



City of Des Plaines
Community & Economic Development Department
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 Des Plaines, IL 60016
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MEMORANDUM

Date: July 9, 2015
To: Michael G. Bartholomew, MCP, LEED AP, City Manager
 George Sakas, AICP, Director *GS*
From: Lauren Pruss, AICP, Economic Development Coordinator *LP*
Subj: Business Assistance Program Modifications – Multi-Unit Retail Grant Program

Issue: In 2014, City Staff made two modifications to the Business Assistance Program. The first modification in April 2014 opened the program city-wide. The second modification in July 2014 added the Outdoor Dining Program. As we continue to administer this successful program, the unique needs of the Des Plaines' business community challenge our adopted guidelines. The Mayor and City Council considered the proposed modifications at its June 15, 2015 regular meeting and directed staff to include "claw-back" provisions within the new program.

Analysis: The City has many aging shopping centers that could improve tenant retention and attraction with property and façade renovations. However, these improvements are capital intensive and require owner investment. City staff have talked with several owners who have expressed a desire to pursue such improvements, but express frustration that the current façade improvement program is designed to specifically benefit the tenant. Accordingly, staff is proposing a fifth business incentive program specifically geared towards multi-tenant retail buildings, the Multi-Unit Retail Grant Program.

As proposed, the Multi-Unit Retail Grant Program would be structured as follows:

- The purpose of this program is to support and encourage comprehensive exterior renovations of older shopping centers and retail buildings with at least 2,500 square feet of floor area and two [2] or more tenants.
- To be eligible, the applicant must install at least \$15,000 in eligible improvements.
- Maximum award amounts are based upon the size of the shopping center as follows:
 - 2,500 – 10,000 square feet of floor area: \$20,000 maximum grant
 - 10,000 – 30,000 square feet of floor area: \$40,000 maximum grant
 - 30,001 square feet or more: \$50,000 maximum grant
- Individual tenants may still apply for a façade improvement grant for those improvements not previously funded by the Multi-Unit Retail Grant Program.
- Projects consisting solely of Capital Improvement Elements are eligible for up to a \$50,000 maximum grant. When projects consist of a combination of Capital Improvement Elements and Maintenance Elements, Maintenance Elements shall not consist of more than 25% of the overall reimbursement amount. Applications for only Maintenance Elements are not eligible for the grant.

- Project elements will be classified as follows:

<u>Capital Improvement Elements</u>	<u>Maintenance Elements</u>
<ul style="list-style-type: none"> • <u>Doors</u> • <u>Electrical conduit & wiring</u> • <u>Masonry</u> • <u>Structural elements</u> • <u>Windows</u> • <u>Parking lot lighting</u> 	<ul style="list-style-type: none"> • <u>Blasting/scraping</u> • <u>Exterior electrical fixtures</u> • <u>Landscaping - Perennial</u> • <u>Exterior lighting</u> • <u>Exterior paint</u> • <u>Parking lot sealcoat, repair and reconstruction</u> • <u>Sidewalk repair and reconstruction</u> • <u>Monument or historical freestanding signs for multiple tenants</u>

Finally, staff has taken this opportunity to make minor modifications to the administrative procedures for processing business assistance applications including:

- Under the Façade Program’s “Limits to Participation,” clarified that the applicant shall either be the tenant, or the property owner of single tenant building.
- Increased the project completion timeframe from six months to twelve months with one additional six month extension.
- Clarified the maximum reimbursement limits for Capital Improvements and Maintenance Elements.
- With the recent adoption of the Procurement Policy, eliminated the need for three bids for projects over \$10,000. However, three bids will be required for projects over \$20,000.
- Given waiver authority to the Economic Development Commission and City Council, as applicable, for projects that do not meet the strict requirements of the programs.
- Modified the “Ineligible Projects” subsection to provide additional flexibility in allowing applicants to begin work.

Following the June 15 meeting, City staff worked with the City’s legal consultants regarding the recommending “claw-back” language. The proposed Program Guidelines have been revised to include a provision that requires the applicant to own the property for a period of five years after the date of the grant award. If the grantee sells the property before this period ends, the grantee must refund a pro-rata amount of the grant back to the City. The provisions also require a lien to be placed against the property to ensure proper collection of the funds should the property be sold.

Recommendation: I recommend that the City Council adopt the proposed draft business assistance program modifications.

Attachments:

Exhibit A: Draft Business Assistance Program Guidelines

CITY OF DES PLAINES

RESOLUTION R - 101 - 15

**A RESOLUTION APPROVING AMENDMENTS TO THE
CITY OF DES PLAINES BUSINESS
ASSISTANCE PROGRAM GUIDELINES.**

WHEREAS, the City makes grants available for the improvement of eligible commercial properties located within the City through the Business Assistance Program ("**Program**"); and

WHEREAS, the City has established certain guidelines and procedures regarding eligibility for, and the administration of, Program grants (collectively, the "**Guidelines**"); and

WHEREAS, based on the City's experience administering the Program, the City desires to amend the Guidelines to: (i) establish a new Program grant for capital improvements for eligible commercial shopping centers and multiple-story mixed-use retail buildings; and (ii) update and clarify the Guidelines to improve administration of the Program and better meet the needs of businesses seeking assistance through the Program (collectively, the "**Amended Guidelines**"); and

WHEREAS, the City Council has determined that it is in the best interest of the City to approve the Amended Guidelines;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DES PLAINES, COOK COUNTY, ILLINOIS, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION 2: APPROVAL OF AMENDED GUIDELINES. The City Council hereby approves the Amended Guidelines attached to this Resolution as **Exhibit A**.

SECTION 3: AUTHORIZATION OF AMENDED GUIDELINES. The City Council hereby authorizes and directs the City Manager or his designee to take all necessary and appropriate action to implement and administer the Amended Guidelines.

SECTION 4: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2015.

APPROVED this ____ day of _____, 2015.

