



Village of Glen Ellyn Tax Increment Financing and Economic Incentive Guidelines

July 2014

Introduction

The Village of Glen Ellyn believes that local businesses are a valuable and important part of our community. Businesses contribute to the vitality and strength of our Village and Glen Ellyn aims to be a welcoming place for businesses. We welcome the opportunity to discuss business and development opportunities within the Village and the possibility of incentives that enable desirable economic development.

The purpose of these Guidelines is to present the primary objectives of Village sponsored economic incentives for all parties involved and to provide a general framework which will ensure both consistency over time and fairness in the consideration of economic incentive proposals. These internal Guidelines are intended to be flexible in order to address specific circumstances and may be waived or amended as the Village Board of Trustees deems appropriate.

Incentives are a tool to encourage and maintain quality development in the Village and should be used in the best interest of the community by providing growth and long-term value. The impacts on all stakeholders should be considered before the Village Board decides to approve or deny a request for incentives.

The referenced incentives are not inclusive and use of any incentive is at the sole discretion of the Village Board. All requests for incentives will be reviewed on a case-by-case basis and upon the merits of each situation. Meeting policy guidelines does not guarantee assistance and the approval or denial of one project shall not set a precedent for approval or denial of other projects. The Village's intention should be to provide the minimum amount of assistance necessary to make the project viable while carefully considering the long-term financial and community impacts.

Parties to any incentive agreement must abide by the Village ethics policy to help protect against issues of conflict of interest (see "Attachment A" for details).

Goals and Objectives

The primary goal of economic development assistance is to enhance commercial districts in the Village by making possible development that would not take place without an incentive. In general, economic incentives are to bridge the financial gap for quality projects which will generate substantial new revenues for the Village or generate additional jobs, and which would not take place in Glen Ellyn but for the existence of the incentive.

These goals are to be met through the following objectives:

- Attracting, retaining or expanding businesses/development to improve the economic base;
- Attracting businesses/developers to high priority redevelopment sites;
- Encouraging development projects that enhance the streetscape and pedestrian experience and improve the vitality of the area by adding interest and activity on the first floor of mixed-use and commercial buildings;
- Improving public infrastructure such as parking and transit facilities, streetscapes, public gathering spaces and green spaces;
- Attracting high priority and unique businesses to the Village that improve the overall mix of uses;
- Improving properties which are considered unattractive or have been vacant for a long period of time;
- Providing higher quality architectural and landscape treatments than the market will bear to further improve the aesthetics of an existing or proposed development, enhance adjacent property values, and improve the overall appeal of the Village's commercial districts;
- Introducing uses which further the Village's reputation as a destination for shopping, dining, cultural events and entertainment;
- Improving the variety of quality housing choices to support community diversity and nearby businesses, and increase the vibrancy and economic development potential of the Village;
- Retaining and providing for growth of high priority or significant anchor businesses whose closure would have considerable negative impact on surrounding businesses and the community; and/or
- Fulfilling other goals expressed within the Village's 2001 Comprehensive Plan and 2009 Downtown Strategic Plan.

Types of Incentives

The following is a list of potential incentives the Board may wish to consider. Not all incentives will be appropriate for all projects and some projects may necessitate creative incentives that may not be listed below.

- Tax Increment Financing (TIF);
- Sales Tax Rebates;
- Retail Façade Improvement Awards and Downtown Retail Interior Improvement Awards;
- Other —
 - Use of Village property or right-of-way for development at reduced or no cost, excluding previously vacated right-of-way;
 - Contribution toward public improvements or infrastructure;
 - Fee waivers: zoning, permits, etc.;
 - Cooperative provision of municipal services;
 - Industrial Revenue Bonds (bond financing for specific industrial improvements);
 - Special Service Area (cooperation among property owners to fund a specific project);
 - Business Development District (an increase in sales tax over a specified period of time used to fund improvements in the district).

Tax Increment Financing

Tax Increment Financing (TIF) districts allow future increases in taxes for properties within the TIF district to be collected and used to stimulate investment within the district. The taxes within the district are frozen at the existing level and each taxing body continues to receive their portion of the taxes at that level. Only the new property taxes generated by the incremental increase in the value of these properties above the frozen level are pooled in a fund and used for financing projects within the district. Glen Ellyn has two TIF districts. One roughly encompasses the downtown C5A Central Business, Retail Core Sub-zoning district and the C5B Central Business, Service Sub-zoning district. The other is on Roosevelt Road, roughly encompassing Roosevelt Road from IL-53 to Main Street (see attached TIF maps for specific TIF boundaries for each district). The tax increases created by redevelopment, re-occupancy, new development and general assessed value in the TIF Districts are collected and used for economic development within each district. TIF districts have a lifespan of 23 years, as mandated by State Statute.

Specific TIF Guidelines are intended to provide guidance to the Village Board when deciding when and how to utilize Tax Increment Financing assistance for development within the TIF District. Assistance will be reserved for projects that have a demonstrated financial gap and that will assist the Village in meeting its goals. TIF Guidelines shall be used to process and review requests for TIF assistance; however, the Village Board may amend or waive portions of these Guidelines at any time as may be necessary or appropriate. The purpose of TIF assistance is to encourage desirable

development that would not occur “but for” the TIF assistance provided. Only the minimum amount of TIF assistance necessary to make the project viable shall be used.

According to the Illinois Tax Increment Association, by current Illinois State Statute, activities eligible for TIF financing include (but are not limited to):

- Property acquisition;
- Rehabilitation or renovation of existing public or private buildings;
- Construction of public works or improvements;
- Job retraining programs;
- Relocation;
- Financing costs, including interest assistance;
- Studies, surveys and plans;
- Professional services such as architectural, engineering, legal, property marketing and financial planning; or
- Demolition and site preparation.

Generally, Village of Glen Ellyn projects eligible for TIF financing include extraordinary costs associated with infrastructure improvements, code required improvements for existing buildings, site preparation, and similar enhancement projects. TIF funds may not be used for construction.

State Statute also requires the “but for” test to determine if a project is eligible to use TIF funds. This test requires that a project would not be viable, “but for” the assistance provided by the TIF funding. An incentive or combination of incentives may be appropriate depending on the scope and impact of the project. The impact of incentives on all stakeholders should be considered.

TIF Eligible Projects

There are several types of eligible projects which may be considered for TIF assistance. Examples of these projects are:

- Business attraction, retention or expansion;
- Housing;
- Affordable housing;
- Historic revitalization;
- Public infrastructure enhancements;
- Development consistent with the TIF Redevelopment Plan.

