

Spring Valley Business Revitalization TIF Grant Program
Application Form (Revised 10-29-24)

***\$100 Non-Refundable Application Fee is Required when the Application is filed.**

Applicant Name(s): _____ **Email:** _____

Business Name: _____

Business Address: _____

County Tax I.D. (Parcel) Number: _____

Owner's Name (Printed): _____

Owner's Address: _____

Business Phone: _____ **Cell Phone:** _____

***Building Owner's Name (if different than above):** _____

Building Owner's Address: _____

Business Phone: _____ **Cell Phone:** _____

*Signature of approval needed from building owner, if different from business owner/applicant, for application to be reviewed by the City.

Property Location: _____ **TIF District** _____ **Outside TIF District** (*See Map, check one*)

Location of Frontage: _____ **Front** _____ **Side** (*check one*)

*Projects must abide by the Illinois Prevailing Wage Act (PWA) to the extent such is applicable. The Applicant shall indemnify the City from any and all claims related to the PWA or any other action arising from this Program.

Grant Funds Requested: \$ _____
(75% of total *qualified* project costs, not to exceed \$7,500.)

Please attach the following:

1. Written description of the planned exterior improvements, including a description of the colors, materials, finishes and decorations to be used.
2. Detailed drawings of the proposed improvements, including signage (prospective pictures or renderings may be submitted, but not in lieu of a drawing of the actual intended appearance of the building.)
3. Construction/reconstruction time schedule, noting start and completion dates.
4. Itemized cost estimate for the proposed project, including estimates for the cost of materials.
5. At least one contractor proposal or estimate – two proposals are preferred (if the labor is to be performed by the applicant/business owner, the is should be stated in the application). The City reserves the right to request an applicant to submit additional proposals.
6. Proof of property ownership or, if an applicant is a tenant, written permission for the improvements to be made from the verified property owner.

NOTE: Labor performed by the applicant/business owner is not eligible for reimbursement from grant funds; the cost of materials is a reimbursable expense.

- ✓ Applications will be reviewed by the City Building Inspector (and, if appropriate, the City Engineer) to confirm the application is complete and to make a written recommendation to the City Council that the proposed project is feasible, complies with applicable City codes and ordinances, and meets the requirements of the grant program.
- ✓ If requested by the City Council, an applicant shall appear at a City Council meeting or at a Finance Committee meeting to answer questions Council members may have about an application.

GRANT APPLICATIONS MUST BE APPROVED BY THE CITY COUNCIL BEFORE WORK STARTS ON THE PROJECT. ANY WORK STARTED BEFORE THE CITY COUNCIL APPROVES THE GRANT APPLICATION SHALL BE INELIGIBLE FOR ANY GRANT FUNDS.

I/we hereby certify that the information contained in the application and in all accompanying documentation is true to the best of my/our knowledge and is submitted for the purpose of obtaining Revitalization Grant funds.

I/we further certify that I/we have read and understand the program guidelines. I/we certify that if I/we receive a grant, I/we will use the grant funds for the purposes set forth in this application and in accordance with the program guidelines.

The City of Spring Valley has my/our permission to use the information contained in this application as needed to evaluate the application and make all inquiries needed to verify the accuracy of the statements made herein.

Applicant(s):	Building Owner (if different from applicant):
Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____

Attachments:

- _____ Written description of the planned exterior improvements
- _____ Detailed drawings of the proposed improvements, including signage
- _____ Construction/reconstruction time schedule, including start and completion dates
- _____ Itemized cost estimates for the proposed project, including estimates for cost of materials
- _____ At least one contractor proposal or estimate – two proposals are preferred (if labor is to be performed by the applicant/business owner, this should be stated on the application)
- _____ Proof of property ownership, or if applicant is a tenant, written permission for the improvements to be made from the verified property owner

SPRING VALLEY BUSINESS REVITALIZATION GRANT PROGRAM GUIDELINES

The primary goals of the Spring Valley Revitalization Grant Program are to improve the appearance of businesses located in the City; promote the restoration of historic business structures; encourage economic investment; and create safe, attractive, and well-maintained business districts that promote a thriving entrepreneurial climate within the City.

Revitalization Grants are to be used to improve the exterior of the fronts and sides of commercial buildings clearly visible from a public street. Projects must adhere to the City's Land Development Code, zoning regulations and map, and all applicable City building codes and ordinances.

This grant program has been created through use of TIF and City funds and is administered by the Spring Valley City Council. When there is competition for funding that makes it impossible to approve all eligible projects, priority consideration will be given to (1) occupied buildings; (2) projects seeking to preserve or restore the historic appearance of a building's façade which will be compatible with the façades of adjacent buildings; (3) projects requiring immediate renovation to stop serious deterioration of the façade; (4) projects which will result in significant new investment in the City and creation of new jobs; and (5) projects where there is collaboration among multiple property owners in the same block. Acceptable improvement projects include, but are not limited to, the following:

- Awnings
- Exterior Structural
(Masonry cleaning, tuck pointing, et cet.)
- Lighting
- Exterior Doors
- Exterior Painting
- Signage
- Windows
- Decorative molding, trim, et cet.
- Landscaping

Improvement projects for roofs, building interiors, below-grade improvements, and sidewalk repairs/replacement are not eligible for a Revitalization Grant.