VOTE: AYES ____ NAYS ____ ABSENT ____

MAYOR

ATTEST:

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

DP-Resolution Approving Amendments to the Business Assistance Program

#35599402_v1

Awning Program Guidelines

Overview

The City's Awning Program allows businesses to be reimbursed for up to 75% of costs incurred in the installation of awnings on commercial buildings within the City of Des Plaines. The maximum awning initiative award amount is \$5,000. The Community and Economic Development Department (CED) shall be responsible for the administration of this program from review, approval and process of final payment request.

Qualifications

Applicants must have a current Business Registration Certificate on file with the City. The business information listed on the certificate must include an address located within the City limits. Those relocating their business to Des Plaines must demonstrate that they are in the process of applying for a new Business Registration Certificate.

Limits to Participation

- ✓ Applicants must install at least \$1,500 in eligible improvements.
- ✓ Businesses may apply for one grant award per business over the life of the program.
- ✓ Business twelve (12) ~~six (6)~~ months after "Letter of Approval and Notice to Proceed" to complete the project.
- ✓ If any business chooses to accept the grant award they must agree not to remove said awning for any reason without limitation for a period of (5) five years after receiving the grant money.
- ✓ If any business removes said awning for any reason in this (5) five year period they must re pay the entire grant award in full with-in (30) thirty days of removal.

Eligible Projects

- New permanent awning and frame.

Property Owner's Consent

Those businesses that are tenants of commercial buildings are eligible if the property owner's consent is provided in writing.

Proof of Ownership/Leasing Requirement

All applicants must show proof of a signed, written lease agreement for a period of no less than one year at the time of application or provide proof of ownership for the subject property.

Ineligible Projects

~~No application will be considered if any portion of the improvements have been started, constructed or completed prior to approval of the grant request. The applicant may apply for and receive applicable permits from the City's Building Division at any time prior to or during the application process; however no work shall be performed.~~

Construction of the program applicable improvements shall not commence until the applicant has received an official "Letter of Approval and Notice to Proceed."

Approval for the program does not constitute a right to begin work. The City will take efforts to coordinate the issuance of building permits and grant approval; however, it is fully the applicant's responsibility to obtain the necessary permits prior to the start of work. It is strongly advised that the applicant apply for the grant program prior to, or concurrently with the application for building permits.

****Disclaimer***

All grant awards are subject to funding by City Council during the budget process in each fiscal year. City Council reserves the right to discontinue this program at any time for any reason without notice.

AWNING PROGRAM ADMINISTRATIVE PROCEDURE

Step (1) Submittal of Application

Applications should be completed and submitted to the Community and Economic Development (CED) Department on the 3rd floor of City Hall for review and approval by staff. The following items are required at the time of application:

- Application Forms
- Letter of Property Owner Consent (if applicable);
- Proof of at least a one year lease at the subject property or proof of ownership;
- Contractor's work proposal (including a detailed cost estimate and diagram of improvements).

Pre-Application Conference

Prospective applicants who are considering improvements are encouraged to request a pre-application conference with (CED) Department staff.

Prioritizing Submittals

If more applications are received than current funding levels can accommodate, the CED Department will prioritize them on the basis of the date of receipt of the completed application process.

Waivers

Waivers of the "Eligible Projects" and "Ineligible Projects" provisions of this program may be presented to the City's Economic Development Commission for consideration and approval.

Step (2) Begin Work

If CED approves the grant request, a “Letter of Approval and Notice to Proceed” will be sent to the applicant by the CED Department, including an estimate of the total grant amount the applicant is eligible to receive.

Required Permits

At this time the applicant should secure the services of the appropriate contractors needed to complete the work. All contractors must be properly registered, licensed, and bonded as required by law. It is the applicant’s responsibility to ensure that the selected contractors secure all required sign, building and/or construction related permits from the City. The selected contractors will be expected to complete the project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices. Assuming the City has issued all necessary permits, work may begin. Sign and/or building permit applications can be submitted to the Building Division located on the 3rd floor of City Hall.

Completion within ~~(6) Six~~ Twelve (12) Months

All work must be ~~completed~~ started six (6) months, and completed within twelve (12) months from receiving “Letter of Approval and Notice to Proceed”. If the applicant cannot complete the work detailed on the application within ~~(6) six~~ twelve (12) months of receiving “Letter of Approval and Notice to Proceed”, the applicant has the ability to request a single, (6) six month extension from the CED Department. Prior to, or during construction, any on-the-job changes to the design must be reviewed and approved by the CED Department.

Step (3) Completion of the Job

Upon completion of the project, the work is to be approved by an inspector in the Building Division of the CED Department for compliance with the original design drawing and design notes, including initialed changes, City building codes, zoning ordinances, and sign ordinances. Only that work for which the permit was issued will be inspected.

Step (4) Payment of the Grant

Applicant must submit;

- Notarized Paid-in-Full receipt (copy or original).
- Notarized Final Waiver of Lien (completed by contractor).
- Completed IRS W-9 form

Forms can be notarized in the City Clerk’s office on the 6th floor of City Hall. Checks will be authorized for reimbursement by the CED Department after the work has been inspected and certified as to its completion and compliance, after the applicant has completed an IRS W-9 form, and after City Council approval via the warrant register at a City Council meeting.

Façade Rehabilitation Program Guidelines

Overview

The City's Façade Rehabilitation Program allows businesses to be reimbursed for up to 50% of costs incurred in for façade improvement work on commercial buildings within the City of Des Plaines. The maximum Façade Rehabilitation award amount is \$20,000 per business. Project awards over \$10,000 must be approved by the City Council. The Community and Economic Development Department (CED) shall review and may approve project awards of \$10,000 or less. CED is responsible for the developing procedures and general administration of this program.

Qualifications

This program may be applied to single or multiple tenant properties that are not eligible for the Multi-Unit Retail Grant Program. This program may also be utilized for individual tenant improvements within a property which is otherwise eligible for the Shopping Center Rehabilitation Program when the property owner has not elected to participate; however, any improvements funded through a previously awarded Shopping Center Rehabilitation Grant are ineligible for this grant. Applicants must have a current Business Registration Certificate on file with the City. The business information listed on the certificate must include an address located within the City limits. Those relocating their business to Des Plaines must demonstrate that they are in the process of applying for a new Business Registration Certificate. Applicants must also be businesses that generate retail sales tax and/or food and beverage tax.

