

City of East Moline  
SPECIAL SERVICES AREA  
Façade Improvement Program

**FACADE IMPROVEMENT PROGRAM  
GRANT APPLICATION**

**PURPOSE**

As part of the City's overall redevelopment strategy, the Special Services Area (SSA), through their Façade Improvement Program, will provide funds to eligible property owners to enhance commercial buildings and storefronts within the program designated area, approved on a case-by-case basis.

The program is administered by the SSA Committee. The program operates on a reimbursement basis and the applicant is responsible for all payments to professionals, city departments and contractors. The SSA Committee will verify actual costs incurred by applicant prior to reimbursement. The general program, qualifications, guidelines and conditions are described below.

**PROGRAM DETAILS**

A façade improvement is defined as a project that involves one or more exterior walls or space that will improve the aesthetic view of the building.

For the SSA Façade Program, a façade improvement grant request may not exceed 50% of the project costs, or \$5,000, whichever is less.

Applications will be reviewed in the order they are received and funding is available until all program dollars have been committed. Only one grant is allowed per building every five years, unless a change in ownership occurs. Program participants are encouraged to work with a consultant on a conceptual design. The Façade Committee shall retain final approval over any project design and retains the right to waive any and all application requirements.

**ELIGIBILITY**

**Applicants**

1. Applicant must be the property owner of a program-eligible building or tenant with property owner's authorization. All legal property owners must sign the program application, and in the case of a corporation or partnership, a corporate resolution or a power of attorney must be submitted with the application. If leasing a property, the owner of the building must complete Property Owner Consent Form.
2. Façade improvement grants are subject to funding availability. The Façade Committee will evaluate and approve all Façade Improvement applications at its sole discretion.
3. Subject property must be located within the designated program area to be eligible for grant funds.

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**Building**

1. Buildings located in the designated area must be taxable properties of commercial/industrial use (non-residential).
2. New buildings (constructed within the last five years) are not eligible for assistance unless a change of ownership occurs.
3. Work involved with the project cannot start until the applicant has received an Approval Letter from the Façade Committee.
4. All property tax payments must be current in order to qualify for participation in the program.
5. Properties with unresolved code enforcement issues involving the exterior or interior of the building will not be eligible for participation under this program. Code compliance (interior and exterior) is required for all applicants.

**STEP ONE: APPLICATION PROCESS**

All submitted applications will be reviewed by members of the Façade Committee which reserves the right to reject any and all proposed work that does not meet program guidelines or is unsuitable.

**The following information must be provided with the program application:**

1. Detailed description of the work to be completed. The description should include materials, styles and colors.
2. Photos of building to be improved.
3. A sketch or rendering of the proposed finished façade.
4. Copies of all cost estimates involved with the project (Minimum of one estimate). Projects should be reviewed by the Inspections Department to assure issuance of required permits and the use of licensed and bonded contractors where required by law.  
NOTE: If the façade improvement is part of a more extensive interior/exterior remodeling project, *only façade improvement costs need be itemized.*
5. Schedule of work to be completed.  
NOTE: For those projects that may involve further renovations, we encourage submittal of your long-term plans.
6. Proof of property ownership and taxes paid and current.

Following an internal review of the Façade Application, an Approval letter will be sent from the Façade Committee to confirm the financial commitment to the project.

**PLEASE NOTE**

**In order to qualify for reimbursement, work on the project cannot begin until an “Approval Letter” has been provided by the SSA Façade Committee!**

All projects are given **90 days** to complete the work. If a project is going to take longer than 90 days, it is the applicant’s responsibility to contact the SSA Façade Committee to ask for an extension beyond the 90-day time period. If an applicant does not ask for an extension before the 90-day time period ends, the funds may not be issued.

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## STEP TWO: ELIGIBLE USES OF FUNDS

Funds may be used **only** for exterior repairs or improvements. Fronts, sides and rears of buildings may be eligible but priority is given to fronts or other portions of buildings that are directly exposed to the public. Single family residences are not eligible.

The Committee reserves the right to require certain minimum improvements as part of the program in order to meet the objectives of the Committee. For example, façade repainting may be required as a minimum improvement.

Maintenance type improvements such as roofing, window replacement, door replacement, general structural upgrade work, etc. are not eligible unless considered by the Façade Committee to be an integral part of a larger façade improvement. The Façade Committee will review each project on a case by case basis.

The Committee and other appropriate City departments (as required) must approve all improvements. Improvements must comply with all City building codes, architectural standards, and sign standards.

**Applicant is NOT to begin any improvements to the property before the application is approved.** Construction, renovation or painting costs incurred prior to the approval of the application will not be eligible for reimbursement.

In cases where property owners hire a contractor to complete the work, the contractor must be licensed and registered to work within the City of East Moline. Applicants should familiarize themselves with the Enterprise Zone and its benefits including sales tax exemptions and permit fee waivers.