TIF Financing Criteria

The Village Board reserves the right to deny any request for TIF assistance. There are many important criteria and considerations that must be taken into account when evaluating possible TIF projects. The following is a list of criteria a developer should take into account when developing a

request for TIF assistance and the Village Board should consider when determining if TIF assistance is warranted:

- As with other forms of Village incentives, assistance shall be limited to the minimum amount necessary to make the project feasible. Assistance will not be provided solely to increase the developer's profit margin. It is up to the Village's discretion to determine how much, if any, assistance is necessary to make the project feasible;
- The petitioner should demonstrate that the project would not otherwise take place in Glen Ellyn "but for" the incentive;
- A maximum dollar amount and term will be determined. Assistance should be at the lowest level possible within the least amount of time;
- All projects shall be reviewed on a case-by-case basis. Meeting all the criteria for TIF assistance does not guarantee that assistance will be awarded, nor does the approval or denial of one project set a precedent for approval or denial of another;
- Assistance will generally be provided by a "pay-as-you-go" method. Up-front financing requests will be considered on a case-by-case basis provided there is sufficient increment generation to meet initial financing and debt service costs;
- Assistance for land/property purchases will not exceed the fair market value of the property. The Village will hire an independent appraiser and the appraisal cost will be reimbursed by the developer;
- Assistance shall not be provided for projects that would result in extraordinary demands on Village infrastructure or services;
- The developer is responsible for providing any additional information, such as market and feasibility studies, and appraisals, which the Village deems necessary to review the need for TIF assistance;
- The developer must provide adequate financial guarantees to ensure completion of the project, not limited to letters of credit, cash escrow and personal guarantees. The developer must also demonstrate to the Village's satisfaction, the ability to construct, operate and maintain the proposed project;
- All projects must demonstrate the probability of economic success. The developer shall submit to the Village preliminary sales, data projections, and/or pro forma analyses concerning the subject site. The Village will hire an independent consultant to verify the developer's submissions and the resulting cost will be reimbursed by the developer through an escrow;
- The developer must retain ownership of the overall project until final completion. For projects intended as for-sale developments, individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership at least long enough to complete the project (as evidenced by the issuance of a final certificate of occupancy), stabilize its occupancy, establish project management and initiate property tax payments based on the increased project value;

- For parcels that are “tax exempt” prior to redevelopment, the projections for incremental revenue generation will be based upon the projected revenue generation after the placement of an initial valuation on the property;
- The level of assistance should be reduced to the lowest possible level in the least amount of time by maximizing the use of private debt and equity financing first;
- Development receiving TIF assistance is required to provide a full reimbursement to the Village of the assistance provided in the event the project is removed from the tax rolls during the period of time the applicable development project area is in existence. The developer shall sign appropriate legal documents indicating agreement with this mandate; and

TIF Submittal Guidelines

The Village requires certain information from every applicant requesting TIF funds. This information is critical to allow the Village to make proper and informed decisions. All applications for TIF funding shall include the following items:

- Completed Village application for TIF Funding;
- An initial deposit of one percent (1%) of the requested TIF assistance or \$10,000, whichever is greater. This deposit will be used to cover the Village’s costs for review of the request. The applicant is responsible for reimbursing the Village for all costs that exceed the initial deposit. If at any point the escrow balance drops below \$500, the developer must replenish the escrow to the initial amount deposited. Any unused portion of the deposit will be returned to the applicant;
- Preliminary financial commitment from a financial institution;
- Plans and/or drawings for the proposed project;
- Background information on the developer’s experience, capabilities and similar projects;
- Pro forma analysis for the project including sources and uses of funds, and annual income and operating projections;
- Audited financial statements from the last three (3) years and an interim financial statement for the current year; and
- Complete list of the names and addresses of all investors in the project including each individual’s ownership interest.

The Village may request additional information from the developer if necessary to make an accurate and informed decision. The developer shall comply with all disclosure requirements of the Village. The Applicant should submit an original and two copies of all the requested documents. Packets should be sent to:

Village Manager’s Office
 Village of Glen Ellyn
 535 Duane Street

The Village will notify the developer when all the requested materials have been received. In the event the developer does not submit everything that was requested, the review of the request will not begin until those materials are received.

TIF Review Process

Applicants are encouraged to contact the Village Manager's Office to initiate discussion regarding potential TIF assistance. Once an application is received, the estimated timeframe for review is approximately 6 weeks and may include the following steps:

- Submittal of documentation to Village management;
- Review of documentation by Village management and consultant chosen by Village -
 - Calculate potential sales tax, property tax, utility tax, water revenue, miscellaneous one time fees (building permits, transfer tax, fee-in-lieu charges, etc.)
 - Determine if there are any State or County incentives available to coordinate a joint incentive package;
- Presentation of request, management analysis and recommendation to Finance Commission;
- Finance Commission Meeting for review and recommendation to Village Board;
- Village management prepares draft TIF Assistance Agreement as recommended by Finance Commission, if applicable;
- Finance Commission recommendation, management recommendation, and draft TIF Assistance Agreement forwarded to Village Board, if applicable; and
- Village Board meeting for final consideration of TIF assistance request.
- TIF Assistance agreements should include the following provisions:
 - Reimbursement for Failure: The TIF Assistance Agreement will contain a claw-back provision to the Village for reimbursement of a pro-rated share of the assistance based on specified time periods should a developer associated with assistance cease to operate during the term of the agreement or another specified period of time;
 - Look-back Provision: If the project generates a higher return than anticipated when the incentive was approved, the developer and Village shall split 50/50 any increase at or above a specified threshold of the original projected rate of return.

The Village Board has final authority to negotiate the terms of any economic incentive or to deny approval of an incentive proposal. The preceding guidelines do not limit Village Board action.

Non-TIF Incentives: Eligible Projects

The Village will consider non-TIF incentive requests on a case by case basis using the process described below. In addition, the Village offers Retail Façade Improvement Awards and Downtown Retail Interior Improvement Awards Improvements to assist businesses locating or growing their business. The Retail Façade Improvement Awards are available to applicants that complete an approved façade improvement to a building located in any commercial district throughout the Village. Additionally, Downtown Retail Interior Improvement Awards are available to applicants that complete certain approved interior improvements in in the Downtown commercial area. The amount of any award is determined by the Village Board, in its sole discretion, subject to a cap of \$15,000 every three (3) years, per building (see detailed program guidelines in “Attachment C” and “Attachment D”).

There are several types of eligible projects not considered under TIF guidelines which may be considered for economic assistance. Examples of these projects are:

- Businesses attracted, retained, or expanded in the Village;
- Development of previously identified priority development sites;
- Business segments underserved in the Village;
- Development consistent with the Downtown Plan or Comprehensive Plan;
- Other projects that would enhance the Village and satisfy one or more of the identified objectives.

Non-TIF Incentives: Review Criteria

The threshold level of assistance given to the Developer should be limited to the minimum amount necessary to provide the Developer with a reasonable rate of return for the project in Glen Ellyn, and the level of return for the Village to consider an incentive proposal should be significant.

