

## 2019

# FACADE IMPROVEMENT PROGRAM

## PROGRAM DETAILS

The Façade Improvement Program provides a financial incentive to commercial property owners or tenants who are planning to renovate the exterior of their property. The program is designed as a match program with funds disbursed **after** all of the authorized work has been completed and proof of contractors and suppliers payment.

- A dollar for dollar match up to 25% of the total project cost (maximum match of \$7,500) is available to office based, service, or non-retail businesses.
- A dollar for dollar match up to 50% of the total project cost (maximum match of \$7,500) is available if the Commercial or Industrial building contains a retail business.
- A dollar for dollar match up to 75% of the total project cost (maximum match of \$7,500) is available for the costs of Energy Star rated products, green roofs, and other energy-efficient or environmentally sound materials for exterior improvements to an existing commercial property.
- After successful participation in the facade program there will be a three year wait to participate in the facade program again.
- **Maximum dollar for dollar match per occupied unit through the Façade Improvement Program is \$7,500.**
- Applicants must pre-qualify for participation.

The Façade Improvement Program is funded on the City's fiscal year calendar, which is January 1 - December 31. Until all program dollars have been committed, applications are considered on a first-come first served basis, dependent upon completion and acceptance of an application.

## PROGRAM GUIDELINES

- **Work involved with the project cannot begin until a Letter of Commitment has been received from the City. The Letter of Commitment confirms the amount of the match the City will pay upon completion of the project.**

- **NOTE: Participation in this program requires the payment of prevailing wages by all contractors, subcontractors, and laborers involved with the project. For current Rock Island County wage rates visit [www.state.il.us/agency/idol/rates/rates.HTM](http://www.state.il.us/agency/idol/rates/rates.HTM)**

- The applicant must be the owner of the business or property. If leasing the property the business owner must submit with application a notarized document from the landlord authorizing the improvements to the property.

- County real estate taxes must be current and all City charges and fees must be current or paid in full. This includes utility charges, storm water fees, permits fees and any other outstanding City liens or fines.
- No application will be accepted from contractors, sub-contractors or suppliers.
- It is mandatory for trash dumpsters located on the property be enclosed or screened from view. The costs for materials will be reimbursed through the program. No match will be issued if this guideline has not been met.

## **ELIGIBLE USES OF FUNDS**

- Front, side and/or rear facade building area are all eligible with priority given to the side which is directly exposed to a street. Residential structures are not eligible for this program.
- Roof repairs are covered under this program.
- All work must be completed and in compliance with all applicable City codes and ordinances.
- In those instances where a building is of historic significance (i.e., has been listed as a local landmark, is listed or is eligible for listing on the National Register of Historic Places), the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall apply. Copies are available at the Community and Economic Development office.
  - Compliance of these guidelines will be determined by a staff review of the proposed improvements with review by Rock Island Preservation Commission, if necessary. A sketch of the proposed improvements must be submitted showing colors, materials, awnings, signs and other relevant information. Staff and the commission reserve the right to reject or modify applications which are plainly inappropriate.
- In those instances where rehabilitation of the facade is proposed for a non-historic structure, Community and Economic Development Department staff will review the project design and may make suggestions to the applicant as to aesthetic and/or other design considerations.

### **Allowable costs may include, but are not limited to:**

- Window/door repair or appropriate replacement work.
- Storefront rehabilitation, including removal of non-original siding.
- Cleaning or painting of exterior surfaces (Note: sandblasting or abrasive cleaning methods are strongly discouraged and in some cases, may be prohibited).
- Repair or restoration of architectural detailing.
- Awnings, signs and cornices.
- Parking lot improvements that are attached the structure.
- Landscaping materials and related expenses.
- Other labor and materials used to rehabilitate the facade. In cases where a contractor is hired to complete the work, the contractor must be licensed and registered with the City of Rock Island.
- In those instances where the facade renovation is performed in conjunction with a more extensive construction/remodeling project, only those costs that pertains to the work performed on the facade shall be considered eligible project costs.

# STEP ONE: APPLICATION PROCESS

The following information must be provided to participate in the program.

- A completed application form.
- Detailed description of the work to be completed.
- **Provide before and after photograph(s) of the entire façade project area. (from the same vantage point)**
- Copies of all estimates and costs involved with the project.
- Prevailing Wage amount must be included on project estimates.
- If available, a sketch or rendering of the finished facade.
- All permits shall be obtained by the applicant before construction starts.
- If the facade work is part of a more extensive project, please highlight the façade work involved with the project.

Members of the City's Community and Economic Development Department staff will review all applications. The City reserves the right to reject any and all proposed work that does not meet program guidelines or is unsuitable.

**Following an internal review of the application a Letter of Commitment will be sent from the Loan Program Officer to confirm the City's financial commitment to the project.**

## **PLEASE NOTE**

**Work on a facade project cannot begin until a Letter of Commitment has been received from the program administrator.**

Applicants are given **90 days** to complete the approved work, unless the project involves new construction. If a project is going to take longer than 90 days, it is the applicant's responsibility to contact the program administrator to request an extension. If an applicant does not request an extension before the 90 day time period ends, the City of Rock Island may not issue a match.