**As part of the overall project, allowable costs may include, but are not limited to:**

1. Window/door repair or appropriate replacement work
2. Storefront rehabilitation, including removal of non-original façade covering
3. Cleaning or painting of exterior surfaces (sandblasting or abrasive cleaning methods are strongly discouraged and in some cases, may be prohibited)
4. Repair or restoration of architectural detailing
5. New Awnings, Signs (including onsite electrical to support the signage), Marquees, and replacement cornices
6. Labor and materials required to rehabilitate the façade(s)
7. Roof work in conjunction with façade improvements
8. Exterior Lighting and display window lighting
9. Pavement between door and sidewalk
10. Structural work related to exterior facades
11. Architectural and design fees. SSA limited to 50% of design cost. If project does not materialize, there will be no reimbursement. (Property owner then responsible for architectural and design fees)
12. Other façade improvements approved by the Façade Committee.

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### **STEP THREE: REQUEST FOR FUNDS**

All eligible work must be completed according to information submitted in the original application which was approved by the SSA Façade Committee. Vendor invoices must be returned with the grant form along with verification of payment from the applicant, including lien waivers.

Any deviation from the original application must be submitted to the Façade Committee if the amount of the grant requested will increase.

Following an inspection by the City/Façade Committee that ensures the façade improvement work has been completed satisfactorily, a check will be issued to the approved applicant.

**Disbursement of grant funds will be disbursed after the following has been completed:**

1. Inspection and approval of completed improvements as needed.
2. Review of all paid invoices and receipts for improvements including copies of cancelled checks.
3. Receipt of "After" pictures of the project.

If the disbursement criteria are not met or additional issues exist, no reimbursement will be made until the remaining issues are resolved.

Excluding special circumstances, the building cannot be sold within 24 months of receiving grant funds or a lien shall be placed on the property to recover the disbursed grant funds.

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## FAÇADE GRANT APPLICATION

Fill out completely and bring or send application and all required attachments to:  
City of East Moline, City Hall Annex, 912 16<sup>th</sup> Avenue, East Moline, IL 61244

Applicant Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**ESTIMATED GRANT AMOUNT REQUESTED:**

**Owner Type:**                     Individual             Sole Proprietorship             Partnership             Corporation

**Resident Of:**                     East Moline                     QC Area                     Other

**Are you:**                     Property Owner                     Tenant                     Under Contract

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

Parcel Number \_\_\_\_\_ Approximate Age of Building \_\_\_\_\_

**Property Owner Authorization: (needed if applicant is not the property owner) – Fill out attachment A**

Current Property Use: \_\_\_\_\_

Does the Property have any unresolved code violations, if yes, please explain:                     Yes                     No

Project Description: \_\_\_\_\_

Estimated start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

Will the Property Use Change, if yes, please describe: \_\_\_\_\_

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Please fill out the following items you plan to improve on your property.

✓	Type of Improvement	Estimated Cost
	Architectural Services and other design work	
	Add or replace signage or decorative lighting	
	Add or replace windows (s) or door(s)	
	Paint existing surfaces	
	Add or replace awning(s) or overhang (s)	
	Add or replace landscaping	
	Add or replace stucco or color-coated existing stucco	
	Add or replace brick or stone	
	Other (describe below)	
<b>Total Estimated Cost of Project</b>		

Describe other improvements (including interior) not listed above, including cost(s) and date (s) completed:

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Have you applied for grant funds before?  Yes  No (If yes list address(es) and year(s) of previous applications)

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**I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS COMPLETE, ACCURATE, AND TRUE.**

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_



**CHECKLIST** - You must have the following items attached to your application or it will be considered incomplete and your application will be placed on hold until they are complete.

Are plans included with the application?
Are materials and colors included in work plans?
Are color photos of the property and adjacent properties included in the application?
Is a minimum of one work estimate included in the application?
Are property tax payments current on the property (attach verification)?
Authorization from property owner, if applicant is not property owner.

**STAFF USE ONLY**

Date Application \_\_\_\_\_ Received By: \_\_\_\_\_

Building Location \_\_\_\_\_  High  Medium  Low

\_\_\_\_\_ Bldg Location \_\_\_\_\_ Thematic Compliance \_\_\_\_\_ Job Creation

\_\_\_\_\_ Business \_\_\_\_\_ Property Value Increase \_\_\_\_\_ Customer Creation

\_\_\_\_\_ Date Application \_\_\_\_\_ Approved By: \_\_\_\_\_

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CITY OF EAST MOLINE  
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**ATTACHMENT A: PROPERTY OWNER AUTHORIZATION**

I, \_\_\_\_\_ understand that  
\_\_\_\_\_, a leaseholder of  
my property located at \_\_\_\_\_ is considering  
rehabilitation improvements as part of the SSA Façade Improvement Program.

I have received and reviewed the Façade Improvement Program Guidelines and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements.

I understand and agree that the SSA assumes no responsibility or liability to me or any other party for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the City or any of its officers, representatives, Façade Committee Members, agents or agencies regarding any matters relevant to participants' obligations under this program.

I assure the SSA that the leaseholder may continue to rent and occupy my property for at least six (6) months after the date of application for this program, or through project completion, whichever is greater.

I authorize the leaseholder to make the proposed improvements under the SSA's program. I understand that the proposed improvements may increase the value of my building and may result in an increase of my annual property taxes.

**ACKNOWLEDGEMENT**

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvement project.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date