Requests for economic assistance shall be evaluated on the merit of the proposal and the following criteria:

- Conformance with the Comprehensive Plan and Downtown Plan goals and objectives;
- Improvement of economic base through attraction, retention or expansion of businesses;
- Attraction of high priority business that would enhance diversity of businesses and vitality in the Village’s business districts;
- Fulfillment of an underserved business segment;
- Enhancement and diversification of Village revenue bases;
- Presence of extraordinary costs above and beyond typical development improvement costs, such as prohibitively expensive
 - Environmental remediation

- Capital purchases
- Facility expansion
- Public infrastructure
- Provision of a variety of quality housing choices including those that support community diversity;
- Enhancement of streetscape and pedestrian experiences;
- Improvement of public infrastructure;
- Improvement of existing parking and/or traffic circumstances not created by the applicant;
- Remediation of blighted property;
- Enhancement of cultural and/or environmental circumstances;
- Creation of more marketable real estate space;
- Significant increase in quality full-time permanent employment;
- Quality of development and aesthetics above and beyond code requirements and design standards;
- Impact on the immediate neighborhood;
- Demonstrated ability to construct, operate and maintain the proposed project based upon past experience, reputation and credit history; and
- Demonstrated probability of economic success.

The above criteria are not inclusive and do not prohibit other criteria from being considered.

Non-TIF Incentives: Submittal Guidelines

By providing an incentive the Village is entering into a financial agreement; therefore is it appropriate to request detailed financial information from the developer or property owner to allow the Village to evaluate the likely success of the project and make an informed decision. The following is a general list of items the Village may wish to request of the developer in order to allow the Village a thorough review of the project, including any potential impacts and how the requested incentive may benefit the Village. The submitted documents should be considered the developer's application for incentive:

- Program Details
 - Summary of proposal and benefits to the Village
 - Area of property
 - Square footage of uses by type
 - Estimated number of employees (full-time and part-time)
 - Proposed construction timeframe
 - Complete list of all investors in the project identifying individual ownership interest;

- Projected Annual Sales
 - Total sales for 10 years
 - Breakdown of total sales between taxable items and exempt items (see “Attachment B” for details on items exempt from Home Rule Sales Tax);
- Current equalized assessed value of the property;
- Current property appraisal;
- Market study, gap analysis and pro forma analysis of the project;
- Estimated construction cost and purchase price of property;
- Estimated utility usage (eg. electricity, natural gas, telecommunication);
- Estimated water usage;
- Description of incentive being requested -
 - Dollar amount and proposed structure of incentive request
 - Description and amount of extraordinary costs related to development;
- Financial guarantees to ensure project completion such as letters of credit, and cash escrow; and
- Any other relevant information requested by the Village and necessary to evaluate the request.

The Applicant should submit an original and two copies of all the requested documents. Packets should be sent to:

Village Manager’s Office
 Village of Glen Ellyn
 535 Duane Street
 Glen Ellyn, Illinois 60137

Petitioners should be prepared to provide full financial disclosure for evaluation by an independent financial consultant approved by the Village. An amount from the petitioner, paid at the time of application, should be deposited into an escrow account to cover the Village’s costs for legal and financial consultation in reviewing the incentive request.

The Village should notify the developer when all the requested materials have been received. In the event the developer does not submit everything that was requested, review should not begin until those materials are received.

Non-TIF Incentives: Review Process

Glen Ellyn welcomes business and development opportunities within the Village. Village staff is readily available to respond to questions and offer assistance to prospective businesses and developers. Applicants are encouraged to contact management in the Village Manager's Office to initiate discussion regarding potential incentives and may include the following steps:

- Submittal of documentation to Village management;
- Review of documentation by Village management (and/or consultant if desired by Village);
- Calculate potential sales tax, property tax, utility tax, water revenue, miscellaneous one time fees (building permits, transfer tax, fee-in-lieu charges, etc.);
- Determine if there are any State or County incentives available to coordinate a joint incentive package;
- Presentation of request, management analysis and recommendation to Finance Commission;
- Finance Commission Meeting for review and recommendation to Village Board;
- Village management prepares draft Incentive Agreement as recommended by Finance Commission, if applicable;
- Finance Commission recommendation, management recommendation, and draft incentive agreement forwarded to Village Board, if applicable; and
- Village Board meeting for final consideration of incentive request.

Non-TIF incentive agreements should address the following items and include the following provisions:

- *“But For” Standard:* the petitioner should demonstrate that the project would not otherwise take place in Glen Ellyn “but for” the incentive;
- *Dollar Amount and Term:* A maximum dollar amount and term will be determined. Assistance should be at the lowest level possible within the least amount of time;
- *Eligible Project Costs:* Incentives may not be used for soft costs such as legal, architectural or engineering consultant fees;
- *Reimbursement for Failure:* The incentive agreement should contain a claw-back provision to the Village for reimbursement of a pro-rated share of the incentive based on specified time periods should a business associated with an incentive cease to operate during the term of the incentive or another specified period of time;
- *Look-back Provision:* If the project generates a higher return than anticipated when the incentive was approved, the developer and Village shall split any increase at or above a specified threshold of the original projected rate of return;

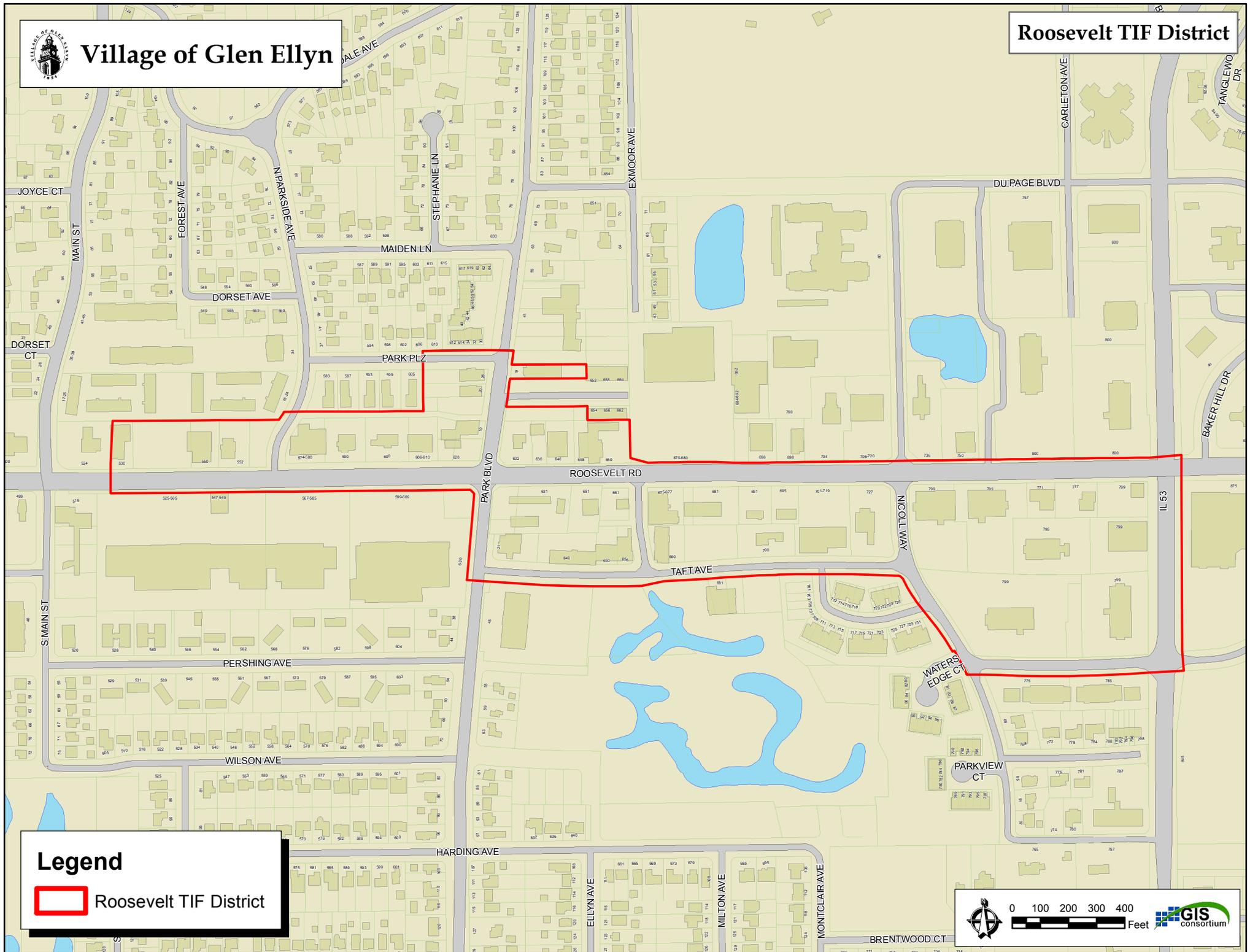
- *Permanence:* Projects requesting an incentive should demonstrate their intent to remain within the Village for the foreseeable future. For example, a condition of the incentive may be a commitment for a lease period beyond the length of the incentive;
- *Ownership:* If the developer intends to sell the project (i.e. commercial or residential condominiums), the developer must retain ownership of the overall project until final completion;
- *Pay-As-You-Go:* Assistance will be provided by a “pay-as-you-go” method. Up-front financing requests will be considered on a case-by-case basis provided there is sufficient increment generation to meet initial financing and debt service costs;
- *Limitation:* No incentive will be provided for any project expenses incurred prior to approval of the project with the exception of Village award funds;
- *Other Assistance:* When requested, the Village will assist developers in seeking State and Federal Incentives.

