obligations to the Village
3. Applicant must demonstrate they can fully pay for the Project, prior to grant reimbursement
4. Property must be zoned for and occupied by a commercial, mixed, or industrial use. Vacant properties are not eligible, unless occupancy is pending via a lease agreement
5. Property must be within the Tax Increment Financing (TIF) district
6. Property taxes and/or assessments, general and special, and fees and obligations to the Village must be paid and current.
7. Property has no more than two façade grants total, and one grant within a year
8. Project improvements must be at least \$10,000.00 in eligible costs
9. Project improvements must visually enhance the building’s exterior façade, and not solely used for repair of existing code violations.
10. Project improvements must comply with all Village zoning and building code requirements and all applicable permitting as required by Village ordinances.
11. Any outstanding zoning or building code violations must be corrected prior to payment of Village portion of grant.
12. The Village may require that applicant correct existing zoning and code violations.
13. The Village may require as a condition to the grant that the premises be inspected by Village code official(s). Inspections shall be both inside and outside of the structures on premises.

**Project Approval & Grant Reimbursement Process**

Project will be processed on a “first come- first served” basis and applicants are encouraged to apply as soon as possible as limited funds are set-aside and available each year. The overall program budget is limited by the amount included in the Annual Village Budget. Once funding is exhausted in a given year, no other grant applications will be considered in that fiscal year.

1. **Application Submittal** – *Submit a complete application*, electronically or by mail, to the Village of Green Oaks. It is recommended the applicant retain the services of a registered architect or similarly qualified design professional to prepare plans, drawings and construction specifications

- on large or historical facades.
2. **Village Review & Approval** – All project applications will be first reviewed by the TIF Working Group, TIF Committee, Village Plan Commission if required, and the Village Board for final approval, subject to any special circumstances as determined by the Village Board.
  3. **Village Board Approval and Letter of Commitment** – Upon Village approval, a Letter of Commitment (LOC) will be provided for applicant’s signature. The LOC serves as a financial commitment by the Village to provide grant funds conditioned upon: a) project cost, b) scope or improvements, c) schedule of completion, and d) conditions for construction and any other provisions related to the project. The LOC must be signed/executed by the applicant within 15 calendar days of notification of the award.
  4. **Construction & Permits** – After the LOC has been executed, applicant may award the construction contract and secure all necessary construction permits within 30 days, if applicable. Applicant must notify the Village Staff of the construction start date. Construction must be completed within 180 calendar days, or otherwise specified from start of construction. *Applicant should NOT start the façade improvement before a Letter of Commitment is signed and building permits are issued. Any work performed, materials purchased or contracts entered into prior to an executed Letter of Commitment will NOT be eligible for grant assistance.*
  5. **Final Approval & Grant Disbursement** – Grant funds will be disbursed by a check payable to the applicant upon final determination project was completed and fully paid. Applicant must provide: a) proof of payment for all project costs, and b) obtain contractors’ affidavits and final mechanics’ lien waivers from any and all contractors, subcontractors and/or suppliers, before façade grant funds can be disbursed.
  6. **Conflict of Interest Statement** – No Village of Green Oaks Official, no member of the Village Board or Commission, or any Village Employee would have any financial interest direct or indirect, in any assistance which may be provided to the Applicant or its affiliate for the project applied for.
  7. Upon preliminary approval of an application, applicant must enter into a written agreement with the Village pertaining to the terms and conditions of the grant.
  8. Applicant will comply with the provisions of the Illinois Prevailing Wage Act.

#### **Miscellaneous and Other Considerations**

- **Rear & Side Improvements** – Grant assistance is also available for improvements to the side and back of buildings, with the addition requirements that: a) building improvements are visible from a public street; b) existing or proposed entrances are accessible to the public from a dedicated public pedestrian pathway to a business or businesses within the building.
- **Multiple Projects** – Grants are limited to one Applicant per building per calendar year and no more than two during the life of the TIF program.
- **Project Modifications** – Modifications of “approved” façade plans, design/color, or construction materials will require the review and approval by the Village Board prior to installation. Failure to receive such approval may invalidate the façade grant award.
- **Displacement of Tenants** – No financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the applicant agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended.
- **Contractor Selection** – It is the sole responsibility of the applicant for determining contractor qualifications, quality of work, and professional record. The applicant will bear full responsibility for securing proof of their licensing and obtaining insurance coverage.