FUNDING AMOUNTS

1. Revitalization Grants are available for up to \$7,500.
2. Grant funds may not exceed 75% of the total cost of an approved improvement project.
3. Grants will be awarded based on available annual funding and applications received.

REQUIREMENTS

1. Revitalization Grant application forms may be obtained at the City Clerk's office at City Hall. Applications will be accepted between May 1st and June 1st of each year with grant awards announced in July. Additional grant applications may be submitted after June 1st and grant awards for applications submitted after June 1st will depend upon the availability of grant funds.
2. Applicants can apply for only one Revitalization Grant for a single building between May 1st and April 30th of each fiscal year.
 - a. Businesses may apply for additional Revitalization Grants in subsequent fiscal years; provided, however, that the applicant must demonstrate that a subsequent Revitalization Grant application is not an attempt to divide a single improvement project so as to increase the amount of the grant funds awarded to the applicant.
 - b. If an applicant owns more than one building, an applicant can apply for a Revitalization Grant for each separate building owned by the applicant. Revitalization Grants are limited to one (1) project per fiscal year (May 1st to April 30th) per building.

3. To qualify for grant funds, the subject property must be zoned commercial (“B”), industrial (“M”), or be a commercial entity with approved Special-Use zoning, or a commercial or industrial nonconforming use as defined by Section 14-12-4 of the City Code.
4. Applications shall be filed with the City Clerk and must include the following:
 - a. a written description of the planned exterior improvements, including a description of the colors, materials, finishes, and decorations to be used;
 - b. detailed drawings of the proposed improvements, including signage (prospective pictures or renderings may be submitted, but not in lieu of a drawing of the actual intended appearance of the building);
 - c. the construction/reconstruction time schedule, noting start and completion dates;
 - d. an itemized cost estimate for the proposed project;
 - e. at least one contractor proposal or estimate – two proposals are preferred, and the city reserves the right to request an applicant to submit additional proposals;
 - f. proof of property ownership or, if an applicant is tenant, written permission for the improvements to be made from the verified property owner;

Applicants shall pay a non-refundable one hundred (\$100.00) dollar application fee due when the application is filed.

Applicants who are delinquent in the payment of property or other city taxes, fees, fines, or utility bills, or who have outstanding city code violations, are not eligible for a grant.

Applications will be reviewed by the City Building Inspector (and, if appropriate the City Engineer) to confirm the application is complete and to make a written recommendation to the City Council that the proposed project is feasible, complies with applicable City codes and ordinances, and meets the requirements of the grant program. If the City Building Inspector (and/or City Engineer) will not recommend a proposed project to the City Council, the applicant will be so notified and provided an opportunity to revise or withdraw the application.

If requested by the City Council, an applicant shall appear at a City Council meeting or at a Finance Committee meeting to answer questions Council members may have about an application.

5. Grant applications must be approved by the City Council before work starts on the project. Any work started before the City Council approves the grant application shall be ineligible for any grant funds.
6. Approved projects must begin within ninety (90) days after approval by the City Council and must be completed within six (6) months after approval by the City Council. If the approved project cannot be completed within this timeframe, the applicant must submit a written request and obtain approval from the City Council to extend the time for completing the approved project. Extension periods will not exceed three (3) months.
7. In order to receive payment of the grant award, the applicant must comply with the following requirements:
 - a. Before starting work on an approved project, the applicant must provide three (3) business days’ notice to the City’s Building Inspector from the day when work on the approved project will begin.
 - b. The applicant shall provide written notice to the City’s Building Inspector when the project is completed (the “Completion Notice”) so the work can be inspected by the City’s Building Inspector and/or the City Engineer. The Building Inspector and/or City Engineer shall file a written inspection report with the City Clerk’s office advising as to the completion of the project work and that the work complies with all applicable building codes and ordinances. A copy of the report shall also be delivered to the applicant.

