



COMMERCIAL FACADE IMPROVEMENT PROGRAM – FY2023

Program Purpose and Goal

The Program is intended to encourage owners and business tenants of existing commercial properties to invest in the improvement, renovation, or restoration of their building façade. The Façade Improvement Program (“Program”) is designed to improve and visually enhance the exterior facade of commercial buildings and improve the overall appearance of the commercial districts within the City of West Peoria (“City”).

Property or business owners who invest \$1,000 or more, may receive a reimbursement of 50% up to \$2,500

Project Approval and Grant Reimbursement Process

The 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 during **FY2023, May 1, 2022 through April 30, 2023. All paperwork must be turned in no later than March 31st.**

1. **Application Submittal** – Submit a complete Façade application, to City Hall. (On large or historical facades, it is recommended the applicant retain the services of a registered architect or similarly qualified design professional to prepare plans, drawings and construction specifications.)
2. **City Staff Review** – Staff will review the Façade application for eligibility, completeness, and compliance, and propose any changes before a final application is recommended.
3. **Construction & Permits** – The applicant must obtain all necessary permits and notify the City Staff of the construction start date. Construction must be completed within 120 calendar days, or as otherwise specified, from the start of construction.
4. **Construction Completion** – Applicant shall schedule a final walk-through with City Staff to determine the completion of the project. All improvements must be in compliance with the application, City Code, and Ordinances. Discrepancies must be corrected to maintain eligibility.
5. **Final Determination and Grant Fund Disbursement** – 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, and c) completion photos before Façade grant funds can be disbursed.
6. **Finance Committee and City Council approval** – Upon receipt of all necessary paperwork, the Finance Committee will review the application and recommend the acceptance/denial to City Council. Once City Council approves the application, grant funds will be disbursed by a check payable to the applicant upon final determination project was completed and fully paid.

Project Eligibility

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

- ***Applicant must provide certified payroll at the time of project completion.***
- Applicant must be the property owner or business tenant of an existing commercial property.
- Applicant nor any of their principals may be in default of any obligations to the City.
- Applicant must demonstrate they can fully pay for the project, prior to grant reimbursement.
- Property must be zoned for and occupied by a commercial, mixed, or industrial user. Vacant properties are not eligible unless occupancy is pending via a lease agreement.

- Property must be within the corporate limits of the City, and within a commercial/industrial district.
- Property taxes and/or assessments, general and special, must be paid and current.
- Property and property owners have no more than one grant awarded within a year.
- Project improvements must be at least \$1,000 in eligible costs (Exhibit A).
- Project improvements must visually enhance the building's exterior façade, and not solely for the repair of existing code violations.
- Project improvements must comply with all City zoning and building code requirements and all applicable permitting as required by City ordinances. Any outstanding zoning or building code violations must be corrected before reimbursement will occur.

Miscellaneous and Other Considerations

Rear and Side Improvements - Grant assistance is also available for improvements to the side and back of buildings, with the additional requirements:

1. building improvements are visible from a public street;
2. existing or proposed entrances are accessible to the public from a dedicated public pedestrian pathway to a business or businesses within the building.

Project Modifications – Modifications of “approved” façade plans, design/color, or construction materials will require review and approval by City staff. 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.

Sales Tax Exemption of Building Materials – If the project is located in an Enterprise Zone, the retail sales tax may be waived on building materials (items affixed to real property) purchased, provided State and City processes have been completed and all contractors and subcontractors to pay not less than prevailing wage to all laborers, workers, and mechanics.

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, insurance coverage and obtaining certified payroll.

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.

EXHIBIT A ELIGIBLE PROJECT COSTS

The following list contains eligible improvements which may be included under the Façade Improvement Program for grant assistance:

- **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;
- **Facia/Gutters/Downspouts:** Replacement or repair of facia, gutters and downspouts;
- **Landscaping:** 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 the building;
- **Parking Lot:** Improvements as p/o façade;
- **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;
- **Siding, Aluminum or Vinyl:** Installation, repair and/or replacement of aluminum or vinyl siding;

- **Signs:** New, repair, replacement or removal;
- **Shutters/Awnings/Canopies:** Repair, replace or additions;
- **Stairs, Porches, Railings, Exits:** Repair, replacement or installation;
- **Walls:** Repair or rebuilding of exterior walls, including cleanings (wall and/or brick), tuckpointing, sealing, painting, etc.;
- **Windows:** Repair of frames, sills, replacement of glass and installation of new windows;
- **Walkways:** Restoration or replacement of deteriorated or hazardous sidewalks, pavers, plazas or other permanent improvements designed primarily for pedestrian use;

COSTS NOT ELIGIBLE FOR REIMBURSEMENT:

- 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;
- Working capital for businesses or 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;
- 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 City Staff and approved by City Council.
- 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 City Council in its sole and exclusive discretion.

COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

APPLICATION FORM

Name of Individual Applicant: _____ Title: _____

Name of Business: _____ Type: _____

Address of Property: _____ Property (P.I.N.): _____

Phone: _____ Email: _____

Applicant is: ___ Property Owner ___ Business Tenant ___ Other (_____)

Project Description: _____

_____ Total Estimated Cost: _____

The following items should be attached to the final application. Please check the items submitted:

- 1. Letter of Financial Commitment addressed to City of West Peoria detailing: a) total facade improvement cost of at least \$1,000, b) requested grant amount equal to the lesser of 50% of total eligible project cost or \$2,500, and c) commitment and capacity to fund total project cost.
- 2. Property Owner Certification (deed, title search, or Form-1A) or Property Owner's Consent (Form-1B)
- 3. Before and after pictures of the Façade (at least two)
- 4. Two Cost Estimates from Contractors
- 5. Final Contractor Documents from Contractors chosen to perform work on façade; (i.e., cost estimate, contract for material and labor, schedule of completion, license, and insurance)
- 6. Certified Payroll
- 7. Façade improvement description which details proposed improvements, if applicable.
- 8. Construction plans/drawings with material used and site plan with elevations, showing improvements drawn to scale
- 9. Final design rendering and architect cost estimates, if applicable
- 10. Landscape plan and/or signage plans

The City expressly reserves the right to reject any or all applicants, request more information, and cancel the program at any time, in its sole and exclusive discretion.

By signing this document, the applicant agrees they shall

- comply with all City, State, and Federal statutes and ordinances
- are solely responsible for the selection of contractor, securing proof of their licensing
- will obtain proof of completion and payment to contractors (Form 2B – lien wavers and affidavits) and certified payrolls (if applicable) for façade improvements.

NOTE: Pursuant to Resolution No. 2017-02, City policy requires all contractors and subcontractors to pay not less than prevailing wage to all laborers, workers and mechanics.

Applicant Signature: _____ Date: _____

COMMERCIAL FACADE IMPROVEMENT PROGRAM

FORM 1A

PROPERTY OWNER CERTIFICATION

Dear City of West Peoria,

I/We, _____, am/are the owner(s) of
the property located at _____ (address) in the City of West Peoria, IL.

I/We plan to participate in the City of West Peoria's Façade Improvement Program and follow the necessary procedures
in order to receive financial assistance by the City of West Peoria for the façade improvements to my property.

Sincerely,

| | | |
|---|----------------------|-------|
| _____ | _____ | _____ |
| Signature of Property Owner or Authorized Representative (1) Name | Title (Please Print) | Date |

| | | |
|--------------------------------------|----------------------|-------|
| _____ | _____ | _____ |
| Signature of Property Owner (2) Name | Title (Please Print) | Date |

COMMERCIAL FACADE IMPROVEMENT PROGRAM

FORM 1B

PROPERTY OWNER CONSENT

I/We, _____, am/are the owner/s of the property located at _____(address) in the City of West Peoria, and have or will lease the property to _____ (name of tenant).

I/We understand the tenant plans to participate in the City of West Peoria’s Façade Improvement Program and support their effort to improve the appearance of my property at the above address. I/We agree to allow the tenant to complete the façade improvements and understand the responsibilities and liabilities associated with the project rest upon the owner(s) and tenant. Furthermore, I/We agree to cooperate and participate in the program in order to obtain financial assistance from the City of West Peoria.

Sincerely,

| | | |
|---|----------------------|-------|
| _____ | _____ | _____ |
| Signature of Property Owner or Authorized Representative (1) Name | Title (Please Print) | Date |

| | | |
|--------------------------------------|----------------------|-------|
| _____ | _____ | _____ |
| Signature of Property Owner (2) Name | Title (Please Print) | Date |