- **Taxation of Grant Funds** – It is the sole responsibility of the applicant to determine consequences for receipt and/or subsequent forgiveness of these funds pursuant to the Internal Revenue Code or Illinois Revenue Code as currently in force or as periodically amended.
- **Applicant will be liable for all costs to any of Applicant’s contractors, materialmen, laborers and others performing the work. The grant provided under this program will not be paid unless and until Applicant provides to the Village adequate evidence of payment in full for the cost of the approved work and the work has been determined by the Village to be in conformity with all applicable building, fire, and zoning codes. Adequate evidence of payment shall consist of invoices marked as “paid in full,” final waivers of mechanics lien rights, and such other evidence of payment as the Village may reasonably require.**
- **The amount to be reimbursed to Applicant shall be the lesser of (i) the amount committed for the grant or, (ii) 50% of the actual cost paid by applicant for the work, or portion thereof approved under this grant program.**

**The Village of Green Oaks expressly reserve the right to reject any or all applications or to request more information from any and/or all applicants in its sole and exclusive discretion. All grants are subject to appropriation and availability of funds.**

For more information, please contact the Village President, Bernard Wysocki  
Phone: 847-362-5363 or Email: [Bernard.Wysocki@greenoaks.org](mailto:Bernard.Wysocki@greenoaks.org)

## EXHIBIT A

### Eligible Project Costs

The following list contains *eligible improvements which may* be included under the Façade Improvement/Blight Elimination Program:

- **Exit Doors (Exterior):** Installation, repair and/or replacement of exit doors and hardware to provide public access, or where current doors do not meet the building or fire codes or it will improve the overall appearance of the building
- **Debris Elimination/Recycling/Salvaging**
- **Facia/Gutters/Downspouts:** Replacement or repair of facia, gutters and downspouts
- **Fencing:** Decorative fencing for pedestrian plazas or courtyards
- **Landscaping:** New or replacement landscaping features such as trees, flowers, fences, and benches. Limited to perennial plantings, such as trees and shrubs; construction of planter or window boxes permanently affixed to the building is included
- **Lighting:** Repair, replacement or installation of exterior building and sign lighting
- **Painting:** Exterior surface of building
- **Parking Lot:** Improvements as a part of the façade. Does not apply to rear parking area.
- **Removal of Materials:** Removal of any inappropriate or incompatible exterior finishes and materials
- **Roofs:** Repair and/or re-roofing where the effects of the repair will be visible from a public street or public parking lot and part of other façade improvements
- **Security & Beautification Through Landscaping Design**
- **Siding, Aluminum or Vinyl:** Installation, repair and/or replacement of aluminum or vinyl siding
- **Sidewalk & Parking Lot Repairs/Replacement**
- **Signs:** New, repair, replacement or removal
- **Shutters/Awnings/Canopies:** Repair, replace or additions
- **Stairs, Porches, Railings, Exits:** Repair, replacement or installation
- **Walls:** Repair of exterior walls, including cleanings (wall and/or brick), tuck- pointing, sealing, painting.
- **Windows:** Repair of frames, sills, replacement of glass and replacement of broken, rotting or otherwise defective windows
- **Walkways:** Restoration or replacement of deteriorated or hazardous sidewalks, pavers, plazas or other permanent improvements designed primarily for pedestrian use
- **Waste Stream Mitigation & Clean-Up:** Of the front yard or the side yard visible from a public street.

The following list contains *ineligible improvements which may NOT* be included under the Façade Improvement/Blight Elimination Program:

- Building permits fees and related costs
- Title reports and legal fees
- Extermination of insects, rodents, vermin and other pests
- Private sidewalk replacement or repair except as specified in the eligible improvements;
- Acquisition of land or buildings
- Refinancing of existing debt
- Air conditioning and/or heating facilities

- Plumbing
- Sprinkler Systems- interior and exterior
- Building Security Systems- interior and exterior
- Electrical wiring or service upgrade, except electrical work necessary to illuminate an eligible sign
- Elevator repair or installation
- Interior floor, wall, flooring and/or ceiling replacement or repair
- Working capital for businesses
- General repair/maintenance work not contributing to the overall exterior impact of the building
- Roof work and side of buildings without related improvements to façade of building
- “Sweat equity” work performed by the applicant, family members of the applicant or employees of the applicant, unless the work is done as an agent of a construction company which has provided a quote included in the original application and recommended for approval by the Village Board
- General construction oversight and project administration work performed by the applicant, family members of the applicant or employees of the applicant are not eligible

Improvements not specifically listed as eligible or ineligible are subject to review as to their eligibility or ineligibility by the Village Board in its sole and exclusive discretion. Architectural costs incurred in the project’s design are eligible for grant assistance not to exceed \$1,000 to any particular property through the Façade Improvement/Blight Elimination Program.