Limits to Participation

- ✓ Applicants shall be either the tenant of a single retail space, or the owner of a single tenant building.
- ✓ Applicants must install at least \$1,500 in eligible improvements.
- ✓ Businesses may apply for one grant award per business over the life of the program. (If there is a compelling need for more than one grant City Council approval is required)
- ✓ Businesses have (6) six months after the "Letter of Approval and Notice to Proceed" to complete the project.
- ✓ If any business chooses to accept the grant award they must agree not to remove improvements for any reason without limitation for a period of (5) five years after receiving the grant money.
- ✓ If any business removes the improvements for any reason in this (5) five year period they must re pay the entire grant award in full with-in (30) thirty days of removal.

Property Owner's Consent

Those businesses that are tenants of commercial buildings are eligible if the property owner's consent is provided in writing.

Proof of Ownership/Leasing Requirement

All applicants must show proof of a signed, written lease agreement for a period of no less than one year at the time of application or provide proof of ownership for the subject property.

Eligible Projects

- Include but are not limited to; Improvements to all elevations visible from a public way.
- New window and frame for architectural improvement that is visible from the street and is appropriately scaled to the building. Street level windows (glass) and doors are eligible only when part of an overall larger façade improvement project.
- Signage attractively integrated into the architecture of the building or freestanding signs at properties of historical significance where a wall sign would deter the historical value. (All signs must be in compliance with applicable zoning and building codes).
- Lighting that is visually appealing and appropriately illuminates storefront areas.
- Permanent landscaping features around parking lot or business.
- New storefront construction appropriately scaled within an existing building.

Project Classifications and Reimbursement Limits

Projects are eligible for up to a \$20,000 maximum grant. When projects consist of a combination of Capital Improvement Elements and Maintenance Elements, Maintenance Elements shall not consist of more than 25% of the overall reimbursement amount. Project elements will be classified as follows: and reimbursed according to the following schedule:

	% of the Reimbursement	Maximum Reimbursement
Capital Improvements	—75%	\$15,000
Maintenance Elements	—25%	\$5,000

Capital Improvement Elements	Maintenance Elements
<ul style="list-style-type: none"> ✓ Doors ✓ Electrical conduit & wiring ✓ Masonry ✓ Structural elements ✓ Windows ✓ Monument or historical freestanding signs 	<ul style="list-style-type: none"> ✓ Blasting/scraping ✓ Electrical fixtures ✓ Landscaping - Perennial ✓ Lighting ✓ Paint ✓ <u>New Wall Signs (excluding box signs)</u>

Ineligible Projects

~~No application will be considered if any portion of the improvements have been started, constructed or completed prior to approval of the grant request. The applicant may apply for and receive applicable permits from the City's Building Division at any time prior to or during the application process; however no work shall be performed.~~

Façade improvements previously funded within the prior five (5) years under the Multi-Unit Retail Grant Program are not eligible for this grant. Additionally, projects containing only maintenance elements are not permitted.

Construction of the program applicable improvements shall not commence until the applicant has

received an official "Letter of Approval and Notice to Proceed."

Approval for the program does not constitute a right to begin work. The City will take efforts to coordinate the issuance of building permits and grant approval; however, it is fully the applicant's responsibility to obtain the necessary permits prior to the start of work. It is strongly advised that the applicant apply for the grant program prior to, or concurrently with the application for building permits.

****Disclaimer***

All grant awards are subject to funding and/or approval by City Council during the budget process in each fiscal year. City Council reserves the right to discontinue this program at any time for any reason without notice.

FAÇADE REHABILITATION PROGRAM ADMINISTRATIVE PROCEDURE

Step (1) Submittal of Application

Applications should be completed and submitted to the Community and Economic Development (CED) Department on the 3rd floor of City Hall for review and approval by staff. The following items are required at the time of application:

- Application Forms
- Letter of Property Owner Consent (if applicable);
- Proof of at least a one year lease at the subject property or proof of ownership;
- Contractor's work proposal (including a detailed cost estimate and diagram of improvements)
- ~~Projects with a total cost of \$10,000 or more require three (3) bids.~~

Pre-Application Conference

Prospective applicants who are considering improvements are encouraged to request a pre-application conference with (CED) Department staff.

Prioritizing Submittals

If more applications are received than current funding levels can accommodate, the CED Department will prioritize them on the basis of the date of receipt of the completed application process.

Approvals needed

If the total award amount is estimated to be \$10,000 or less then CED will approve or deny the application.

If the total award amount estimated to be over \$10,000 then the applicant must receive approval from the City Council.

Waivers

When the requested grant amount is less than \$10,000, waivers of the "Eligible Projects," "Ineligible Projects," and "Project Classifications and Reimbursement Limits" provisions of this program may be presented to the City's Economic Development Commission for consideration and approval.

When the requested grant amount exceeds \$10,000, waivers of the "Eligible Projects," "Ineligible Projects," and "Project Classifications and Reimbursement Limits" provisions of this program may be presented to the City's Economic Development Commission for recommendation to the Mayor and City Council.

Step (2) Begin Work

If CED approves the grant request, a "Letter of Approval and Notice to Proceed" will be sent to the applicant by the CED Department, including an estimate of the total grant amount the applicant is eligible to receive.

Required Permits

At this time the applicant should secure the services of the appropriate contractors needed to complete the work. All contractors must be properly registered, licensed, and bonded as required by law. It is the applicant's responsibility to ensure that the selected contractors secure all required sign, building and/or construction related permits from the City. The selected contractors will be expected to complete the project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices. Assuming the City has issued all necessary permits, work may begin. Sign and/or building permit applications can be submitted to the Building Division located on the 3rd floor of City Hall.

