



## SSA 29-2014 Façade Rebate Program Guidelines and Application

The Façade Rebate Program (the “Program”) is offered through the West Town Special Service Area (“SSA 29”), a special taxing district administered by the West Town Chicago Chamber of Commerce (the “Chamber”), whose overall purpose is to:

*Maintain and improve the shopping, dining and nightlife within the SSA boundary by providing a cleaner, safer and more attractive commercial environment for consumers, residents and business owners.*

To this end, the Security Rebate Program is designed to help property owners and tenants within SSA 29 beautify the front of their buildings.

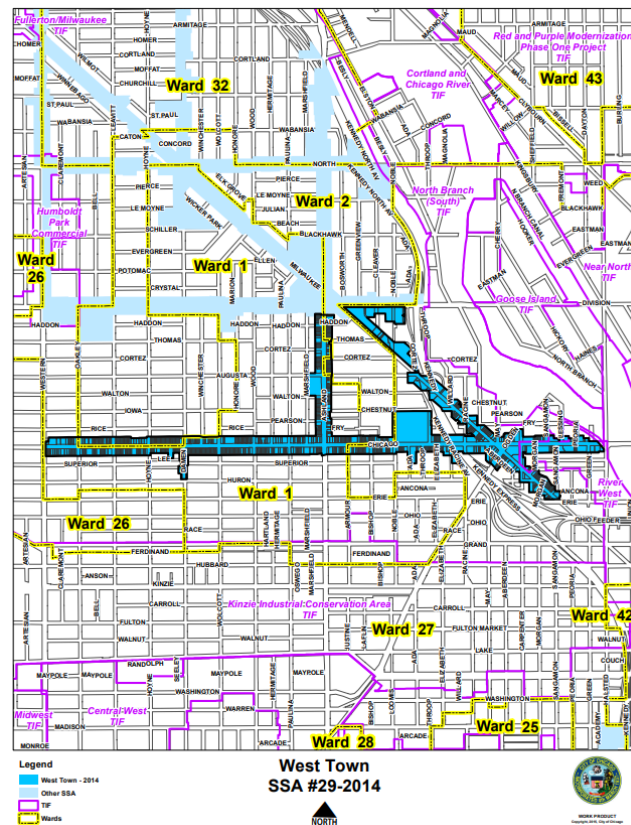
### GRANT AMOUNT

Applicants that meet all Program requirements and that plan to make at least \$500 of exterior improvements may receive 50% of project costs up to \$15,000.

### SSA SERVICE AREA BOUNDARIES

The Program is only open to properties located within the West Town SSA boundaries:

- Chicago Ave. (Halsted Western)
- Damen Ave. (Chicago to Huron)
- Ashland Ave. (Chicago to Division)
- Milwaukee Ave. (Erie to Augusta [both sides] and Augusta to Division [East side only])
- Division St. (Milwaukee to the Kennedy Expressway [South side only])
- Ogden Ave. (Fry to the Kennedy Expressway)



## **APPLICATION CHECKLIST**

To apply for funds through the Program, applicants must complete and submit the attached application via email to [ssa29@westtownchamber.org](mailto:ssa29@westtownchamber.org) or mail to:

West Town SSA 29-2014  
% West Town Chamber of Commerce  
1819 W Chicago Ave.  
Chicago, IL 60622

### **Applications are not considered complete unless the following is included:**

- Photographs of the existing building and proposed project site
- Detailed plans and specifications for the proposed project
- Owners written consent, if applicable
- A list of applicable City permits to be obtained
- Detailed estimates for the proposed project
  - **At least three estimates**
  - Specify preferred contractor.  
If the applicant plans to do their own installation, the applicant must submit three outside estimate(s) in addition to their own estimate.
- The attached Summary of Total Project Costs

*Incomplete applications will not be considered. The SSA Commission may request additional information and documentation.*

## **ELIGIBILITY**

### **Applicants:**

1. The building must be located within the SSA 29 boundaries.
2. Building must have proof of proper zoning and city permits.
3. The building must be owner occupied, or the tenant must have written consent form the owner of the property.
4. Project may be started but must not be completed at the time of the application. If the applicant moves ahead with a project before receiving approval, the applicant accepts the risk that the project may not be approved for a rebate.
5. Applicant must fully and timely comply with all the requirements and deadlines set forth in the application.
6. Applicants must pay for the improvements.
7. If the owner or tenant is supplying their own materials or labor for the improvements, profits and overhead are not eligible expenditures for the rebate.