The Village Board has final authority to negotiate the terms of any economic incentive or to deny approval of an incentive proposal. The preceding guidelines do not limit Village Board action.



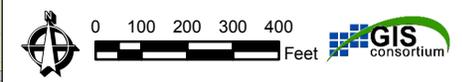
Village of Glen Ellyn

Roosevelt TIF District



Legend

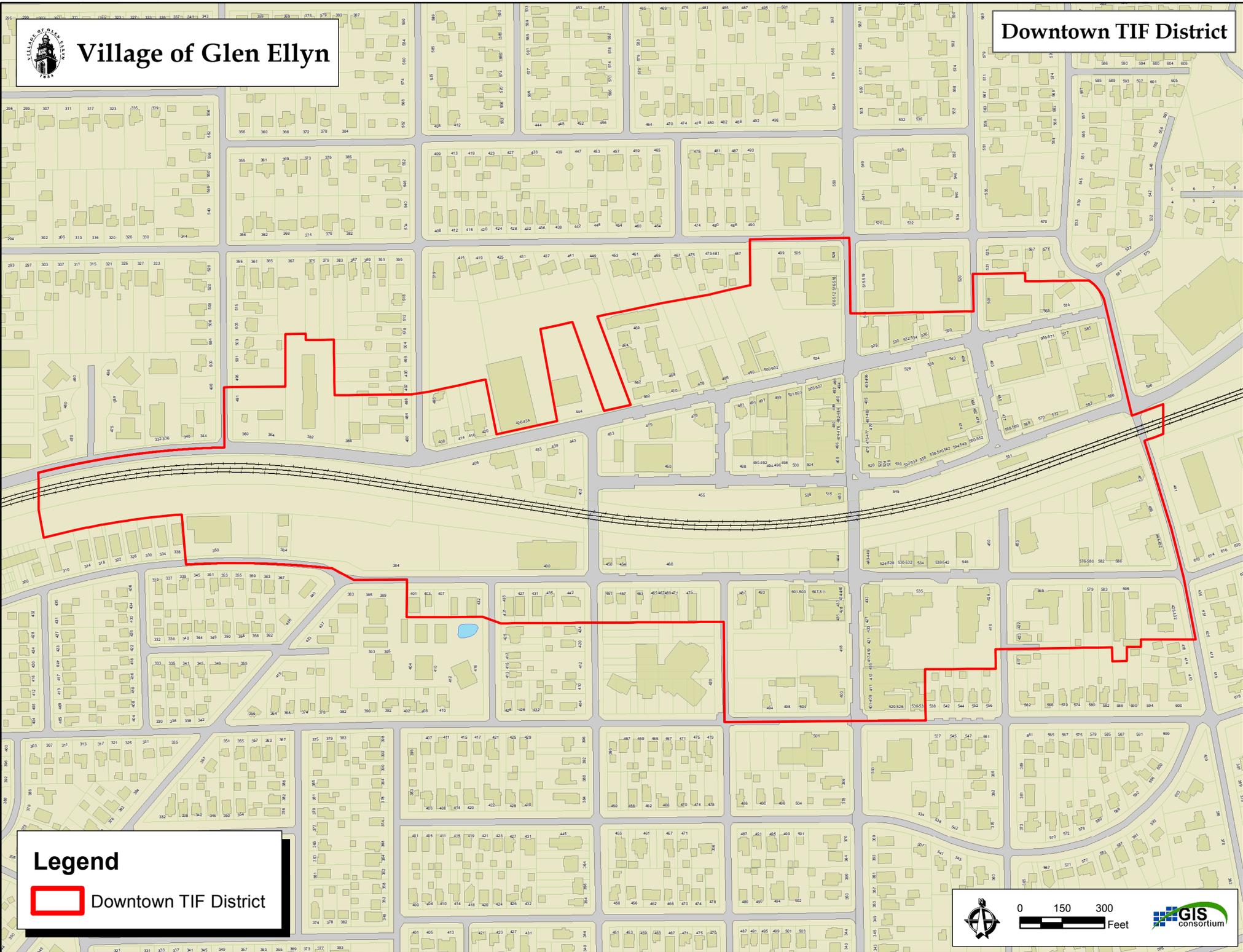
 Roosevelt TIF District





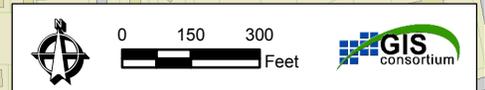
Village of Glen Ellyn

Downtown TIF District



Legend

 Downtown TIF District



“Attachment A”

Conflicts of Interest

*Glen Ellyn Village Code: Title 1: Administrative, Chapter 12: Ethics,
Section 5: Conflicts of Interest*

1-12-5: CONFLICTS OF INTEREST:

All civil servants shall avoid situations that present a conflict of interest, or a potential conflict of interest. It is the responsibility of all civil servants to solely serve the public interest of the village of Glen Ellyn. To achieve that requirement it is necessary to avoid situations that present dual interests that can compromise, or appear to compromise the objectivity of decisions.

