

City of East Moline
Façade Improvement Program

**CITY OF EAST MOLINE
GRANT APPLICATION
FACADE IMPROVEMENT PROGRAM**

PURPOSE

As part of the City's overall redevelopment strategy, the City of East Moline and Special Services Area (SSA), through their Façade Improvement Program, will provide funds to eligible property owners to enhance commercial buildings and storefronts within the program designated area, approved on a case-by-case basis.

The program is administered by City staff. The program operates on a reimbursement basis and the applicant is responsible for all payments to professionals, city departments and contractors. City staff will verify actual costs incurred by borrower prior to reimbursement. The general program, qualifications, guidelines and conditions are described below.

PROGRAM DETAILS

A façade improvement is defined as a project that involves one or more exterior walls or space that will improve the aesthetic view of the building. The following two programs may be available as funding allows:

- **The SSA Façade Program**, a façade improvement grant request may not exceed 50% of the project costs, or \$5,000, whichever is less, while funds last.

Applications will be reviewed in the order they are received and funding is available until all program dollars have been committed. Only one grant is allowed per building every five years, unless a change in ownership occurs. Program participants are encouraged to work with a consultant on a conceptual design. The Façade Committee shall retain final approval over any project design and retains the right to waive any and all application requirements

ELIGIBILITY

Applicants

1. Applicant must be the property owner of a program-eligible building or tenant with property owner's authorization. All legal property owners must sign the program application, and in the case of a corporation or partnership, a corporate resolution or a power of attorney must be submitted with the application. If leasing a property, the owner of the building must complete Property Owner Consent Form.
2. Façade improvement grants are subject to funding availability. The Façade Committee will evaluate and approve all Façade Improvement applications at its sole discretion.
3. Subject property must be located within the designated program area to be eligible for grant funds. Properties located in the SSA district may apply for either the City Façade Program or the SSA Façade Program but not both.

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Building

1. Building located in the designated area must be taxable properties of commercial/industrial use (non-residential).
2. New buildings (constructed within the last five years) are not eligible for assistance unless a change of ownership occurs.
3. Work involved with the project cannot start until the applicant has received an Approval Letter from the Facade Committee.
4. All property tax payments must be current in order to qualify for participation in the program.
5. Properties with unresolved code enforcement issues involving the exterior of the building will not be eligible for participation under this program. Interior code issues will be decided on a case by case basis. Code compliance (interior and exterior) is strongly encouraged for all applicants.

STEP ONE: APPLICATION PROCESS

All submitted applications will be reviewed by members of the Facade Committee which reserves the right to reject any and all proposed work that does not meet program guidelines or is unsuitable.

The following information must be provided with the program application:

1. Detailed description of the work to be completed. The description should include materials, styles and colors.
2. Photos of building to be improved and of adjacent properties.
3. A sketch or rendering of the proposed finished facade.
4. Copies of all cost estimates involved with the project (Minimum of one estimate).
NOTE: If the facade improvement is part of a more extensive interior/exterior remodeling project, *only facade improvement costs need be itemized.*
5. Schedule of work to be completed.
NOTE: For those projects that may involve further renovations, we encourage submittal of your long-term plans.
6. Proof of property ownership and taxes paid and current.

Following an internal review of the Façade Application, an Approval letter will be sent from the Facade Committee to confirm the financial commitment to the project.

Please Note

In order to qualify for the grant program, work on the facade project cannot begin until an "Approval Letter" has been received from the Facade Committee! All projects are given **90 days** to complete the work. If a project is going to take longer than 90 days, it is the applicant's responsibility to contact the Facade Committee to ask for an extension beyond the 90-day time period. If an applicant does not ask for an extension before the 90-day time period ends, the funds may not be issued.

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STEP TWO: ELIGIBLE USES OF FUNDS

Funds may be used **only** for exterior repairs or improvements. Fronts, sides and rears of buildings may be eligible but priority is given to fronts or other portions of buildings that are directly exposed to the public. Single family residences are not eligible.

