

Homer Glen Commercial Building Improvement Grant Program



Program Description Effective May 1, 2023

Purpose

The Village of Homer Glen is proud to offer the Commercial Building Improvement Grant Program as part of the Village's continuing effort to support local businesses and inspire economic growth. The Village recognizes that commercial building improvements have positive impacts on the overall appearance, quality, marketability and vitality of Homer Glen's commercial corridors which results in benefits for the entire community. This reimbursement grant program is intended to facilitate desired improvements that will help retain and attract new businesses to Homer Glen.

Eligible Applicants

- Commercial building owners, existing business tenants, and new businesses locating in Homer Glen with gross annual revenues not exceeding \$2 million.
- The existing building must be zoned commercial and in current commercial use or planned for commercial use.
- An applicant's building/unit must be in compliance with Village Code.
- Applicants must install at least \$2,000 of material improvements (excluding installment).
- Applications are accepted only when funds are available.
- Applications will be reviewed on a first-come first-served basis.
- **IMPORTANT!** The application will be null and void should work commence prior to receiving grant approval.
- An exception accommodates any timing gap with grant funding availability: Projects issued a building permit after grant funds are depleted are invited to apply only during the next budget cycle when funds are available if the applicant can meet the submittal requirements.

Assistance Available

Grant reimbursements of up to 50% of approved costs with a maximum grant award of \$5,000 is available. Funds will be reimbursed by the Village after all authorized work, as detailed below, is completed and passes inspection by staff.

Eligible Improvements

- Façade improvements including painting, tuck pointing and roof portions visible from public right-of-way or private circulation
- Signs: New or replacement commercial signs including wall signs, freestanding signs and legal non-conforming signs brought into conformance with Code
- Awnings and canopies: New or replacement
- Window and door replacement
- Fire detection and suppression upgrades

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- Other life-safety upgrades
- Interior or exterior accessibility (ADA) upgrades
- Utility improvements, repair or replacement: Heating, air conditioning, electrical or plumbing
- Professional design fees for approved project
- Material fees for approved project
- Actual construction costs by contractor if other than building owner or business tenant
- Screening of service areas such as utilities and trash containers
- Energy conservation enhancements
- Exterior lighting upgrades consistent with Village Code
- Outdoor dining: New or expanding, including installation of bollards
- Improvements to sewer or water main hookups
- Stormwater management upgrades (non-maintenance; based on the Village's best management practices guidelines): permeable pavement, drainage, bioswales, etc.
- Permanent landscaping for site visible from public right-of-way (hardscape and softscape)
- Substantial resurfacing of parking lots
- Parking lot improvements for expansion, reconfiguration, and/or accommodation for cross access
- Existing sidewalk repair or replacement visible from public right-of-way or private circulation

Ineligible Improvements

- Façade improvements, flat roofs, or other work not visible from public right-of-way
- Repair or replacement of non-commercial, temporary or wall signs
- Furnishings, fixtures or business equipment
- Property acquisition
- Extermination of pests
- Debt refinancing or working capital
- Parking lot sealcoating
- Landscaping of annual plants
- Building permit fees
- Improvements that are non-compliant with Village Code
- Corrections to bring a property into compliance with Village Code

Grant Approval Process

1. Schedule a meeting with the Economic Development Director to review the proposed project.
2. Complete and submit the application form to the Economic Development Department at 14240 W. 151st Street, Homer Glen, IL 60491.
3. Village staff will review applications for completeness and verify eligibility. Staff will make every effort to review applications within 2 weeks of submittal.
4. Grant award amounts under \$5,000 require approval by the Village Manager. Award amounts of \$5,000 must be approved by the Village Manager and Mayor with advice and consent of the Village Board.
5. Submit building plans for review.

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6. Begin construction after building permit is issued. Work needs to be completed within 12 months from building permit issuance.
7. Schedule final Village inspection once project is completed.
8. Submit receipts for approved project costs with digital photos of improvements for review.
9. Grant reimbursements are made after review of post-project documentation and confirmation of project completion according to the grant details.

Grant Details

- Only costs for items approved in an overall project are eligible for reimbursement.
- The owner/business tenant may select the contractor of their choice, but the Village will determine the award amount based on the least expensive quote.
- Grant awards are only valid if improvement projects are completed, inspected, and receipts submitted within 12 months from building permit issuance.
- An existing commercial property owner or business owner that receives a grant award under this program will not be eligible to reapply for a period of 3 years from the date of reimbursement payment. Landlords and business tenants are eligible to apply for improvements benefitting any individual address providing the scope of eligible improvements is different. In the event of ownership change or tenant change, the new owner/tenant is eligible to apply. Any individual address cannot receive grant awards in more than two consecutive years.

Submittal Requirements

- Completed and signed application form.
- Completed Disclosure of Beneficiaries with notarized signature.
- Proof of ownership (deed) or proof of a signed lease agreement.
- Consent from property owner for proposed improvements (see application form).
- Current digital photos showing where proposed improvements will be made.
- IMPORTANT! Detailed work proposals from at least 2 different contractors that include itemized cost estimates for the same scope of work and materials for each individual proposed improvement.
- Completed W-9 form for Taxpayer Identification Number.

Required Documentation for Award Payment

After improvements are completed and pass Building Department inspection, applicant must submit copies of the following documents to the Economic Development Director:

- Paid invoices from all contractors
- Proof of payment (canceled checks and/or credit card receipts)
- Digital photos of improvements made
- Applicant's Affidavit for Award
- Contractor's Affidavit that work is complete

These documents will be reviewed by Village staff to verify completeness before distributing check for grant award.