# Village of Green Oaks

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## TIF GRANT PROGRAM APPLICATION

<b>APPLICANT INFORMATION (circle if "owner" or "tenant")</b>			
Property Owner		Tenant	
Other:			
<b>Name of Applicant</b>			
<b>Title</b>			
<b>Business Name</b>			
<b>Address</b>			
<b>City/State/Zip Code</b>			
<b>Zoning Class</b>		<b>PIN Number</b>	
<b>Phone #</b>		<b>Fax #</b>	
<b>Email Address</b>			

### The following items should be attached the final application:

- ONE SET** of all of the documentations specified herein must be attached to this application. (Partial submissions are not acceptable, and will not be processed)
- The following information must be reviewed by the Village Board for final approval.
- Attach this sheet (checked off) with the information specified below:
  - Letter of Financial Commitment** – Addressed to the Village of Green Oaks detailing: a) total façade improvement cost of at least \$10,000.00, b) requested grant amount equal to the lesser of 50% of total eligible project cost or \$25,000, and c) commitment and capacity to fund total project cost.
  - Property Owner Certification** or **Property Owner's Consent**
  - Proof of Property/Liability Insurance**
  - Pictures of Existing Façade** (At least two)

- Cost Estimates from Contractors (At least 2)** – One bid, if work is being done by property owner or tenant
- Final Contractor Documents** – Contract for material/labor, cost estimate, schedule of completion, license, and insurance
- Façade Improvement Documents** – Detailed proposed improvements
  - Construction Plans/Drawings with material being used
  - Site Plan with elevations, showing improvements drawn to scale
  - Final Designed rendering and architect cost estimates
  - Landscape Plan or Signage Plan

Applicant will be liable for all costs to any of Applicant’s contractors, materialmen, laborers and others performing the work. The grant provided under this program will not be paid unless and until Applicant provides to the Village adequate evidence of payment in full for the cost of the approved work and the work has been determined by the Village to be in conformity with all applicable building, fire, and zoning codes. Adequate evidence of payment shall consist of invoices marked as “paid in full,” final waivers of mechanics lien rights, and such other evidence of payment as the Village may reasonably require.

If this application is approved, the amount to be reimbursed to Applicant shall be the lesser of (i) the amount committed for the grant or, (ii) 50% of the actual cost paid by applicant for the work, or portion thereof approved under this grant program.

The Village of Green Oaks expressly reserves the right to: a) reject any or all applicants, b) request more information, and c) cancel the program at any time, in its sole and exclusive discretion.

By signing this document, the applicant agrees they: a) shall comply with all Village, State, and Federal statues and ordinances, b) are solely responsible for the selection of the contractor, securing proof of their licensing, and c) will obtain proof of completion and payment to contractors for façade improvements.

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*Applicant’s Name (Print)* *Date*

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*Title*

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*Signature of Applicant*

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## PROPERTY OWNER CONSENT

I/We, \_\_\_\_\_,  
(Name/Business Name)

Am/Are the owner/s of the property located at:

\_\_\_\_\_  
(Address, City, State)

And have or will lease the property to \_\_\_\_\_  
(Name of Tenant)

I/We understand the tenant plans to participate in the Village of Green Oaks' Façade Improvement/Blight Elimination Program and support their effort to improve the appearance of my property at the address stated above. I/We agree to allow the tenant to complete the façade improvements and understand the responsibilities and liabilities associated with the façade project rest upon the owner/s and tenant. Furthermore, I/We agree to cooperate and participate in the program in order for the tenant to obtain financial assistance from the Village of Green Oaks under the rules of the Façade Improvement/Blight elimination Grant Program.

Sincerely,

\_\_\_\_\_  
Property Owner Name & Title (Print)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

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## PROPERTY OWNER CERTIFICATION

**Dear Village of Green Oaks,**

I/We, \_\_\_\_\_ ,  
(Name/Business Name)

Am/Are the owner/s of the property located at:

\_\_\_\_\_  
(Address, City, State)

In the Village of Green Oaks, I/We plan to participate in the Village of Green Oaks' Façade Improvement/Blight Elimination Program and will follow the necessary procedures in order to receive financial assistance by the Village of Green Oaks for the façade improvement to my property.

Sincerely,

\_\_\_\_\_  
Property Owner Name & Title (Print)

\_\_\_\_\_  
Property Owner(s) Signature(s) Date

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