Completion within ~~(6) Six~~ Twelve (12) Months

All work must be ~~completed~~ started within six (6) months, and completed within twelve (12) months from receiving "Letter of Approval and Notice to Proceed". If the applicant cannot complete the work detailed on the application within ~~(6) six~~ twelve (12) months of receiving "Letter of Approval and Notice to Proceed", the applicant has the ability to request a single, (6) six month extension from the CED Department. Prior to, or during construction, any on-the-job changes to the design must be reviewed and approved by the CED Department.

Step (3) Completion of the Job

Upon completion of the project, the work is to be approved by an inspector in the Building Division of the CED Department for compliance with the original design drawing and design notes, including initialed changes, City building codes, zoning ordinances, and sign ordinances. Only that work for which the permit was issued will be inspected.

Step (4) Payment of the Grant

Applicant must submit;

- Notarized Paid-in-Full receipt (copy or original).
- Notarized Final Waiver of Lien (completed by contractor).
- Completed IRS W-9 form

Forms can be notarized in the City Clerk's office on the 6th floor of City Hall. Checks will be authorized for reimbursement by the CED Department after the work has been inspected and certified as to its completion and compliance, after the applicant has completed an IRS W-9 form, and after City Council approval via the warrant register at a City Council meeting.

Interior Build-Out Program Guidelines

Overview

The City's Interior Build-Out Program allows businesses to be reimbursed for up to 50% of costs incurred to locate a business within the City of Des Plaines. The maximum Interior Build-Out Program award amount is \$15,000 per business. Project awards over \$10,000 must be approved by the City Council. The Community and Economic Development Department (CED) shall review and may approve project awards of \$10,000 or less. CED is responsible for the developing procedures and general administration of this program.

Qualifications

Applicants must be locating a business within the City limits. Applicants must demonstrate that they are in the process of applying for a new Business Registration Certificate.

Limits to Participation

- ✓ Applicants must install at least \$1,500 in eligible improvements.
- ✓ Businesses may apply for one grant award per business over the life of the program. (If there is a compelling need for more than one grant City Council approval is required)
- ✓ Businesses have twelve (12) ~~(6)~~ six months after the "Letter of Approval and Notice to Proceed" to complete the project.
- ✓ Businesses must generate retail sales tax and/or food and beverage tax.
- ✓ If any business chooses to accept the grant award they must agree not to remove improvements for any reason without limitation for a period of (5) five years after receiving the grant money.
- ✓ If any business removes the improvements for any reason in this (5) five year period they must re pay the entire grant award in full with-in (30) thirty days of removal.

Eligible Improvements

Improvements include but are not limited to;

- Hard cost for tenant build out (all fixtures must be permanent).
- Physical improvements to the interior of a building (must be permanently installed).

All eligible improves are subject to approval by the (CED) Department.

Property Owner's Consent

Those businesses that are tenants of commercial buildings are eligible if the property owner's consent is provided in writing.

Proof of Ownership/Leasing Requirement

All applicants must show proof of a signed, written lease agreement for a period of no less than one year at the time of application or provide proof of ownership for the subject property.

Ineligible Projects

~~No application will be considered if any portion of the improvements have been started, constructed or completed prior to approval of the grant request. The applicant may apply for and receive applicable permits from the City's Building Division at any time prior to or during the~~

~~application process; however no work shall be performed.~~

Construction of the program applicable improvements shall not commence until the applicant has received an official "Letter of Approval and Notice to Proceed."

Approval for the program does not constitute a right to begin work. The City will take efforts to coordinate the issuance of building permits and grant approval; however, it is fully the applicant's responsibility to obtain the necessary permits prior to the start of work. It is strongly advised that the applicant apply for the grant program prior to, or concurrently with the application for building permits.

****Disclaimer***

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INTERIOR BUILD-OUT PROGRAM ADMINISTRATIVE PROCEDURE

Step (1) Submittal of Application

Applications should be completed and submitted to the Community and Economic Development (CED) Department on the 3rd floor of City Hall for review and approval by staff. The following items are required at the time of application:

- Application Forms
- Letter of Property Owner Consent (if applicable);
- Proof of at least a one year lease at the subject property or proof of ownership;
- Contractor's work proposal (including a detailed cost estimate and diagram of improvements).
- ~~Projects with a total cost of \$10,000 or more require three (3) bids.~~

Pre-Application Conference

Prospective applicants who are considering improvements are encouraged to request a pre-application conference with (CED) Department staff.

Prioritizing Submittals

If more applications are received than current funding levels can accommodate, the CED Department will prioritize them on the basis of the date of receipt of the completed application process.

Approvals needed

If the total award amount is estimated to be \$10,000 or less then CED will approve or deny the application.

If the total award amount estimated to be over \$10,000 then the applicant must receive approval from the City Council.

Waivers

When the requested grant amount is less than \$10,000, waivers of the "Eligible Projects," "Ineligible Projects," and "Project Classifications and Reimbursement Limits" provisions of this program may be presented to the City's Economic Development Commission for consideration and approval.

When the requested grant amount exceeds \$10,000, waivers of the "Eligible Projects," "Ineligible Projects," and "Project Classifications and Reimbursement Limits" provisions of this program may be presented to the City's Economic Development Commission for recommendation to the Mayor and City Council.

Step (2) Begin Work

If CED approves the grant request, a "Letter of Approval and Notice to Proceed" will be sent to the applicant by the CED Department, including an estimate of the total grant amount the applicant is eligible to receive.

Required Permits

At this time the applicant should secure the services of the appropriate contractors needed to complete the work. All contractors must be properly registered, licensed, and bonded as required by law. It is the applicant's responsibility to ensure that the selected contractors secure all required sign, building and/or construction related permits from the City. The selected contractors will be expected to complete the project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices. Assuming the City has issued all necessary permits, work may begin. Sign and/or building permit applications can be submitted to the Building Division located on the 3rd floor of City Hall.

Completion within ~~(6) Six~~ Twelve (12) Months

All work must be ~~completed~~ started within six (6) months, and completed within twelve (12) months from receiving "Letter of Approval and Notice to Proceed". If the applicant cannot complete the work detailed on the application within ~~(6) six~~ twelve (12) months of receiving "Letter of Approval and Notice to Proceed", the applicant has the ability to request a single, (6) six month extension from the CED Department. Prior to, or during construction, any on-the-job changes to the design must be reviewed and approved by the CED Department.