The Agency reserves the right to require certain minimum improvements as part of the program in order to meet the objectives of the Agency. For example, façade repainting may be required as a minimum improvement.

Maintenance type improvements such as roofing, window replacement, door replacement general structural upgrade work, etc. are not eligible unless considered by the Façade Committee to be an integral part of a larger façade improvement. The Façade Committee will review each project on a case by case basis.

The Agency and other appropriate City departments (as required) must approve all improvements. Improvements must comply with all City building codes, architectural standards, and sign standards.

Applicant is not to begin any improvements to the property before the application is approved. Construction, renovation or painting costs incurred prior to the approval of the application will not be eligible for reimbursement.

In cases where property owners hire a contractor to complete the work, the contractor must be licensed and registered to work within the City of East Moline.

As part of the overall project, allowable costs may include, but are not limited to:

1. Window/door repair or appropriate replacement work
2. Storefront rehabilitation, including removal of non-original façade covering
3. Cleaning or painting of exterior surfaces (sandblasting or abrasive cleaning methods are strongly discouraged and in some cases, may be prohibited)
4. Repair or restoration of architectural detailing
5. New Awnings, Signs (including onsite electrical to support the signage), Marquees, and replacement cornices
6. Labor and materials required to rehabilitate the façade(s)
7. Roof work in conjunction with façade improvements
8. Exterior Lighting and display window lighting
9. Pavement between door and sidewalk
10. Structural work related to exterior facades
11. Architectural and design fees. SSA limited to 50% of design cost. If project does not materialize, there will be no reimbursement. (Property owner then responsible for architectural and design fees)
12. Other façade improvements approved by the Façade Committee.

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STEP THREE: REQUEST FOR FUNDS

All eligible work must be completed according to information submitted in the original application. Vendor invoices must be returned with the loan form along with verification of payment from the business owner.

Following an inspection by the City/Façade Committee that ensures the façade improvement work has been completed satisfactorily, a check will be issued.

Disbursement of grant funds will be disbursed after the following has been completed:

1. Inspection and approval of completed improvements as needed.
2. Review of all invoices and receipts for improvements.
3. Receipt of “After” pictures of the project.

If the disbursement criteria are not met or additional issues exist, no reimbursement will be made until the remaining issues are resolved.

Excluding special circumstances, the building cannot be sold within 24 months of receiving grant funds or a lien shall be placed on the property to recover the disbursed grant funds.

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PURPOSE

The purpose of the Façade Improvement program is to provide financial assistance to property owners for the rehabilitation of business facades. All rehabilitation work must be respectful of the historic character of the building, with every reasonable effort made to preserve the original distinguishing features.

PROGRAM DETAILS

- *(Currently unavailable)* For the City Façade Program, a façade improvement grant request may not exceed 25% of the project costs, or \$10,000, whichever is less.
- For the SSA Façade Program, a façade improvement grant request may not exceed 50% of the project costs, or \$5,000, whichever is less, while funds last.
- Applications are reviewed in the order they are received and funding is available until all program dollars have been exhausted. Only one grant is allowed per building every five years, unless a change in ownership occurs. The Façade Committee shall have final approval over all project designs.
- All projects are given **90 days** to complete the work. If the work is going to take longer than 90 days, it is the applicant's responsibility to contact the Façade Committee to ask for an extension beyond the 90 day time period. The façade grant may be denied if the applicant does not seek the extension.
- The reimbursement check will not be issued until all disbursement criteria have been satisfied.

HOW TO QUALIFY

- The applicant must be the owner of the building or have authorization (Attachment A) from the property owner to participate in the program.
- Property tax payments must be current.
- Work may not begin until applicant has received authorization from the Façade Committee.

ELIGIBLE USE OF FUNDS

Fronts, sides and rears of buildings that are directly exposed to the public are eligible, but priority is given to street facing portions of the buildings.

