



Village of Franklin Park  
9500 W Belmont Avenue  
Department of Community Development and Zoning  
(847) 671-8278

## APPLICANT REQUIREMENTS FOR GRAND AVENUE FACADE REBATE PROGRAM

**PLEASE NOTE:** An incomplete application packet submitted to the Village of Franklin Park **WILL NOT** be processed and **WILL NOT** be considered for funding approval.

### I. Description

The Grand Avenue Facade Rebate Program is funded by Community Development Block Grant (CDBG) funds, administered through Cook County's Department of Planning and Development. CDBG funds stem from the Housing and Community Development Act (HCD) of 1974. Funds are distributed every year to communities across the country to solve critical, social, economic and environmental problems facing urban communities.

The Grand Avenue Façade Rebate Program will serve the local commercial and industrial businesses located on Grand Avenue. The goal of the program is to beautify and revitalize the corridor and encourage economic development in the area. The program provides incentives in the form of rebates for work that contributes positively to the public right-of-way by improving individual storefronts and facades.

Applicants who plan to complete a minimum of \$5,000 worth of eligible improvements and who meet all program requirements will receive a rebate of 25% of the total costs of the project. The maximum amount eligible for rebate cannot exceed \$5,000 per project. Rebates are rewarded after proposed improvements are approved by the Village of Franklin Park and Cook County, completed in the allotted time, paid in full, and all necessary documentation has been submitted to the Village and Cook County. Applicants will be considered on a case-by-case basis in the order they are received until all the program funding is allocated. The Village of Franklin Park received \$90,000 in CDBG funds for the program. Applicants that receive a rebate must adhere to the United States Department of Housing and Urban Development laws and regulations, and any requirements set forth by Cook County Department of Planning and Development and the Village of Franklin Park.

## **II. National Objectives:**

Grantees determine what activities they will fund as long as certain requirements are met; including that each activity is eligible and will meet one of the three broad national objectives. Cook County is the “grantee” for purposes of this program and the Village of Franklin Park is the recipient with private parties including businesses and property owners being the direct beneficiaries of the funds. The three national objectives of the CDBG program are as follows:

*1. Benefit to low and moderate income persons.*

The Grand Avenue corridor is made up of six census tracts where collectively 60% of the residents constitute low and moderate income levels.

*2. Aid in the prevention or elimination of slums or blight*

Several structures and/or structures in the Grand Avenue corridor contribute to deterioration and blight in the area.

*3. Meet a need having a particular urgency (demolition projects only).*

The Grand Avenue Façade Rebate Program does not meet this objective.

## **III. Applicable Federal Requirements:**

All laborers and mechanics employed by the Contractor or Subcontractor(s) on construction work for this Project shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, (U.S.C. Sections 76-276a-5), and shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), and the Contractor and Subcontractor(s) shall comply with all regulations issued pursuant to these Acts and other applicable Federal laws and regulations pertaining to labor standards. The Secretary of Labor has, with respect to the labor standards specified in this Section, the authority and functions set forth in Reorganization Plan Number 14 of 1950 (5 U.S.C. Section 133z-15) and Section 2 of the Act of June 13, 1934, as amended, (40 U.S.C. Section 276c).

All contracts and subrecipients for the construction or repair shall include a provision for compliance with the Copeland “Anti-Kickback Act” (18 U.S.C. Section 874) as supplemented in Department of Labor Regulations (29 CFR Part 3).

Each bidder is required to comply with Equal Employment Opportunity for the Community Development Block Grants, a copy of which can be made available upon request.

Compliance with “Section 3”, which calls for affirmative action by the Contractor to train and/hire lower income residents of the Project area and to subcontract with local, small businesses is required on this Project.

#### **IV. Letter of Commitment**

In order to be considered for the Grand Avenue Façade Rebate Program, a letter of commitment needs to be submitted to the Village of Franklin Park indicating your interest in the program and the details of your specific project, including anticipated costs. The letter needs to include the address of the property, and consent from the owner if a tenant is pursuing the project. The Village cannot proceed with the procurement process until formal commitments to projects as a part of the Grand Avenue Façade Rebate Program have been made.

The Village is asking that all commitment letters be submitted by **ASAP**. Only a commitment letter needs to be submitted by the aforementioned deadline in order to be considered for the program. The formal application process and deadline is outlined below.

#### **V. Level of Assistance**

The program will offer a rebate of 25% for projects with a minimum total projects cost of \$5,000 (total public and private investment). The maximum funds any applicant can receive from CDBG funds shall not exceed \$5,000 (per unit façade or structure).

*The level of assistance is subject to increase based on letters of commitment submitted, proposed projects and available funding.*

#### **VI. Eligible Properties**

Only commercial properties along Grand Avenue between Lucy Lane and Edgington Street are eligible for rebates through the Facade Rebate Program, starting at 9500 W. Grand Avenue to 10700 W. Grand Avenue. Priority will be given to non- national businesses, small businesses and buildings/units that are currently occupied. The rebate will be offered on a first come, first serve basis, contingent on application approval, until the funds are fully committed for the program year.