- (1) If the report concludes the work is incomplete or not in compliance with applicable codes and ordinances, the report shall state a punch list of items to be completed before the release of grant funds to the applicant will be approved. The applicant shall complete the items on the punch list and submit a supplemental Completion Notice to the City's Building Inspector so another inspection can be performed.
 - (2) In the event of a dispute between the applicant and either the Building Inspector or the City Engineer regarding whether the project has been completed in compliance with all applicable City codes and ordinances, a final decision on the dispute shall be made by the City Council.
- c. With the Completion Notice the applicant must submit the following items:
- (1) photographs showing the improvements made to the building;
 - (2) proof of payment for material and labor for the entire project (not just the approved grant amount) – acceptable proof includes copies of invoices marked as paid in full, cancelled checks, lien waivers, or other proof of payment showing that the cost of the entire project has been paid to the contractor(s) performing the work or suppliers providing materials for the project.
8. The City Council will only approve disbursement of a grant award upon receipt of a Completion Notice (including required proof of payment as noted above) and a written recommendation from the Building Inspector and/or City Engineer that the project is complete and payment of the grant award is appropriate.
9. Prevailing Wage Act Compliance:
- a. Projects Located In a TIF District. Under the Illinois Department of Labor's current interpretation of the Illinois Prevailing Wage Act, projects located within a TIF District receiving Revitalization Grants funded with TIF funds are not subject to the requirements of the Illinois Prevailing Wage Act. If the Illinois Department of Labor's interpretation changes, applicants shall comply the Illinois Prevailing Wage Act and applicable rules and regulations.
 - b. Projects Located Outside of a TIF District. Under the Illinois Department of Labor's current interpretation of the Illinois Prevailing Wage Act, projects located outside of a TIF District receiving a Revitalization Grant funded with general funds of the City are subject to the Illinois Prevailing Wage Act and the grant recipient must prove the contractor(s) performing work on the project was/were paid prevailing wages before grant funds will be disbursed.
 - c. Applicants shall indemnify and hold harmless the City, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, consultants and attorneys (collectively, the "Indemnified Parties"), from any and all claims that may be asserted against the Indemnified Parties or one or more of them, in connection with the applicability, determination, and/or payments made under the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.), the Illinois Procurement Code, and/or any similar State or Federal law or regulation. This obligation to indemnify and hold harmless obligates an applicant to defend any such claim and/or action, pay any liabilities and/or penalties imposed, and pay all defense costs of City, including but not limited to the reasonable attorney fees.

FOR CITY USE ONLY:

Date Received: _____ **Application Fee Paid:** Yes/No

Received by: _____

All applications for the Spring Valley Business Revitalization Grant Program funds will be reviewed by the City Council for approval within 60 days of submission by the applicant. Actual funds will be awarded upon verification of project completion following the guidelines of the grant program, final inspection by the City's Building Inspector or City Engineer, and approval of the Spring Valley City Council.

Date completed application submitted to City: _____

Project approved by City Council:

- Yes – Date: _____
- No – Date & Reason: _____

The completed project has been inspected and meets all current codes and ordinances required by the City of Spring Valley.

Building Inspector or City Engineer Date

Photographs of improvements and copies of paid bills for materials and labor have been attached and reviewed for verification.

Payment approved by City Council on: _____
(Date)

Grant funds awarded: \$ _____

Date payment issued: _____

City Clerk

SPRING VALLEY BUSINESS REVITALIZATION TIF GRANT PROGRAM
Spring Valley TIF District I

City of Spring Valley, Illinois, 215 N Greenwood St, Spring Valley, IL 61362 / Telephone: (815) 664-4221

- APPROVAL FORM FOR CITY USE ONLY -

Applicant Name: _____

Subject Property Tax ID (PIN): _____ (only one per application)

Subject Property Site Address: _____

Date application received by the City of Spring Valley: ____ / ____ / ____ by _____

Planned Improvements Verified as TIF Eligible Project Cost: Yes No (reason: _____)

Approved by City Building Inspector or Engineer: Yes, date: ____ / ____ / ____

No (reason: _____)

Maximum Grant Funds Recommended for Approval by City Council: \$ _____.
 (Not to exceed 75% of verified costs or \$7,500, whichever is less.)

BE IT ORDAINED BY THE CITY OF SPRING VALLEY, BUREAU COUNTY, ILLINOIS THAT:

1. The Application referenced above for the *Spring Valley Business Revitalization TIF Grant Program* is hereby approved and shall be effective from and after its passage and approval as herein required by law.
2. The Mayor is hereby authorized and directed to accept and execute said Application on behalf of the City and the City Clerk of the City of Spring Valley is hereby authorized and directed to attest such execution.
3. The amount payable hereto in consideration of the Applicant complying with the terms of said Application shall not exceed the terms and amounts stipulated in the Application.

PASSED, APPROVED AND ADOPTED by the Corporate Authorities of the City of Spring Valley, Bureau County, Illinois, on the ____ day of _____, 20____, and deposited and filed in the Office of the City Clerk of said City on that date.

MAYOR AND ALDERMEN	AYE VOTE	NAY VOTE	ABSTAIN / ABSENT
TOTAL VOTES:			

APPROVED: _____ Date ____ / ____ / ____
 Mayor, City of Spring Valley

ATTEST: _____ Date: ____ / ____ / ____
 City Clerk, City of Spring Valley

Completion of Project verified on ____ / ____ / ____ . Total Project Costs: \$ _____ Final Grant Amount: \$ _____
 Verification of TIF Eligible Project Costs incurred by the Applicant were approved by TIF Administrator on ____ / ____ / ____ .
 Grant payment issued to applicant on ____ / ____ / ____ by City Check No. _____.