- (A) Prohibited Transactions: No civil servant shall participate in any transaction in which: 1) a “financial interest” as defined in this chapter would present a conflict of interest or a potential conflict of interest, 2) a “nonfinancial interest” as defined in this chapter would present a conflict of interest or a potential conflict of interest, 3) participation would constitute a conflict of interest under the statutes or common law of the state of Illinois.
- (B) Recusal: Any civil servant shall recuse himself or herself in connection with any transaction that comes before such civil servant in the course of his or her duties, whenever such civil servant has: 1) any interest in the transaction; 2) any family relationship with a person having an interest in such transaction; or 3) any interest in an applicant appearing before the civil servant in an official capacity, even if the civil servant does not have an interest in the transaction itself.
- (C) Notification: Upon becoming aware of any conflict of interest as described in subsection (A) of this section, any civil servant shall promptly provide written notification, within forty eight (48) hours, to the appropriate authority of such conflict and the civil servant’s recusal from any official action with respect to the transaction, as follows:
 - 1. Employees, appointed officers or appointed volunteers shall notify the director of the department and the village manager;
 - 2. The Village Manager shall notify the village president and the board of trustees;
 - 3. Members of boards and commissions shall notify the chairperson of such board or commission;
 - 4. Chairpersons of boards and commissions shall notify the village manager, village president and the board of trustees;
 - 5. The Village President shall notify the Village Manager and the Board of Trustees;
 - 6. Any person serving in an elected position shall notify the village president, village manager and the other members of the board of trustees.

- (D) Nonappearance Before Same Board Or Commission: No civil servant required to recuse himself or herself in connection with a transaction shall appear before the board or commission of which he or she is a member with respect to such transaction.
- (E) Nonparticipation and Disclosure before Other Board or Commission: Any civil servant who has actual knowledge that he or she, individually or through a family relationship, has an interest in a transaction pending before a board or commission on which the civil servant does not serve as a member, either: 1) shall not appear or participate personally before the other board or commission on which he or she does not serve relating to such transaction; or 2) shall disclose such interest on the record prior to participating in any proceeding before a village board or commission.
- (F) Potential Conflict Of Interest: The Glen Ellyn community has a right to expect that the public interest will be served by all individuals involved in local government. To maintain the public trust it is imperative that civil servants present an image of objectivity and fairness in all official actions. Civil servants have the continual and ongoing obligation to promptly disclose not only any known conflicts of interest but also to identify any issues that may have the potential for a conflict of interest, and if they are in doubt to seek the opinion of the ethics officer. When such advice is sought, the ethics officer will determine if the potential conflict requires the civil servant to take or refrain from taking some action (Ord. 5921, 2-28-2011).

“Attachment B”

Exemptions to Home Rule Retailers and Service Occupation Taxes

Village Ordinance 5740 (03/03/2009)

Retail and Service Sales that are Exempt from Taxes

- Food for human consumption that is to be consumed off the premises where it is sold (other than alcoholic beverages, soft drinks, and food which has been prepared for immediate consumption)
- Drugs and medical appliances
 - Prescription and non-prescription medicines
 - Drugs
 - Medical appliances
 - Insulin
 - Urine testing materials
 - Syringes
 - Needles used by diabetics
- Tangible personal property that is titled or registered with an agency of State government (e.g. cars, trucks, motorcycles, trailers, snowmobiles, aircraft)

“Attachment C”

VILLAGE OF GLEN ELLYN

**Retail Façade Improvement Award Program
Application Packet**



Village Manager's Office
535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

VILLAGE OF GLEN ELLYN
Retail Façade Improvement Award
As of July 15, 2014

Purpose

The Village of Glen Ellyn recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the Village's commercial districts. The Retail Façade Improvement Awards were created to encourage the private sector in making these desired exterior improvements. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this Award program.

Assistance Available

Approved projects are eligible to receive a Retail Façade Improvement Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the facade improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

Eligibility Requirements

- Existing structures currently zoned commercial and in current commercial use or planned for commercial use within the corporate limits of the Village of Glen Ellyn are eligible for an award. The exterior of the property must meet all Village of Glen Ellyn Codes and Ordinances. In the event that a violation is present, correction of the violation must be made prior to disbursement of award monies.
- Eligible applicants include the owner of a commercial building or the owner of a commercial business. All applications must be signed by the property owner to indicate consent for the proposed improvements.

- Financial awards are available to business owners or property owners, for no more than \$15,000 every 3 years, per building and is paid based on the following award scale:

Investment			Award
Low		High	
\$ 2,000.00	up to	\$ 3,499.00	\$ 1,000.00
\$ 3,500.00	up to	\$ 4,999.00	\$ 1,750.00
\$ 5,000.00	up to	\$ 7,499.00	\$ 2,500.00
\$ 7,500.00	up to	\$ 9,999.00	\$ 3,750.00
\$ 10,000.00	up to	\$ 12,499.00	\$ 5,000.00
\$ 12,500.00	up to	\$ 14,999.00	\$ 6,250.00
\$ 15,000.00	up to	\$ 17,499.00	\$ 7,500.00
\$ 17,500.00	up to	\$ 19,999.00	\$ 8,750.00
\$ 20,000.00	up to	\$ 22,499.00	\$10,000.00
\$ 25,000.00	up to	\$ 27,499.00	\$12,500.00
\$ 27,500.00	up to	\$ 29,999.00	\$13,750.00
\$ 30,000.00	up to	+	\$15,000.00

- All award requests must be submitted prior to any work being started by the applicant. Any work started or completed prior to Village Board approval is at the applicant’s risk.
- The determination of eligibility and priority for assistance is at the discretion of the Village Board and is subject to funds availability.

Eligible Improvements

The primary goal of the Village of Glen Ellyn Retail Façade Improvement Award is to achieve significant visual improvements in commercial facade appearance. The determination of eligibility and priority for an award is at the discretion of the Village Board.

Work which qualifies for an award includes improvements to the exterior of a building which are visible from the public right-of-way. Applicants must plan to install at least \$2,000 of material improvements (excluding installation) to qualify. Work must be completed within one year of receiving Village Board approval for the award. Qualifying exterior improvements include but are not limited to:

Eligible Improvements

- Significant Façade enhancements
- New window systems or frame replacement and repair (excluding broken glass)
- Exterior Doors

- Exterior lighting
- Restoration of original architectural features
- Exterior building materials for building additions
- Other permanent exterior enhancements to property consistent with the architectural integrity of the building and the Village's Appearance Review Guidelines

Ineligible Improvements

- Working capital
- Property acquisition
- Equipment or inventory acquisition
- Refinancing of existing debt or private funding
- Interior remodeling
- Sprinkler systems
- Resurfacing of parking lots
- Replacement of private sidewalks
- Architectural design fees or other plan preparation costs
- Building permits and related costs
- Signage of any kind
- Landscaping of any kind

The Retail Façade Improvement Award is not a reimbursement or direct payment for the costs of façade improvements. Rather, the award is designed to encourage business to make their own investment into façade improvements. Awards are only valid if the façade improvement presented is completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the Economic Development Coordinator.

