

# Commercial Property Enhancement Grant

**Purpose:** To support the economic vitality and community appearance of commercial property within the Godfrey Business District; foster investment in commercial corridors; and encourage investment in existing commercial structures.

**Approval:** Based upon merit and design of the project, the Village reserves the right to prioritize applications on the basis of the scope of work, the level of investment, and the expected impact of the proposed project toward the program's purpose.

**Funding:** First \$5,000 — maximum grant is 50%; and, \$5,001 and above in eligible expenses — maximum is 25%. The grant limit is a maximum of \$20,000 per project.

**Eligible Expenses:** Significant facade renovations, signage, awnings, doors, windows. Landscaping if it follows Godfrey Ordinance No. 15-2007. Parking lots if brought up to ADA compliance and Village codes. All appropriate permits must be secured.

**Ineligible Expenses:** Regular repairs and maintenance, demolition, design, permit fees; and expenses incurred or contracted prior to grant approval. If company is receiving Village funds through other programs, excluding utilities modification and the Site Readiness Grant, it is not eligible to access funds from the Commercial Property Enhancement Grant. Building renovations with the intent to sell.

**Eligibility Criteria and Conditions:** Owners and tenants of properties within Godfrey's Business District (at time of application). The property's primary use must be for commercial use. Tenants must provide written authorization from the property owner for the contemplated improvements and participation in the program. Note that while the building needs not to be fully leased, the grant priority will be given to fully leased properties. If the tenant or owner who receives grant funding should sell property, move, or remove work financed with a grant within three years of grant date, repayment of the grant will be required, pro rata for a period of the remaining three-year term. No additional grant funds are available for similar work at same space for a period of at least five years.

## Required Documents:

One copy (hard or electronic) of the following documents should be filed with the Department of Economic Development:

- Application
- Proposed project design, drawings, sample designs and/or materials
- Narrative description and estimated budget for the scope of work
- Three (3) like bids for the type of work to be performed
- Current photos of building exterior/facade
- Business description (including product/service and customer/client). If there is no business and/or tenant, a narrative of how the property improvement improves the potential of the property for commercial use
- If tenant, copy of current lease and authorization of work, and participation in the program, from the landlord.
- If owner, evidence of title or possession of property, copy of leases (if any)

## If approved:

- Work must be completed, to the satisfaction of the Village within 120 days (unless extension is granted).
- The parties reserve the right to publish or otherwise make public general details of the project. The party wishing to publish or make public shall submit any such manuscript or release to the other party for comment prior to publication or release.



**Required For Grant Consideration**

- Business description (Including product and type of client/customer)  
If no business and/or tenant, narrative of how property improvement improves the potential for commercial use
- Proposed project designs, drawings, sample designs and/or materials
- Narrative description and project budget for scope of work to be performed
- Three (3) like bids for type of work to be performed
- If tenant, copy of current lease and letter from landlord authorizing work and participating in program  
If owner, evidence of title or possession of property; copy of tenant leases (if any)
- Current photos of building exterior/façade

**Statement of Understanding - Applicant**

The applicant (undersigned) has read and fully understands the guidelines and procedures of the Village of Godfrey Façade Improvement Program and the associated Agreement, which shall be fully executed prior to the initiation of work covered by the grant program. It is understood by the applicant that three (3) cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation prior to commencement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name (Printed): \_\_\_\_\_

Company's FEIN# (if applicable): \_\_\_\_\_

**If the applicant is not the property owner, the following must be completed:**

I, \_\_\_\_\_ (printed name), certify that I am the owner of the property located at \_\_\_\_\_ (property address) and authorize the applicant to apply for a grant under the Village of Godfrey Façade Improvement Program and undertake the approved improvements.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Name (Printed): \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	
Application Number: _____	Date Received: _____
Application Fee Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check (# _____)	
Applicant & Owner Have NO Outstanding fees, taxes, fines, etc. <input type="checkbox"/> NO <input type="checkbox"/> YES	
Verified by: _____	Date: _____
Estimated Cost of Project Eligible Expenses (lowest estimate from submitted quotes): \$ _____	
Total Grant Award Approved: _____ Date of CPEDI Review: _____ Date of CPEDI Approval: _____	
Date of Village of Godfrey Village Board Approval: _____ Date of Grant Reimbursement Request: _____	
Date of Inspection: _____ Verified by: _____	
Date of Payment: _____	

Building owner and tenants must be in good financial standing with the Village, with respect to: taxes, licenses, occupancy compliance, fees, etc. The project must comply with all local and state of Illinois codes, requirements, and inspections. ***Since public funds will be used, the Illinois Prevailing Wage Act is applicable.***

### **Competitive Bids**

To ensure competitive pricing by contractors, the Village requires at least three (3) *like* bids for each type of proposed work. The grant program provides a grant award based on the lowest price provided with your application. Property owners/tenants are not required to use the lowest bidder, however additional costs associated with higher priced contractors will be covered 100% by the owner/tenant grant applicant. The vender selected must be one of the vendors submitted in the application.

### **Beginning Work**

- ⇒ Contracts may be let and work begun only upon written commitment from the Village
- ⇒ All necessary permits, inspections, and Village approvals are the responsibility of the applicant
- ⇒ Any contemplated changes to the scope of work must be submitted in writing, with reasons, for review and pre-approval by the Village
- ⇒ In extraordinary circumstances, the Village may consider written requests for up to sixty (60) days after the original project completion date. Requests must include reason for extension, and be received prior to original completion date.
- ⇒ Work not completed by the project completion date without an approved extension, will be ineligible for receipt of grant.

### **To Receive Grant Proceeds**

Project must be complete and paid in full by tenant/property owner.

Within thirty (30) days after completion, applicant must submit copies of:

- ⇒ ALL contractor invoices detailing the specific tasks completed
- ⇒ Proof of payment of ALL invoices and lien releases
- ⇒ At least three (3) color photos of work completed (digital copies preferred)
- ⇒ Owner's approval and guarantee to repay any unforgiven portion of the loan, and consent to record agreement
- ⇒ A statement that the Participant shall maintain the façade improvements in good condition and shall not make any changes to the Property resulting in an alteration to the façade improvements for at least three (3) years after completion unless granted by the Village
- ⇒ Copy of final inspection approvals

**The Village of Godfrey, IL and/or their agent reserve the right to request additional information as deemed necessary for project review and evaluation.**

I hereby acknowledge that I have read the Program Guidelines and agree to comply with eligibility criteria; and all application, program, approval, and reimbursement requirements. I understand that failure to comply with all conditions and requirements may forfeit the grant.

**Tenant/Applicant Signature:** \_\_\_\_\_

**Print Name & Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Print Name & Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_