#### **VII. Eligible Improvements**

A facade is defined as the face or surface of a building, especially the principal front that looks onto a street. Eligible improvements are as follows:

- a. Improvements must be visible from the public right-of-way and have a positive impact on the building-front appearance.
- b. Improvements must be completed in accordance with the specifications submitted in the application and by the contractor who was successfully awarded the bid.
- c. Sample façade Improvements may include:
  - Repair or replacement of wall materials;
  - Tuck pointing and masonry;
  - Complete facade renovation;
  - Exterior lighting (attached to façade);
  - Window/door replacements;

- Awnings;
- Decorative features;
- d. Sample improvements that are **INELIGIBLE** include:
  - Roofing improvements;
  - Interior improvements;
  - Rear, side, alley, or secondary improvements not visible from the public right-of-way;
  - Landscaping, flower boxes and planters;
  - Paving or fencing;
  - New construction or building additions;
  - Sidewalk café furniture, such as tables and chairs;
  - Improvements that are considered upkeep or maintenance;
  - Improvements completed or started prior to any “Notice to Proceed” given by the Village of Franklin Park and/or Cook County.
  - Signs

## **VIII. Application & Approval Process**

Submission and approval of a complete rebate application is required prior to the commencement of any construction improvements eligible for assistance (total project, including private investment in conjunction with eligible reimbursable expenses).

The applicant must secure any required Village building permits by the Village of Franklin Park prior to starting improvements. The application process is outlined below:

1. Individuals who are required to consult with the Village of Franklin Park Department of Community Development and Zoning for program information and to determine project eligibility.
2. Submit Letter of Commitment
3. Submit a façade rebate application including all required materials to the Department of Community Development and Zoning for funding assistance.
4. The Community Development and Zoning Department will review the applications and contact applicants being considered for funding.
5. Procurement process: all projects over \$25,000 will have to be bid publicly with the lowest bidder being awarded the project. All projects under \$50,000 will have to submit three proposals for consideration with the lowest bidder being awarded the project.
6. A pre-construction meeting with applicant, Village of Franklin Park staff, Cook County and the contractor awarded the project will be held at Village Hall after the applicant has been contacted and before construction can commence.
7. All projects must be complete by the end of the CDBG Programs Year, which is September 30<sup>th</sup>, 2016.

**IX. Reimbursement Process**

1. Once the work is completed and all reporting has been satisfied by the applicant and/or contractor, the Village will submit for reimbursements from Cook County and disburse funds directly to the awarded applicants (property owner and/or business).

## Village of Franklin Park Grand Avenue 2016 Façade Rebate Program Application

Contact Information		
<i>Name</i>	<i>Phone Number</i>	<i>Email</i>
<i>Subject Property Address</i>		
Indicate Affiliation to Property (i.e. Property Owner/Representative or Tenant Representative)		
Tenant Information		
<i>Business Name</i>	<i>Unit Number (if applicable)</i>	
<i>Tenant Email Address</i>	<i>Tenant Contact Phone</i>	
<i>Federal Tax ID Number</i>	<i>Lease Expiration Date</i>	
<i>Nature of Business</i>	<i>Number of Employees</i>	
Property Ownership Information		
<i>Owner Name</i>	<i>Property Index Number (PIN)</i>	
<i>Owner Mailing Address</i>	<i>City/State</i>	<i>Zip</i>
<i>Owner's Email Address</i>	<i>Owner's Phone</i>	
<i>Number of Units in Building</i>	<i>Available Units in Building</i>	
<i>Total Square Footage of Building</i>	<i>Federal Tax ID Number</i>	
Is there any existing structural damage to the building? If so, please elaborate on the existing conditions.		
Have any Village/County Violations been filed against the property under your ownership? If so, please elaborate on the violations.		

## Project Information

\_\_\_\_\_ *Proposed Use of Funding (check all that apply)*

\_\_\_\_\_ *Restoration/Repair of Architectural Features*

\_\_\_\_\_ Windows/Doors

\_\_\_\_\_ *Tuck-pointing/Masonry*

\_\_\_\_\_ *Painting*

\_\_\_\_\_ Canopy/Awnings

\_\_\_\_\_ Other (identify)\_\_\_\_\_

*Have you consulted with the Village of Franklin Park about your project? (in-person meeting)*

\_\_\_\_\_ Yes      \_\_\_\_\_ N

*Total Estimated Cost of Improvements \$ \_\_\_\_\_*

Amount of private funds contributed \$ \_\_\_\_\_

*Rebate Requested (25% of improvement cost; not to exceed \$5,000) \$ \_\_\_\_\_*

*Please describe the existing condition of the building and the need for architectural/structural improvement (use additional pages if necessary).*

**Project Specification**

*Please describe the proposed work to be accomplished. Provide enough detail that the Village staff can make a good judgment of the overall final appearance of the building (use additional pages as necessary).*

*Please also provide:*

- (a) Architectural or other drawings showing work to be performed (if applicable),*
- (b) Current photographs showing the area(s) to be worked on, and*
- (c) Project specifications outlining the work to be done and approximate costs; depending on the size of the project, detailed specifications from a contractor may need to be submitted as well*

*Building Owner Signature (If Tenant is Applying)*

*Applicant Signature*

*Date*

*Date*

By signing this document I, the undersigned, commit to all the terms and requirements set forth by the Village of Franklin Park and Cook County regarding the use of Community Development Block Grant funds and the program as outlined in the application. I warrant that all representations of the application submitted under the program are true and accurate.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### **Application Check List:**

*All of the following items must be included in with your application in order to be reviewed.*

*Please verify that each of the following is completed and enclosed.*

1. *Letter of Commitment* \_\_\_\_\_
2. *Façade Rebate Application* \_\_\_\_\_
3. *Narrative Description of Project (Concise and clear description of work proposed)* \_\_\_\_\_
4. *Drawings of proposed work (architectural or other) as appropriate* \_\_\_\_\_
5. *Photographs of current building and area to be addressed* \_\_\_\_\_
6. *Detailed construction specifications of work to completed* \_\_\_\_\_
7. *Proof of ownership (deed, title, etc.)* \_\_\_\_\_
8. *Owners consent, if tenant is applying for funding rebate; this can be in the form of a letter or affidavit (signed and notarized)* \_\_\_\_\_