Design Evaluation

Design evaluation and approval will be handled by the Village of Glen Ellyn. This process may require the applicant to undergo exterior appearance review by the Architectural Review Commission if required by the Village Appearance Review Guidelines.

Application Requirements

Required Submittals with Application:

- Current digital photos of all building facades visible from the public right of way which will receive improvements;
- A schematic drawing with enough detail to depict the proposed improvements;

- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements). All contractors must be registered with the Village's Planning and Development Department prior to a building permit being issued;
- Consent from the building owner for proposed improvements, by signature on the attached form;
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification;
- A narrative as outlined below:
 - Description of proposed façade work including information about the proposed building materials and methodology for proposed changes.
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or Village.
 - Credentials and experience of business owner.
 - Any unusual or expected difficulties or hardships in making the proposed improvements.

Application and Approval Process

Submission and approval of a complete award application is required *prior* to the completion of any eligible improvements. The review process will normally take approximately 4 weeks. *The applicant must secure any required Village permits and exterior appearance approval by the Architectural Review Commission and the Village Board (if required) prior to starting improvements.* The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit an award application including all required submittals to the Economic Development Coordinator for funding assistance.
- The Economic Development Coordinator will make a recommendation for approval, partial approval or denial to the Village Board. Village staff will make every effort to review applications within 2 weeks of submittal.
- Application is considered by the Village Board. Applicant's attendance is required at the Village Board meeting as part of the application review process. The Village Board typically meets the 2nd and 4th Monday evenings of every month.
- Proposed improvements must be completed and the business must be operational within one year of award approval by the Village Board.

Required Documentation for Award Payment

- Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Award Request Certification form (attached) and Applicant's Affidavit for Award (attached), a Contractor's Affidavit that the work was complete as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- The Economic Development Coordinator and Planning and Development Department reviews the completed project to ensure that work was performed as outlined in application and in conformance with the Village Code.
- Award check is distributed.

Pay Back Provision

The following pay back schedule shall apply if a business closes or moves out of Glen Ellyn within 3 years of receiving a Retail Façade Improvement Award.

Out of Business	< 1 Year	1-2 Years	2-3 Years
% of Award Repaid to the Village	75%	50%	25%

The applicant agrees to this provision when she/he signs the Award Request Certification and the Application Certification.

VILLAGE OF GLEN ELLYN
Retail Façade Improvement Award

REQUIRED SUBMITTALS WITH APPLICATION:

- Current digital photos of all building facades visible from the public right of way which will receive improvements
- A schematic drawing with enough detail to depict the proposed improvements
- Signed vendor contract(s) with detailed costs for each proposed improvement (excluding ineligible portions of improvements, e.g. lettering on awnings)
- Consent from the building owner for proposed improvements, by signature on the attached form
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative as outlined below:
 - Description of proposed facade work including information about the proposed building materials and methodology for proposed changes.
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or Village.
 - Credentials and experience of business owner.
 - Any unusual or expected difficulties or hardships in making the proposed improvements.

BUSINESS OWNER INFORMATION:

Business Owner Name: _____

Home Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Home Phone: _____ Email: _____

If tenant, what is the expiration date of your current lease? _____

If buyer under contract or tenant, who is the property owner? _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____ Property Owner Fax: _____

Property Owner E-mail: _____

DESCRIPTION OF PROPOSED IMPROVEMENTS

ITEMIZED ACTIVITY DESCRIPTION

COST

ITEMIZED ACTIVITY DESCRIPTION	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL PROJECT COST: _____

AMOUNT OF AWARD REQUESTED: _____

VILLAGE OF GLEN ELLYN
Retail Façade Improvement Award
Award Request Certification

SUBMITTAL FOR AWARD

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped “PAID” from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital Photos of all building facades visible from the public right-of-way. A signed and notarized Applicant’s Affidavit for Award form provided by the Village of Glen Ellyn
- Applicant’s Affidavit for Award (attached)

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Award under the program. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this award program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date: _____

CONTRACTOR’S AFFIDAVIT FOR WORK COMPLETED

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

TO: The Village of Glen Ellyn

The undersigned, _____ (Name), being duly sworn, deposes and says that he or she is the Owner/Employee (strike one) of _____ Construction Company (the “Contractor”) and has completed work for _____, (the “Applicant) recipient of the Village of Glen Ellyn Retail Façade Improvement Award Program.

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment by the Contractor for the Applicant.

Date

Signature

SUBSCRIBED AND SWORN to
before me this ____day of
_____, 20__.

Notary Public

VILLAGE OF GLEN ELLYN

Downtown Retail Interior Improvement Award Program
Application & Reimbursement Packet



Village Manager's Office
535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

VILLAGE OF GLEN ELLYN
Downtown Retail Interior Improvement Award Program
As of January 1, 2016

Purpose

The goal of the Village of Glen Ellyn Downtown Retail Interior Improvement Award Program is to strengthen the downtown shopping district by attracting new retail businesses, restaurants and by assisting existing retailers with eligible expansion plans in the downtown commercial district. Service businesses like art studios, fitness uses must include 25% of floor space of retail to be eligible. The program supports structural improvements and will not support decorative improvements. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved projects are eligible to receive Downtown Retail Interior Improvement Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the interior improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

Eligibility Requirements

- Commercial property owners or retail business owners in the Central Business Districts (C5A or C5B) who are proposing a new or expanding business which meets the eligibility and application requirements are invited to submit applications.
- All new retail businesses that generate retail sales tax can be considered for the award. Existing retail businesses in the Village must expand in the downtown to receive assistance. For the purpose of this program, “expansion” is defined as significantly increasing the retail sales area, enlarging the square footage of the retail space to include expanding into an adjacent space or relocating to a larger space or building an addition on the interior or exterior of an existing building to be used as additional retail space.
- The space must have at a minimum a working fire alarm system in place to apply for this grant. If a fire alarm system is not currently functional and in place, one must be installed as part of this grant application process.
- Applicant must have a minimum of a 3-year lease.
- Projects must have a minimum budget of \$2,000.
- Financial awards are available to business owners or property owners, for no more than \$15,000 every 3 years, per building, per unit, and is paid based on the following award scale:

Investment			Award
Low		High	
\$ 2,000.00	up to	\$ 3,499.00	\$ 1,000.00
\$ 3,500.00	up to	\$ 4,999.00	\$ 1,750.00
\$ 5,000.00	up to	\$ 7,499.00	\$ 2,500.00
\$ 7,500.00	up to	\$ 9,999.00	\$ 3,750.00
\$ 10,000.00	up to	\$ 12,499.00	\$ 5,000.00
\$ 12,500.00	up to	\$ 14,999.00	\$ 6,250.00
\$ 15,000.00	up to	\$ 17,499.00	\$ 7,500.00
\$ 17,500.00	up to	\$ 19,999.00	\$ 8,750.00
\$ 20,000.00	up to	\$ 24,999.00	\$10,000.00
\$ 25,000.00	up to	\$ 27,499.00	\$12,500.00
\$ 27,500.00	up to	\$ 29,999.00	\$13,750.00
\$ 30,000.00	up to	+	\$15,000.00