Step (3) Completion of the Job

Upon completion of the project, the work is to be approved by an inspector in the Building Division of the CED Department for compliance with the original design drawing and design notes, including initialed changes, City building codes, zoning ordinances, and sign ordinances. Only that work for which the permit was issued will be inspected.

Step (4) Payment of the Grant

Applicant must submit;

- Notarized Paid-in-Full receipt (copy or original).
- Notarized Final Waiver of Lien (completed by contractor).
- Completed IRS W-9 form

Forms can be notarized in the City Clerk's office on the 6th floor of City Hall. Checks will be authorized for reimbursement by the CED Department after the work has been inspected and certified as to its completion and compliance, after the applicant has completed an IRS W-9 form, and after City Council approval via the warrant register at a City Council meeting.

Outdoor Dining Assistance Program Guidelines

Overview

The City’s Outdoor Dining Assistance Program allows businesses to be reimbursed for up to 50% of costs incurred in the installation of outdoor dining areas within the City of Des Plaines. The maximum award amount is \$10,000. The Community and Economic Development Department (CED) shall be responsible for the administration of this program from review, approval and process of final payment request.

Qualifications

Applicants must have a current Business Registration Certificate on file with the City. The business information listed on the certificate must include an address located within the City limits. Those relocating their business to Des Plaines must demonstrate that they are in the process of applying for a new Business Registration Certificate.

Limits to Participation

- ✓ Applicants must install at least \$1,500 in eligible improvements.
- ✓ Businesses may apply for one grant award per business over the life of the program.
- ✓ Business have twelve (12) ~~(6)~~ ~~six~~ months after “Letter of Approval and Notice to Proceed” to complete the project.
- ✓ If any business chooses to accept the grant award they must agree not to remove improvements for any reason without limitation for a period of (5) five years after receiving the grant money.
- ✓ If any business removes the improvements for any reason in this (5) five year period they must re pay the entire grant award in full with-in (30) thirty days of removal.

Eligible Improvements

Improvements include but are not limited to:

- | | |
|------------------------------|-----------------------------------|
| Flat work - cement or pavers | Pathways/sidewalks |
| Half-wall enclosures | Stationary pergola |
| Iron fencing & gates | Stationary seating - wall benches |
| Landscaping - Perennial | Underground electrical |
| Permanent Lighting | |
| Natural gas line extension | |

Non-Eligible Improvements:

- | | |
|----------------------|--------------------------|
| Asphalt | Lawn furniture |
| Bars | Refuse containers |
| Grills | Smoking accessories |
| Heaters | Trellises and planters |
| Landscaping - Annual | Vehicle driving surfaces |

Property Owner's Consent

Those businesses that are tenants of commercial buildings are eligible if the property owner's consent is provided in writing.

Proof of Ownership/Leasing Requirement

All applicants must show proof of a signed, written lease agreement for a period of no less than one year at the time of application or provide proof of ownership for the subject property.

Ineligible Projects

~~No application will be considered if any portion of the improvements have been started, constructed or completed prior to approval of the grant request. The applicant may apply for and receive applicable permits from the City's Building Division at any time prior to or during the application process; however no work shall be performed.~~

Construction of the program applicable improvements shall not commence until the applicant has received an official "Letter of Approval and Notice to Proceed."

Approval for the program does not constitute a right to begin work. The City will take efforts to coordinate the issuance of building permits and grant approval; however, it is fully the applicant's responsibility to obtain the necessary permits prior to the start of work. It is strongly advised that the applicant apply for the grant program prior to, or concurrently with the application for building permits.

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OUTDOOR DINING PROGRAM ADMINISTRATIVE PROCEDURE

Step (1) Submittal of Application

Applications should be completed and submitted to the Community and Economic Development (CED) Department on the 3rd floor of City Hall for review and approval by staff. The following items are required at the time of application:

- Application Forms
- Letter of Property Owner Consent (if applicable);
- Proof of at least a one year lease at the subject property or proof of ownership;
- Contractor's work proposal (including a detailed cost estimate and diagram of improvements).

Pre-Application Conference

Prospective applicants who are considering improvements are encouraged to request a pre-application conference with (CED) Department staff.

Prioritizing Submittals

If more applications are received than current funding levels can accommodate, the CED Department will prioritize them on the basis of the date of receipt of the completed application process.

Approvals needed

If the total award amount is estimated to be \$10,000 or less then CED will approve or deny the application.

If the total award amount estimated to be over \$10,000 then the applicant must receive approval from the City Council.

Waivers

When the requested grant amount is less than \$10,000, waivers of the "Eligible Projects," "Ineligible Projects," and "Project Classifications and Reimbursement Limits" provisions of this program may be presented to the City's Economic Development Commission for consideration and approval.

When the requested grant amount exceeds \$10,000, waivers of the "Eligible Projects," "Ineligible Projects," and "Project Classifications and Reimbursement Limits" provisions of this program may be presented to the City's Economic Development Commission for recommendation to the Mayor and City Council.

Step (2) Begin Work

If CED approves the grant request, a "Letter of Approval and Notice to Proceed" will be sent to the applicant by the CED Department, including an estimate of the total grant amount the applicant is eligible to receive.

Required Permits

At this time the applicant should secure the services of the appropriate contractors needed to

complete the work. All contractors must be properly registered, licensed, and bonded as required by law. It is the applicant's responsibility to ensure that the selected contractors secure all required sign, building and/or construction related permits from the City. The selected contractors will be expected to complete the project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices. Assuming the City has issued all necessary permits, work may begin. Sign and/or building permit applications can be submitted to the Building Division located on the 3rd floor of City Hall.