8. The Department of Planning and Development has declared that SSA Commissioners are eligible to participate in the Façade Rebate Program, provided they meet all other Program eligibility criteria and abstain from reviewing and voting on ALL Façade Rebate Program applications during the period beginning when their application is submitted until their rebate check is approved and processed.
9. Applications are eligible for a maximum payout of \$15,000 per address within a 5-year period.
10. Preference shall be given to:
  - a. Applicants who show a need for funding assistance to complete the façade improvements.
  - b. Applicants and buildings that have not previously participated in the Program.
  - c. Projects that will have a significant impact on the area's beautification.
  - d. Projects that are sympathetic to the vintage character of the building.

#### **Examples of Eligible Improvements:**

1. Signs or graphics
2. Window/door replacements
3. Tuck pointing
4. Landscaping and flower boxes
5. Exterior lighting
6. Awnings
7. Improvements to sidewalk(s) directly in front or to the side of a property
8. Installation of appropriate anti-graffiti material in conjunction with full façade improvement project.
9. Installation of additional bike parking racks

#### **Example of Ineligible Improvements:**

1. Any roofing improvements
2. Rear, side, alley, or secondary improvements not visible from the public right-of-way
3. New construction or additions
4. Interior improvements
5. Improvements that are considered regular building upkeep or maintenance
6. Improvements planned for new buildings (constructed less than 5 years before application date), except for awnings and/or signage
7. Temporary furniture, such as tables and chairs.
8. Parking lot improvements that face side streets, alleys or are not visible from the public right-of-way
9. Other ineligible improvements include:
  - a. Projects completed prior to Program approval.
  - b. If the same façade improvement project already received funding from a different grant or incentive program it is ineligible for additional funding through the Program. Businesses may apply for two West Town SSA grants simultaneously as long as the projects themselves are separate.

- c. Once a building owner or tenant has received a rebate of the \$15,000 maximum amount for a property, that applicant is no longer eligible for the Program for 5 years from the date of rebate payout for the property. If ownership, tenancy, or applicant changes, the address may be eligible for additional funds at the discretion of the SSA Commission.

**Requirements:**

1. Improvement must be visible from the public right-of-way and have a positive impact on the building's front appearance.
2. Improvement must be compatible with building and zoning regulations.

**PROCESS**

Applications must be complete at time of submission and received at least 5 business days before a SSA Commission meeting to be considered. The SSA Commission reserves the right to reject any questionable estimates, as well as implement additional Program rules and regulations or request additional information and documentation.

If unforeseen circumstances arise during the construction process that would incur additional costs, the applicant must submit an explanation in writing to the SSA Program Director. Additional costs will then be voted on for potential reimbursement up to the limit of the original \$15,000 cap. If an applicant moves ahead with the project before a vote is made, they take the risk that reimbursement of additional costs may not be approved.

If any change in ownership of the property or business participating in the Program occurs during the improvements, eligibility for the Program will be suspended until Chamber staff and new ownership meet and approve in writing any changes to the original application. There is no guarantee that new ownership will be approved for the same rebate amount as the previous owner. All such applications will be considered on a case-by-case basis.

**Review:**

The SSA Commission will review each application as it is received and will review each proposed project to determine if it:

- Meets the required guidelines
- Will have a positive impact on the area
- Has a need for funding assistance
- Is not for a space that received approval earlier in the same funding cycle

Applicants will receive a response regarding the project's eligibility within approximately six weeks of submission of the completed application. At that time, the applicant may be asked to clarify design elements of the proposal.

## **Construction Process**

After the SSA Commission has approved a project, the applicant will be sent an Approval Letter.