- All contractors working on the project must be registered with the Village Planning and Development Department prior to building permits being issued.
- Award applicants will be reviewed on a case by case basis. Uses that have the potential to increase foot traffic and improve the pedestrian experience will be preferred.
- The determination of eligibility and priority for awards is at the discretion of the Village Board, is subject to the scope of the work completed and is subject to funds availability. The Village Board may approve awards up to \$15,000.
- All applications must be submitted prior to work commencing in order to be considered for the program.
- Any application received after a business has completed the work and opened for business will not be considered for the program.
- Applicant must demonstrate need for financial assistance and ‘but for’ the Village Award, the project would not move forward.

Eligible Improvements

This program provides awards for permanent tenant and building code improvements necessary to open a new, or expand an existing, downtown retail or restaurant business. Eligible improvements must remain with the improved building to be considered permanent. Types of improvements include but are not limited to:

- Walls – as they are expanding the current available retail space or are in need of structural repair for the integrity of the building;
- Ceilings – restoring historic elements such as original tin ceilings or structural repairs for the integrity of the building;
- Accessibility improvements for handicapped persons;
- Significant energy conservation enhancements consistent with LEED standards;
- Electrical service upgrades;
- Fire Alarm systems;
- Fire sprinkler system installations or upgrade, including any needed water service improvements;
- Other extraordinary expenses related to improvements required by government codes or regulations.

Projects not listed above will be considered on a case by case basis. In general, changes to the project scope will not be considered for supplemental assistance after award approval is obtained. Unforeseeable changes will be considered on a case by case basis.

Ineligible Improvements

This program does not support decorative/business specific improvement items such as paint, tiles, flooring or other items that would not be a permanent improvement. Types of improvements not eligible in this program include but are not limited to:

- Façade improvements (see separate Village of Glen Ellyn Retail Façade Improvement Award Program);
- Acquisition of land or buildings;
- Product inventory;
- Interior signage;
- Lighting fixtures;
- Hard surface materials for non-retail exterior space (parking lots, sidewalks, etc.);
- Display window enhancements (hanging grid system, lighting, display shelf, etc.);
- Media marketing and advertising ;
- Ongoing business expenses such as rent, payroll, consulting work, moving expenses, etc.;
- Day-to-day operational costs (e.g. utilities, taxes, maintenance, refuse);
- Exterminator services;
- Landscaping;
- Utility related improvements (heating, air conditioning, plumbing, electrical);
- Paint, tile or other design elements.

The Downtown Retail Interior Improvement Award is not a reimbursement or direct payment for the costs of interior improvements. Rather, the award is designed to encourage business to make

their own investment into interior improvements. Awards are only valid if the interior improvement in question is completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the Administration Department and approved by the Village Board.

Required Submittals With Application:

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
- Signed vendor contract(s) with detailed costs for each proposed improvement. Any selected contractor(s) must be registered with the Village's Planning and Development Department prior to beginning any work on site.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Digital photos depicting the interior areas where proposed improvements will take place.
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative or current Business Plan that addresses the following:
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or benefit Village.
 - List any unusual or unexpected difficulties faced in making the proposed improvements or completing the work.
 - Credentials and experience of business owner.
 - Market research and analysis including a definition of your current or anticipated customers and where they come from. May also include information on future customer markets as a result of interior improvements (i.e. will improvements attract new customers).

Application and Approval Process

Submission and approval of a complete award application is required prior to the completion of any improvements eligible for assistance. The applicant must submit all required documents as outlined on the first page of the application. Applicants should expect the review and approval process to take approximately 4 weeks. The applicant must secure any required Village approvals, licenses or permits prior to starting improvements. The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit an award application, including all required submittals, to the Economic Development Coordinator.

- The Economic Development Coordinator will review the application and make a recommendation of approval, partial approval or denial of the award application to the Village Board. Village staff will attempt to review applications within 2 weeks of submittal.
- The application will be considered by the Village Board. The applicant’s attendance is required at Village Board meeting as part of the application review process. The Village Board typically meets on the 2nd and 4th Monday evenings of every month.
- Proposed improvements must be completed and the business must be operational within one year of award approval by the Village Board.

Award Process

- Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Award Request Certification form (attached) and Applicant’s Affidavit for Award (attached), a Contractor’s Affidavit that the work was complete as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- The Economic Development Coordinator along with the Planning and Development Department reviews completed project and work for conformance to the application and the Village Code.
- Check is distributed.

Pay Back Provision

The following pay back schedule will apply if an award recipient business closes or moves out of Glen Ellyn within 3 years of receiving a Downtown Retail Interior Improvement Award.

Out of Business	< 1 Year	1-2 Years	2-3 Years
% of Award Repaid to the Village	75%	50%	25%

The applicant agrees to this provision when she/he signs the Application Certification and Award Request Certification.

VILLAGE OF GLEN ELLYN
Downtown Retail Interior Improvement Award Application

REQUIRED SUBMITTALS WITH APPLICATION:

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
- Signed vendor contract(s) with detailed costs for each proposed improvement.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Digital photos depicting the interior areas where proposed improvements will take place.
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- A narrative or current Business Plan that addresses the following:
 - Description of your business and the related industry.
 - Features and advantages of your product and how improvements sought will improve the business and/or benefit Village.
 - List any unusual or unexpected difficulties faced in making the proposed improvements or completing the work.
 - Credentials and experience of business owner.
 - Market research and analysis including a definition of your current or anticipated customers and where they come from. May also include information on future customer markets as a result of interior improvements (i.e. will improvements attract new customers).
 - Describe or demonstrate why these improvements would not take place “but for” the award program.

BUSINESS OWNER INFORMATION:

Business Owner Name: _____

Home Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Home Phone: _____ Email: _____

If tenant, what is the expiration date of your current lease? _____

If buyer under contract or tenant, who is the property owner? _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____ Property Owner Fax: _____

Property Owner E-mail: _____

DESCRIPTION OF PROPOSED IMPROVEMENTS

ITEMIZED ACTIVITY DESCRIPTION

COST

ITEMIZED ACTIVITY DESCRIPTION	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL PROJECT COST: _____

AMOUNT OF AWARD REQUESTED: _____

VILLAGE OF GLEN ELLYN
Downtown Retail Interior Improvement Award
Award Request Certification

*Complete this form after Award has been approved by the Village Board and all work has been completed to receive the funds awarded.