Completion within ~~(6) Six~~ Twelve (12) Months

All work must be ~~completed~~ started within six (6) months, and completed within twelve (12) months from receiving "Letter of Approval and Notice to Proceed". If the applicant cannot complete the work detailed on the application within ~~(6) six~~ twelve (12) months of receiving "Letter of Approval and Notice to Proceed", the applicant has the ability to request a single, (6) six month extension from the CED Department. Prior to, or during construction, any on-the-job changes to the design must be reviewed and approved by the CED Department.

Step (3) Completion of the Job

Upon completion of the project, the work is to be approved by an inspector in the Building Division of the CED Department for compliance with the original design drawing and design notes, including initialed changes, City building codes, zoning ordinances, and sign ordinances. Only that work for which the permit was issued will be inspected.

Step (4) Payment of the Grant

Applicant must submit;

- Notarized Paid-in-Full receipt (copy or original).
- Notarized Final Waiver of Lien (completed by contractor).
- Completed IRS W-9 form

Forms can be notarized in the City Clerk's office on the 6th floor of City Hall. Checks will be authorized for reimbursement by the CED Department after the work has been inspected and certified as to its completion and compliance, after the applicant has completed an IRS W-9 form, and after City Council approval via the warrant register at a City Council meeting.

Multi – Unit Retail Grant Program Guidelines

Overview

The City's Multi-Unit Retail Grant Program allows property owners to be reimbursed for up to 50% of costs incurred for rehabilitation of commercial shopping centers in the City of Des Plaines. The purpose of this program is to support and encourage comprehensive exterior renovations of older shopping centers or mixed use retail buildings with two [2] or more tenants. The maximum Multi-Unit Retail Grant award amount is up to \$50,000 per site. **The grant recipient must continue to own the benefitted property for a period of five years after the date of the grant award. If a grantee sells the benefitted property before this period ends, the grantee must refund a pro rata amount of the grant to the City.** Project awards over \$10,000 must be approved by the City Council. The Community and Economic Development Department (CED) shall review and may approve project awards of \$10,000 or less. CED is responsible for developing procedures and general administration of this program.

Qualifications

The shopping center must contain more than 2,500 square feet of floor area, and no less than two (2) tenant spaces to qualify for this program. Grant applications for parking lot and monument sign improvements must include a perennial landscape improvement. Applications must represent a comprehensive approach to overall property rehabilitation consisting of multiple eligible improvements. The Community and Economic Development Director has the authority to determine eligibility of single improvements that represent a significant aesthetic improvement.

Limits to Participation

- ✓ Grants shall only be awarded to property owners for the rehabilitation of commercial shopping centers or multi-story mixed use buildings containing first floor retail/commercial space (leasing or common areas within primarily residential buildings are expressly excluded).
- ✓ Applicants must install at least \$15,000 in eligible improvements.
- ✓ Maximum award amounts are based upon the size of the shopping center as follows:
 - 2,500 – 10,000 square feet of floor area: \$20,000 maximum grant
 - 10,000 – 30,000 square feet of floor area: \$40,000 maximum grant
 - 30,001 square feet or more: \$50,000 maximum grant
- ✓ Property owners may apply for one grant award per site over the life of the program. (If there is a compelling need for more than one grant City Council approval is required)
- ✓ Property owners have twelve (12) months after the "Letter of Approval and Notice to Proceed" to complete the project.
- ✓ If any property owner chooses to accept the grant award they must agree not to remove improvements for any reason without limitation for a period of (5) five years after receiving the grant money.
- ✓ If any improvements are removed for any reason in this (5) five year period they must repay the entire grant award in full with-in (30) thirty days of removal.
- ✓ Grants do not fully vest unless the grant recipient owns the benefitted property for a period of five years after the date of the grant award. If a grant recipient sells the benefitted

property before the vesting period ends, the grant recipient must refund to the City the pro rata amount of the grant that has not yet vested. The unvested amount is equal to the total amount of the grant multiplied by the fraction of the vesting period remaining. The fraction of the vesting period remaining is calculated by dividing (a) the number of full weeks remaining in the vesting period on the day that the grant recipient transfers title to the property by (b) the total number of full weeks in the vesting period. Grant recipients must sign an agreement with the City promising to refund any unvested amount if the benefitted property is sold before the vesting period ends and granting the City a lien against the benefitted property for any portion of the unvested amount that the grant recipient fails to refund to the City.

Proof of Ownership

All applicants must show proof of ownership for the subject property at the time of application.

Eligible Projects

- Include but are not limited to: Improvements to all elevations visible from a public way.
- New window and frame for architectural improvement that is visible from the street and is appropriately scaled to the building. Street level windows (glass) and doors are eligible only when part of an overall larger façade improvement project.
- Multiple-tenant freestanding signs (All signs must be in compliance with applicable zoning and building codes) when incorporated in to a larger rehabilitation project.
- Lighting that is visually appealing and appropriately illuminates storefront and parking areas.
- Permanent landscaping features around the parking lot or building.
- New storefront construction appropriately scaled within an existing building.
- Parking lot and sidewalk reconstruction and repair, but not seal coating or restriping.

Project Classifications and Reimbursement Limits

Projects are eligible for up to a \$50,000 maximum grant as delineated under the “Limits to Participation.” When projects consist of a combination of Capital Improvement Elements and Maintenance Elements, Maintenance Elements shall not consist of more than 25% of the overall reimbursement amount. Project elements will be classified as follows:

<u>Capital Improvement Elements</u>	<u>Maintenance Elements</u>
<ul style="list-style-type: none"> ✓ <u>Doors</u> ✓ <u>Electrical conduit & wiring</u> ✓ <u>Masonry</u> ✓ <u>Structural elements</u> ✓ <u>Windows</u> ✓ <u>Parking lot lighting</u> 	<ul style="list-style-type: none"> ✓ <u>Blasting/scraping</u> ✓ <u>Exterior electrical fixtures</u> ✓ <u>Landscaping - Perennial</u> ✓ <u>Exterior lighting</u> ✓ <u>Exterior paint</u> ✓ <u>Parking lot sealcoat, repair and reconstruction</u> ✓ <u>Sidewalk repair and reconstruction</u>

	✓ <u>Monument or historical freestanding signs for multiple tenants</u>
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Ineligible Projects

Construction of the program applicable improvements shall not commence until the applicant has received an official "Letter of Approval and Notice to Proceed."