Approved applicants must submit:

1. A schedule showing estimated start and end dates of the project. Significant delays in the project will require a written explanation from the applicant, with a revised schedule.
2. If city permits are required for the project, the applicant must submit proof that City permits have been applied for within 30 days of receiving the approval letter.
3. Copies of the approved City building permits, when received. If the City permits have not been received within 120 days after the permit has been applied for, the applicant must send a written request to the SSA Program Director requesting an extension. Failure to apply for permits within 30 days of the date of the Approval Letter, or failure to submit a request for an extension if or when needed, may result in the project being dropped from the program.

The SSA Program Director will contact the applicant for status of the project to report back to the SSA Commission.

## **Reimbursement**

Once the project is completed, the applicant should contact the SSA Program Director to arrange an inspection to verify that the work was done in compliance with Program guidelines and pre-approved plans. The SSA Program Director's inspection is limited to a review of the completed improvements only in connection with the applicant's application under this Program, and in no way shall be deemed an inspection as to whether or not the repairs were completed in good order and satisfactory condition. It shall be the applicant's responsibility to verify adequacy of all repairs, and applicant's failure to verify the repairs shall not relieve applicant of any expenses or responsibilities resulting from such failure, nor shall the SSA or its representatives have any liability or obligations to applicant arising from such failure.

In addition, the applicant will submit copies of all paid invoices for the approved project and photographs of the completed work so the before and after pictures may be compared and made public. A reimbursement check will be sent to the applicant within six weeks of the inspection and submission of documents.



**SSA 29  
FACADE REBATE PROGRAM APPLICATION**

**Application must be submitted 5 business days before SSA Commission meetings to be considered. Visit [westtownchamber.org/special-service-area](http://westtownchamber.org/special-service-area) for meeting schedule.**

**Applications must be complete at time of submission.**

APPLICANT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

STREET

CITY

STATE

ZIP

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Applicant is (please mark all that apply):

Property Owner \_\_\_\_\_ Development Company \_\_\_\_\_ Business Owner \_\_\_\_\_

Not for Profit Organization \_\_\_\_\_ Individual (Artist or Resident) \_\_\_\_\_

If applicant is not the property owner, please supply property owner information:

OWNER NAME: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

STREET

CITY

STATE

ZIP

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROJECT DESCRIPTION:**

Attach photographs, plans, etc..

List of City Permits obtained/to be obtained:

- 1.
- 2.
- 3.

**STATEMENT OF NEED:**

Please describe why this proposed project and funding is necessary to your business and the community.

Has this property received any rebates through this or any other program before?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe:

**STATEMENT OF UNDERSTANDING:**

The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the West Town SSA29-2014 Façade Rebate Program and the outlined specifications as agreed to by the applicant and the West Town SSA Commission. It is understood by the applicant that three cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation, and that he/she has read the entire Façade Rebate Program Guidelines and Application and agrees to be fully bound by the terms and conditions. APPLICANT RELEASES AND AGREES TO DEFEND AND INDEMNIFY THE WEST TOWN CHICAGO CHAMBER OF COMMERCE (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS), THE WEST TOWN SSA29-2014 COMMISSION, AND THE CITY OF CHICAGO FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKOWN) IN CONNECTION WITH THIS FAÇADE REBATE PROGRAM.

*Applicant certifies that the information provided on this application is true and correct.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Please Print)

*Statement of Ownership*

I, \_\_\_\_\_, certify that I am the owner of the property located at

\_\_\_\_\_  
STREET CITY STATE ZIP

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

*If the applicant is not the Property Owner, the following must also be completed by the Property Owner:*

I, \_\_\_\_\_, authorize the applicant to apply for reimbursement under the West Town SSA29-2014 Façade Rebate Program and undertake the approved improvements.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date



**SUMMARY OF TOTAL PROJECT COSTS ATTACHMENT**

**TOTAL BID COSTS:**

BID #1 (preferred bidder) \_\_\_\_\_ \$ \_\_\_\_\_  
BID #2 \_\_\_\_\_ \$ \_\_\_\_\_  
BID #3 \_\_\_\_\_ \$ \_\_\_\_\_

**MATERIAL & LABOR COSTS:**

Materials/Supplies List (preferred bidder) Price (itemized cost)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**TOTAL PROJECT COST** (preferred bidder) \$ \_\_\_\_\_