SUBMITTAL FOR AWARD

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped “PAID” from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital Photos of all building facades visible from the public right-of-way
- A signed and notarized Applicant’s Affidavit for Award form provided by the Village of Glen Ellyn
- Contractor’s Affidavit for Award (attached) – one for each contractor who completed applicable work

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Award under the program. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 6 of the award packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this award program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date: _____

APPLICANT'S AFFIDAVIT FOR AWARD

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

TO: The Village of Glen Ellyn

The undersigned, _____ (Name), being duly sworn, deposes and says that he or she is the Owner/Tenant (strike one) of the property located at _____ (the "Premises") and has applied for a Downtown Retail Interior Improvement Award from the Village of Glen Ellyn, in the amount of \$ _____, for interior improvements to the following commercial structure: _____(the "Work.").

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment has been used in connection with the Work in the Premises.

Upon payment of \$_____ from the Village of Glen Ellyn, there shall be nothing due or to become due from the Village of Glen Ellyn in connection with the disbursement of the approved award amount from the Village of Glen Ellyn based on the documentation submitted to the Village of Glen Ellyn for the Work set forth in said proof of payment.

Date

Signature

SUBSCRIBED AND SWORN to
before me this ____day of
_____, 20__.

Notary Public

CONTRACTOR'S AFFIDAVIT FOR WORK COMPLETED

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

TO: The Village of Glen Ellyn

The undersigned, _____ (Name), being duly sworn, deposes and says that he or she is the Owner/Employee (strike one) of _____ Construction Company (the "Contractor") and has completed work for _____, (the "Applicant) recipient of the Village of Glen Ellyn Downtown Retail Interior Improvement Award Program.

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment by the Contractor for the Applicant.

Date

Signature

SUBSCRIBED AND SWORN to
before me this ____day of
_____, 20__.

Notary Public

“Attachment E”

VILLAGE OF GLEN ELLYN

Fire Prevention Award Program
Application Packet



Village Manager's Office

535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

VILLAGE OF GLEN ELLYN
Fire Prevention Award Program
As of July 15, 2014

Purpose

The goal of the Village of Glen Ellyn Fire Prevention Award Program is to assist businesses and property owners with meeting life safety code improvements and assisting in preserving the unique building stock within the downtown. The program supports the installation of fire alarm and sprinkler systems in buildings located in the C5A and C5B business districts. Businesses/property owners participating in the Village's Downtown Retail Improvement Award Program are not eligible for this Award program, however, fire safety improvements are eligible and required under that program as well. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

Assistance Available

Approved projects are eligible to receive Fire Prevention Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the fire safety improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

Eligibility Requirements

- Commercial property owners or business owners in the Central Business Districts (C5A or C5B) who meet the application requirements are invited to submit applications.
- Projects must have a minimum budget of \$2,000.

- Financial awards are available to business owners or property owners, for no more than \$15,000, per building, per unit, and is paid based on the following award scale:

Investment			Award
Low		High	
\$ 2,000.00	up to	\$ 3,499.00	\$ 1,000.00
\$ 3,500.00	up to	\$ 4,999.00	\$ 1,750.00
\$ 5,000.00	up to	\$ 7,499.00	\$ 2,500.00
\$ 7,500.00	up to	\$ 9,999.00	\$ 3,750.00
\$ 10,000.00	up to	\$ 12,499.00	\$ 5,000.00
\$ 12,500.00	up to	\$ 14,999.00	\$ 6,250.00
\$ 15,000.00	up to	\$ 17,499.00	\$ 7,500.00
\$ 17,500.00	up to	\$ 19,999.00	\$ 8,750.00
\$ 20,000.00	up to	\$ 22,499.00	\$10,000.00
\$ 25,000.00	up to	\$ 27,499.00	\$12,500.00
\$ 27,500.00	up to	\$ 29,999.00	\$13,750.00
\$ 30,000.00	up to	+	\$15,000.00

- All contractors working on the project must be registered with the Village Planning and Development Department prior to building permits being issued.
- Award applicants will be reviewed on a case by case basis.
- The determination of eligibility and priority for awards is at the discretion of the Village Board, is subject to the scope of the work completed and is subject to funds availability. The Village Board may approve awards up to \$15,000.

Eligible Improvements

This program provides awards for installation of fire safety and suppression systems. Types of improvements include but are not limited to:

- Fire Alarm systems , including any needed electrical service improvements;
- Fire sprinkler system installations or upgrade, including any needed water service improvements;

In general, changes to the project scope will not be considered for supplemental assistance after award approval is obtained. Unforeseeable changes will be considered on a case by case basis.

The Fire Prevention Award is not a reimbursement or direct payment for the costs of fire safety improvements. Rather, the award is designed to encourage business to make their own investment into fire prevention. Awards are only valid if the fire prevention improvements in question are completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the Village Manager.

Required Submittals With Application:

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
- Signed vendor contract(s) with detailed costs for each proposed improvement. Any selected contractor(s) must be registered with the Village's Planning and Development Department prior to beginning any work on site.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

Application and Approval Process

Submission and approval of a complete award application is required prior to the completion of any improvements eligible for assistance. The applicant must submit all required documents as outlined on the first page of the application. Applicants should expect the review and approval process to take approximately 4 weeks. The applicant must secure any required Village approvals, licenses or permits prior to starting improvements. The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit an award application, including all required submittals, to the Economic Development Coordinator.
- The Economic Development Coordinator will review the application and make a recommendation of approval, partial approval or denial of the award application to the Village Board. Village staff will attempt to review applications within 4 weeks of submittal.
- The application will be considered by the Village Board. The applicant's attendance is required at Village Board meeting as part of the application review process. The Village Board typically meets on the 2nd and 4th Monday evenings of every month.

Award Process

- Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Award Request Certification form (attached) and Applicant's Affidavit for Award (attached), a Contractor's Affidavit that the work was complete as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- The Economic Development Coordinator along with the Planning and Development Department reviews completed project and work for conformance to the application and the Village Code.
- Check is distributed.

VILLAGE OF GLEN ELLYN

Fire Prevention Award

REQUIRED SUBMITTALS WITH APPLICATION:

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
- Signed vendor contract(s) with detailed costs for each proposed improvement.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

BUSINESS OWNER INFORMATION:

Business Owner Name: _____

Home Address: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Home Phone: _____ Email: _____

If tenant, what is the expiration date of your current lease? _____

If buyer under contract or tenant, who is the property owner? _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____ Property Owner Fax: _____

Property Owner E-mail: _____

DESCRIPTION OF PROPOSED IMPROVEMENTS

ITEMIZED ACTIVITY DESCRIPTION

COST

ITEMIZED ACTIVITY DESCRIPTION	COST
<hr/>	<hr/>

TOTAL PROJECT COST:

AMOUNT OF AWARD REQUESTED:

VILLAGE OF GLEN ELLYN
Fire Prevention Award
Award Request Certification

SUBMITTAL FOR AWARD

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped "PAID" from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- A signed and notarized Applicant's Affidavit for Award form provided by the Village of Glen Ellyn
- Applicant's Affidavit for Award (attached)

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Award under the program. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this award program or applicable Village Codes and Regulations.

Applicant Name (PRINT)

Applicant Signature

Date: _____

