



Village of Rantoul Façade Improvement Program, rev. 5.2015

Program Description

The purpose of the Façade Improvement Program is to encourage businesses and property owners within the Downtown TIF District to improve their storefronts, making these areas more attractive to shoppers and growing their vitality and economic performance. The program reimburses owners of commercial buildings and businesses up to 50% for façade improvements, for a maximum reimbursement of \$10,000 for a single commercial building.

Intent

The Village of Rantoul is interested in providing funding to help building/business owners improve the overall physical appearance of the exterior of their buildings/businesses with a particular emphasis on the ground floor storefront. By improving individual storefronts, the program will help beautify and revitalize the entire Downtown commercial district, enhance the pedestrian-scale streetscape and ensure that exceptional design solutions are introduced within the districts while preserving the unique character and qualities of our buildings.

Eligible Applicants

- Owners and tenants (with the owner's written consent) of street level commercial or retail property within the Downtown Tax Increment Finance District.
- Applicant must be operating legally in accordance with all federal, state and local laws and regulations and current with all Village taxes, fees and licenses.

Eligible Expenses

- Restoration or replacement of storefront
- Exterior building lighting
- Restoration of architectural glass
- Reopening of bricked or boarded up windows including transoms
- Cast iron and tin restoration and repainting

- Installation of exterior entry equipment to meet American with Disabilities Act (ADA)
- Masonry/brick tuck-pointing
- Building cornices on primary façade facing a public street
- Paint removal and brick restoration (excludes new paint)
- Window replacement to traditional double hung windows or match to building's historical appearance (only eligible on primary facades facing a public street)
- Approved chemical paint removers
- Restoration or recreation of awning structures (minus advertising costs)
- Restoration or recreation of historic projecting or painted wall signage native to the building (including Theater marquees and painted historical advertisement)

Ineligible Expenses

- Roof replacement
- Rear or secondary facades (that don't face public streets)
- Routine maintenance (pressure washing, etc.)
- Security roll-down grates or window bars
- Closing any existing opening
- Brick sandblasting
- Non-traditional building materials (i.e. EFIS-Exterior Insulation and Finish Systems)

Application Process

An application will only be reviewed after receipt of all application materials listed below. The approval letter must be issued before work commences.

1. Meet with Village inspection staff to review the scope of the project and receive a copy of the program application.
2. Submit completed application in its entirety in hard copy or digital version to the Inspection Department. Items included in the application are:
 - a. Complete photo documentation of existing building condition
 - b. Design drawings of proposed improvements
 - c. Estimates from licensed contractors detailing on-site labor, off-site material and fabrication cost
 - d. Estimated timeline of completion
3. Once an application is received, a team of Village of Rantoul staff members will review the application for compliance with the program. Following that review, they will either:
 - a. Forward the application with a recommendation to the Village Board of Trustees. If approved by the Board, an award letter and notice to proceed will be issued.
 - b. Issue a letter requesting more information be provided
 - c. Issue a letter of denial explaining the review committee's actions (you may revise your plan and resubmit)
4. Approved applicants should proceed with the agreed upon scope of work and in compliance with any special conditions set forth in the award letter. Note: Applicants who wish to change the scope of work or who wish to use a new contractor must submit new estimates and a revised proposal for review and approval, which can be at the staff level.
5. If the project requires a building permit, applicants must receive that permit before work can begin.
6. Upon completion of the project, applicants must:
 - a. Compile all invoices
 - b. Verify payment for work completed (canceled checks, front & back, or credit card statements). Note: no cash payments will be eligible for reimbursement.
 - c. Copies of any required permits (electrical, building, etc.)
 - d. Color photographs of completed work.

Payment Process

Village staff will review the completion documents and compare the work completed to the original cost estimates. Based on that reconciliation, a check will be issued in the amount of 50% of the eligible cost, not to exceed \$10,000.

Additional Notes

- Funds are awarded on a first-come, first-served basis until the total program budget is exhausted.
- The amount the program is able to approve for reimbursement will not always be equal to 50% of the eligible cost or the maximum amount due to the availability of funds.

Program Application

Property Information

Street Address	City	State	Zip
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Property Owner/Company Name	Name of Business at address
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Applicant Information

Name	Business	Tax ID # or SSN
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Street Address	City	State	Zip
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Contact Person

Name	phone number	email address
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Street Address	City	State	Zip
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Project Description

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Work Description

Task	Contractor	Date of Completion	Estimated Cost	Actual Cost	Paid in Full? Yes or No	Documentation Provided? Yes or No
TOTAL						

*attach all quotes to this document before submitting

Estimated Cost \$ _____ x 50% = Estimated Grant Award \$ _____, or \$10,000 maximum

Applicant Disclosure Statement

I _____ (Applicant) assert that the preceding information is true and correct.

I fully understand that all work must comply with the Façade Improvement Program guidelines and be approved by the Village of Rantoul prior to any work commencing. The project is not considered approved until the Applicant has received an approval letter from the Village of Rantoul Inspection Department. If the project has changes after the Applicant has received a letter of approval, the Applicant must resubmit all changes and have them approved before work continues. If changes are not approved, the applicant will not receive a reimbursement of eligible expenses.

I agree to comply with all Village of Rantoul building codes.

I agree to submit detailed cost documentation, including cancelled checks/credit card receipts and invoices once the project has been completed and upon request prior to project completion.

I agree to allow on-site inspections of the work by Village of Rantoul staff.

I understand that the Village of Rantoul may change the requirements of the Façade Improvement Program at any time. The Village of Rantoul is not responsible for work being completed.

Applicant (please print name) Date

Applicant Signature

Property Address

Owner Disclosure Statement

(Required if Applicant is not the property owner of the parcel being improved)

I _____ (Owner) certify that I, as owner of the property at _____, give _____

(Applicant) authority to implement the described improvements at the property. I further acknowledge that the Village of Rantoul assumes no liability in the event of any dispute between the Owner and Applicant concerning any building improvement work undertaken by the Applicant as a result of the Applicant's participation in the Façade Improvement Program.

I understand that the Village of Rantoul may change the requirements of the Façade Improvement Program at any time. The Village of Rantoul is not responsible for the work being completed.

Owner (please print name)

Date

Owner Signature

Property Address

Application Check List

- _____ Complete Application
- _____ Photos of Existing Buildings
- _____ Detailed plans, drawings of proposed improvements
- _____ Project Specifications, including materials to be used, color samples
- _____ Detailed Cost Estimates
- _____ Permits (copy of all applicable permits if they have been secured)
- _____ Owner Disclosure Statement, if applicable
- _____ Work Summary Worksheet