As part of the entire improvement project, allowable costs may include, but are not limited to:

- Window/door repair or appropriate replacement work.
- Storefront rehab, including removal of non-original façade covering.
- Cleaning/painting of exterior surfaces.
- Repair or restoration of architectural detailing.
- New awnings, signs and replacement cornices.
- Labor and materials required to rehabilitate the façade (s).
- Roof work in conjunction with façade improvements.
- Structural work related to exterior facades
- Exterior Lighting.
- Architectural Design Costs. (up to 50%)

IMPORTANT INFO

- A. Roof repairs not associated with façade improvements are not covered under the program.
- B. All work must be done in compliance with City building codes and ordinances.
- C. Any contractor used must be registered and bonded with the city of East Moline.
- D. Façade work within SSA is in the Enterprise Zone and building materials are sales tax exempt.

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FAÇADE GRANT APPLICATION

Fill out completely and bring or send application and all required attachments to:
City of East Moline, City Hall Annex, 912 16th Avenue, East Moline, IL 61244

Applicant Name _____
Address _____
Phone _____ Cell _____ Email _____

GRANT AMOUNT REQUESTED:

Owner Type: Individual Sole Proprietorship Partnership Corporation

Resident Of: East Moline QC Area Other

Are you: Property Owner Tenant Under Contract

Property Address: _____
Parcel Number _____ Approximate Age of Building _____

Property Owner Authorization: (needed if applicant is not the property owner) – Fill out attachment A

Current Property Use: _____

Does the Property have any unresolved code violations, if yes, please explain: Yes No

Project Description: _____

Estimated start date _____ **Estimated completion date** _____

Will the Property Use Change, If yes, please describe: _____

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Please fill out the following items you plan to improve on your property.

✓	Type of Improvement	Estimated Cost
	Architectural Services and other design work	
	Add or replace signage or decorative lighting	
	Add or replace windows (s) or door(s)	
	Paint existing surfaces	
	Add or replace awning(s) or overhang (s)	
	Add or replace landscaping	
	Add or replace stucco or color-coated existing stucco	
	Add or replace brick or stone	
	Other (describe below)	
Total Estimated Cost of Project		

Describe other improvements (including interior) not listed above, including cost(s) and date (s) completed:

Have you applied for grant funds before. Yes No (If yes list address(es) and year(s) of previous applications)

I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS COMPLETE, ACCURATE, AND TRUE.

Applicant Signature: _____

Date _____

CHECKLIST – You must have the following items attached to your application or it will be considered incomplete and your application will be placed on hold until they are complete.

- “ Are plans included with the application?
- “ Are materials and colors included in work plans?
- “ Are color photos of the property and adjacent properties included in the application?
- “ Is a minimum of one work estimate included in the application?
- “ Are property tax payments current on the property (attach verification)?
- “ Authorization from property owner, if applicant is not property owner.

STAFF USE ONLY

Date Application _____

Received By: _____

Building Location _____

High

Medium

Low

_____ Bldg Location (High)

_____ Thematic Compliance

_____ Job Creation

_____ Business Location

_____ Property Value Increase

_____ Customer Creation

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Date Application _____

Approved By: _____

CITY OF EAST MOLINE
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ATTACHMENT A: PROPERTY OWNER AUTHORIZATION

I, _____ understand that
_____, a leaseholder of
my property located at _____ is considering
rehabilitation improvements as part of the city of East Moline Façade Improvement Program.

I have received and reviewed the Façade Improvement Program Guidelines and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements.

I understand and agree that the city of East Moline assumes no responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the City or any of its officers, representatives, agents or agencies regarding any matters relevant to participants' obligations under this program.

I assure the City that the leaseholder may continue to rent and occupy my property for at least six (6) months after the date of application for this program, or through project completion, whichever is greater. I authorize the leaseholder to make the proposed improvements under the City's program. I understand that the proposed improvements may increase the value of my building and may result in an increase of my annual property taxes.

ACKNOWLEDGEMENT

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvement project.

Property Owner Signature

Date

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Tenant Signature

Date