# STEP TWO: REQUEST FOR MATCH

The following must be successfully completed to receive the program match:

- Work shall be completed as submitted on the program application.
- **Request for Match Form** shall be completed and returned with proof of payment from the contractors/vendors involved with the project.
- Copies of Certified Payroll confirming payment of Prevailing Wage shall be provided.
- Staff receives confirmation of payment from vendor/contractors.
- Inspection of completed work is made by CED staff.

**2019**

# **FACADE IMPROVEMENT PROGRAM**

## **APPLICATION FORM**

I/We have read and understand the provisions of the Facade Improvement Program and wish to take advantage of this program to make exterior improvements.

**Address of Property:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Ownership of the property: (check one)**

- The property is owned by applicant.
- The property is being purchased on contract. (copy of contract attached)
- The property is being leased. (notarized owner authorization form attached)

**Use of the property:** (commercial, retail, office, industrial, etc.) \_\_\_\_\_

**Are there any residential units in the structure? (circle one)**      Yes      No

If yes, how many? \_\_\_\_\_

A work write-up outlining the work to be done, who will do the work, and the cost of each item is attached. I/We understand the City must approve all of the proposed work. I/We also understand that the City must also approve any changes to the submitted work order.

**Participation in this program requires the payment of prevailing wages by all contractors, subcontractors, and laborers involved with the project. For current Rock Island County wage rates visit [www.state.il.us/agency/idol/rates/rates.HTM](http://www.state.il.us/agency/idol/rates/rates.HTM)**

**Date** \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_

**Name of Business** \_\_\_\_\_

**Property Owner** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**EIN/Business ID #** \_\_\_\_\_

**Retail Sales ID #** \_\_\_\_\_

**Please return all documents to:**

City of Rock Island  
CED Dept  
1528 3<sup>rd</sup> Ave  
Rock Island, IL 61201

**Internal Use Only:**

Downtown TIF \_\_\_\_\_ No. 11<sup>th</sup> Street TIF \_\_\_\_\_ Gaming Funds \_\_\_\_\_

**2019**

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## REQUEST FOR MATCH FORM

Property Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Item Purchased or Completed	Place of Purchase/Contractor Name	Invoice/Receipt No.	100% Cost of Item
			Project Total \$

AMOUNT OF CITY MATCH \$ \_\_\_\_\_  
(25%, 50%, 75% of Total)

City match amount shall not exceed \$7,500 for any project. Proof of payment for the above listed items must be attached to this form. Please provide copies of invoices and/or receipts with check number(s) or include copy of payment check.

I/We hereby certify that the above items have been completed at the indicated address and that they have been paid.

Owner(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

FIN (Business ID #) \_\_\_\_\_ Retail Sales ID# \_\_\_\_\_

Return documents to: City of Rock Island, CED Dept, 1528 3<sup>rd</sup> Ave, Rock Island, IL 61201

MATCH AUTHORIZED \_\_\_\_\_

Account Code \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

STATE OF ILLINOIS  
COUNTY OF ROCK ISLAND



**PROPERTY OWNER AUTHORIZATION**

I, \_\_\_\_\_, am the owner of the real property located at \_\_\_\_\_, I hereby authorize \_\_\_\_\_ to submit a FACADE improvement application and plans to the City of Rock Island's CED Department.

Given under my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Notary: \_\_\_\_\_

(SEAL)

My Commission Expires:

## PREVAILING WAGE AND LABOR LAWS

Illinois Department of Labor: <http://www.dol.gov/>

Current Prevailing Wage for Month of Contract Award may be downloaded at:

[http://www.state.il.us/agency/idol/rates/ODDMO/ROCK\\_ISL.htm](http://www.state.il.us/agency/idol/rates/ODDMO/ROCK_ISL.htm)

Or

<http://www.state.il.us/agency/idol/rates/EVENMO/COUNTY.HTM>

IL LAWS RELATING TO PREVAILING WAGE, CERTIFIED MONTHLY PAYROLL & PREFERENCE TO ILLINOIS CITIZENS

### *Illinois Prevailing Wage Act*

This act stipulates that a wage of no less than the general prevailing hourly rate as paid for work of similar character in the locality in which the work is performed, shall be paid to all laborers, workers and mechanics employed by or on behalf of any and all public bodies engaged in public works. The scale of wages to be paid shall be obtained from the Illinois Department of Labor and posted by the Contractor in prominent and easily accessible places at the site of work.

### *Illinois Preference Act*

Whenever there is a period of excessive unemployment in Illinois, which is defined herein as any month immediately following two (2) consecutive calendar months during which the level on unemployment in the State of Illinois has exceeded 5% as measured by the United States Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the Contractor shall employ only Illinois laborers. "Illinois laborer" means any person who has resided in Illinois for at least thirty (30) days and intends to remain and Illinois resident.

Other laborers may be used when Illinois laborers as defined herein are not available, or are incapable of performing the particular type of work involved, if so certified by the Contractor and approved by the Engineer. The Contractor may place no more than three (3) of his regularly employed non-resident executives and technical experts, who do not qualify as Illinois laborers, to do work encompassed by the Contract during periods of excessive unemployment.