Approval for the program does not constitute a right to begin work. The City will take efforts to coordinate the issuance of building permits and grant approval; however, it is fully the applicant's responsibility to obtain the necessary permits prior to the start of work. It is strongly advised that the applicant apply for the grant program prior to, or concurrently with the application for building permits.

Normal maintenance work such as power washing, painting, tuck pointing, caulking, etc., are ineligible unless part of an overall larger façade improvement project.

***Disclaimer**

All grant awards are subject to funding and/or approval by City Council during the budget process in each fiscal year. City Council reserves the right to discontinue this program at any time for any reason without notice.

MULTI-UNIT RETAIL GRANT PROGRAM **ADMINISTRATIVE PROCEDURE**

Step (1) Submittal of Application

Applications should be completed and submitted to the Community and Economic Development (CED) Department on the 3rd floor of City Hall for review and approval by staff. The following items are required at the time of application:

- Application Forms;
- Signed agreement promising to refund any unvested grant amount if property is sold before five-year vesting period ends and granting the City a lien for any unvested amount;
- Letter of Property Owner Consent (if applicable);
- Proof of at least a one year lease at the subject property or proof of ownership;
- Contractor's work proposal (including a detailed cost estimate and diagram of improvements).

Pre-Application Conference

Prospective applicants who are considering improvements are encouraged to request a pre-application conference with (CED) Department staff.

Prioritizing Submittals

If more applications are received than current funding levels can accommodate, the CED Department will prioritize them on the basis of the date of receipt of the completed application process.

Approvals needed

If the total award amount is estimated to be \$10,000 or less then CED will approve or deny the application.

If the total award amount estimated to be over \$10,000 then the applicant must receive approval from the City Council.

Waivers

When the requested grant amount is less than \$10,000, waivers of the "Eligible Projects," "Ineligible Projects," and "Project Classifications and Reimbursement Limits" provisions of this program may be presented to the City's Economic Development Commission for consideration and approval.

When the requested grant amount exceeds \$10,000, waivers of the "Eligible Projects," "Ineligible Projects," and "Project Classifications and Reimbursement Limits" provisions of this program may be presented to the City's Economic Development Commission for recommendation to the Mayor and City Council.

Step (2) Begin Work

If CED approves the grant request, a "Letter of Approval and Notice to Proceed" will be sent to the applicant by the CED Department, including an estimate of the total grant amount the applicant is

eligible to receive.

Required Permits

At this time the applicant should secure the services of the appropriate contractors needed to complete the work. All contractors must be properly registered, licensed, and bonded as required by law. It is the applicant's responsibility to ensure that the selected contractors secure all required sign, building and/or construction related permits from the City. The selected contractors will be expected to complete the project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices. Assuming the City has issued all necessary permits, work may begin. Sign and/or building permit applications can be submitted to the Building Division located on the 3rd floor of City Hall.

Completion within twelve (12) Months

All work must be started within six (6) months, and completed within twelve (12) months from receiving "Letter of Approval and Notice to Proceed". If the applicant cannot complete the work detailed on the application twelve (12) months of receiving "Letter of Approval and Notice to Proceed", the applicant has the ability to request a single, (6) six month extension from the CED Department. Prior to, or during construction, any on-the-job changes to the design must be reviewed and approved by the CED Department.

Step (3) Completion of the Job

Upon completion of the project, the work is to be approved by an inspector in the Building Division of the CED Department for compliance with the original design drawing and design notes, including initialed changes, City building codes, zoning ordinances, and sign ordinances. Only that work for which the permit was issued will be inspected.

Step (4) Payment of the Grant

Applicant must submit:

- Notarized Paid-in-Full receipt (copy or original).
- Notarized Final Waiver of Lien (completed by contractor).
- Completed IRS W-9 form

Forms can be notarized in the City Clerk's office on the 6th floor of City Hall. Checks will be authorized for reimbursement by the CED Department after the work has been inspected and certified as to its completion and compliance, after the applicant has completed an IRS W-9 form, and after City Council approval via the warrant register at a City Council meeting.

Grants are subject to, and contingent upon, continued ownership of the property by the grant recipient during the vesting period. If a grant recipient sells the benefitted property before the vesting period ends, the grant recipient must refund to the City an amount equal to the total amount of the grant multiplied by the fraction of the vesting period remaining (calculated by dividing the number of full weeks remaining in the vesting period on the day that the grant recipient transfers title to the property by the total number of full weeks in the vesting period). Grant recipients must grant the City a lien for any portion of the unvested amount that the grant recipient fails to refund to the City.

REMINDER: Application must be approved prior to starting the project. For assistance, please contact Lauren Pruss, Economic Development Coordinator at lpruss@desplaines.org or (847) 391-5381. Please remember, the Interior Build-Out, Façade, and Outdoor Dining programs are for food/beverage/sales tax generating businesses.

Des Plaines Business Assistance Program Application

Applicant Name: _____

Business Name: _____

Address: _____

Business Phone: _____ Alternative Phone: _____

Email: _____ Fax: _____

Business Registration Certificate (circle one): *Yes, the certificate number is* _____

No, I have applied on _____

I am the (circle one) of the business property: *Property Owner* or *Tenant*.

If you are a tenant, please provide a project consent letter from the property owner, lease agreement, and complete the following information of the property owner:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

When does the lease expire? _____

***Disclaimer**

All grant awards are subject to funding by City Council during the budget process in each fiscal year. City Council reserves the right to discontinue this program at any time for any reason without notice.

REMINDER: This application page must be completed and submitted in addition to the following applicable subprograms (pages 17-20)

Awning Program Application

Please submit a contractor's work proposal narrative, detailed cost estimate and illustration with dimensions.

Description of the project: _____

Estimated cost (quote from contractor): _____

Anticipated start date of project: _____

Anticipated completion date of project: _____

Requested Reimbursement Amount: _____

Awning Program Rules

Please initial each line after reading, understanding and agreeing to:

_____ Applicants must install at least \$1,500 in eligible improvements.

_____ Businesses may apply for one grant award per business over the life of the program.

_____ ~~Businesses have (6) six months after "Letter of Approval and Notice to Proceed" to complete the project.~~ All work must be started within six (6) months, and completed within twelve (12) months from receiving "Letter of Approval and Notice to Proceed".

_____ If any business chooses to accept the grant award they must agree not to remove program items for any reason without limitation for a period of (5) five years after receiving the grant money.

_____ If any business removes said items for any reason in this (5) five year period they must re pay the entire grant award in full within (30) thirty days of removal.

_____ Applicants must receive a "Letter of Approval and Notice to Proceed" and secure all necessary permits before work may begin.

_____ I have received the "Awning Program Guidelines".

_____ I have received the "Awning Program Administrative Procedure".

Applicant signature

Date

**REMINDER: This application page must be submitted WITH general
program page __**

Façade Rehabilitation Application

Please submit a contractor's work proposal narrative, detailed cost estimate and illustration with dimensions.

Description of the project: _____

Estimated cost (quote from contractor): _____

Anticipated start date of project: _____

Anticipated completion date of project: _____

Requested Reimbursement Amount: _____

Façade Rehabilitation Program Rules

Please initial each line after reading, understanding and agreeing to:

_____ Applicants must install at least \$1,500 in eligible improvements.

_____ Businesses may apply for one grant award per business over the life of the program.

_____ ~~Businesses have (6) six months after "Letter of Approval and Notice to Proceed" to complete the project.~~ All work must be started within six (6) months, and completed within twelve (12) months from receiving "Letter of Approval and Notice to Proceed".

_____ If any business chooses to accept the grant award they must agree not to remove program items for any reason without limitation for a period of (5) five years after receiving the grant money.

_____ If any business removes said items for any reason in this (5) five year period they must re pay the entire grant award in full within (30) thirty days of removal.

_____ Applicants must receive a "Letter of Approval and Notice to Proceed" and secure all necessary permits before work may begin.

_____ I have received the "Façade Rehabilitation Program Guidelines".

_____ I have received the "Façade Rehabilitation Program Administrative Procedure".

Applicant signature

Date

25

REMINDER: This application page **must be submitted WITH general program page** __

Interior Build-Out Application

Please submit a contractor's work proposal narrative, detailed cost estimate and illustration with dimensions.

Description of the project: _____

Estimated cost (quote from contractor): _____

Anticipated start date of project: _____

Anticipated completion date of project: _____

Requested Reimbursement Amount: _____

Interior Build-Out Program Rules

Please initial each line after reading, understanding and agreeing to:

_____ Applicants must install at least \$1,500 in eligible improvements.

_____ Businesses may apply for one grant award per business over the life of the program.

_____ ~~Businesses have (6) six months after "Letter of Approval and Notice to Proceed" to complete the project.~~ All work must be started within six (6) months, and completed within twelve (12) months from receiving "Letter of Approval and Notice to Proceed".

_____ If any business chooses to accept the grant award they must agree not to remove program items for any reason without limitation for a period of (5) five years after receiving the grant money.

_____ If any business removes said items for any reason in this (5) five year period they must re pay the entire grant award in full within (30) thirty days of removal.

_____ Applicants must receive a "Letter of Approval and Notice to Proceed" and secure all necessary permits before work may begin.

_____ I have received the "Interior Build-Out Program Guidelines".

_____ I have received the "Interior Build-Out Program Administrative Procedure".

Applicant signature

Date

REMINDER: This application page **must be submitted WITH** general
program page __

Outdoor Dining Assistance Application

Please submit a contractor's work proposal narrative, detailed cost estimate and illustration with dimensions.

Description of the project: _____

Estimated cost (quote from contractor): _____

Anticipated start date of project: _____

Anticipated completion date of project: _____

Requested Reimbursement Amount: _____

Outdoor Dining Assistance Program Rules

Please initial each line after reading, understanding and agreeing to:

- _____ Applicants must install at least \$1,500 in eligible improvements.
- _____ Businesses may apply for one grant award per business over the life of the program.
- _____ Businesses have (6) six months after "Letter of Approval and Notice to Proceed" to complete the project.
- _____ If any business chooses to accept the grant award they must agree not to remove program items for any reason without limitation for a period of (5) five years after receiving the grant money.
- _____ If any business removes said items for any reason in this (5) five year period they must re pay the entire grant award in full within (30) thirty days of removal.
- _____ Applicants must receive a "Letter of Approval and Notice to Proceed" and secure all necessary permits before work may begin.
- _____ I have received the "Outdoor Dining Assistance Program Guidelines".
- _____ I have received the "Outdoor Dining Assistance Program Administrative Procedure".

Applicant signature

Date

REMINDER: This application page must be submitted WITH general program page 16

Multi-Unit Retail Grant Application

Please submit a contractor's work proposal narrative, detailed cost estimate and illustration with dimensions.

Description of the project: _____

Estimated cost (quote from contractor): _____

Anticipated start date of project: _____

Anticipated completion date of project: _____

Requested Reimbursement Amount: _____

Grant Program Rules

Please initial each line after reading, understanding and agreeing to:

_____ Applicants must install at least \$15,000 in eligible improvements.

_____ Businesses may apply for one grant award per business over the life of the program.

_____ Businesses have (6) six months after "Letter of Approval and Notice to Proceed" to complete the project.

_____ If any business chooses to accept the grant award they must agree not to remove program items for any reason without limitation for a period of (5) five years after receiving the grant money.

_____ If any business removes said items for any reason in this (5) five year period they must re pay the entire grant award in full within (30) thirty days of removal.

_____ Applicants must receive a "Letter of Approval and Notice to Proceed" and secure all necessary permits before work may begin.

_____ I have received the "Shopping Center Assistance Program Guidelines".

_____ I have received the "Shopping Center Assistance Program Administrative Procedure".

Applicant signature

Date

REMINDER: This application page must be submitted WITH general program page 16