

VILLAGE OF MAPLE PARK

ORDINANCE NO. 2021-03

**APPROVING AND ADOPTING THE
MAPLE PARK TIF DISTRICT GENERAL IMPROVEMENTS
ASSISTANCE GRANT PROGRAM**

**ADOPTED BY
THE BOARD OF TRUSTEES
OF THE
VILLAGE OF MAPLE PARK,
DEKALB AND KANE COUNTIES, ILLINOIS**

ORDINANCE NO. 2021-03

APPROVING AND ADOPTING THE MAPLE PARK TIF DISTRICT GENERAL IMPROVEMENTS ASSISTANCE GRANT PROGRAM

WHEREAS, the statutes of the State of Illinois by the “Tax Increment Allocation Redevelopment Act,” 65 ILCS 5/11-74.4-1 *et seq.*, as amended, hereinafter referred to as the “TIF Act,” provides that municipalities may create within their corporate boundaries Tax Increment Financing (“TIF”) District Redevelopment Project Areas, Plans and Projects and to amend them from time to time; and

WHEREAS, on January 3, 2012, the Village of Maple Park, DeKalb and Kane Counties, Illinois (“Village”) by its duly elected President and Board of Trustees heretofore adopted a Redevelopment Plan and Projects; designated a Redevelopment Project Area; and adopted Tax Increment Financing pursuant to the TIF Act for the Maple Park Tax Increment Financing District (“TIF District”); and

WHEREAS, pursuant to Illinois Statute 65 ILCS 5/8-1-2.5 the Village has the authority to appropriate and expend funds for economic development purposes; and

WHEREAS, in furtherance of the goals and objectives of the Maple Park TIF District Redevelopment Plan and Projects, on August 4, 2020, the Village approved by Resolution a “*Tax Increment Finance (TIF) District Policy*” and on November 3, 2020, the Village approved by Resolution a “*Revised Tax Increment Finance (TIF) District Policy*” to assist in the implementation of the TIF Plan to promote improvements to property located within the Maple Park TIF District; and

WHEREAS, in furtherance of the goals and objectives of the Maple Park TIF District Redevelopment Plan and Projects, the Village now desires to approve a grant program called the “*Maple Park TIF District General Improvements Assistance Grant Program*” (the “Program” and hereto attached as *Exhibit 1*) to promote improvements to help property owners and/or tenants to visibly enhance, preserve and rehabilitate commercial properties within the TIF District; and

WHEREAS, the Village proposes to annually allocate an amount not to exceed **Fifteen Thousand Dollars (\$15,000.00)** in total from the Maple Park TIF District Special Tax Allocation Fund for the purpose of providing grants to property owners and/or business owners undertaking TIF eligible redevelopment projects as allowed under the Program; and

WHEREAS, the Village’s Committee of the Whole shall review applications and make recommendations for approval or disapproval to the Village Board for funds to be awarded by the Village pursuant to the terms of the Program. The Village Board will then make a final determination of application approval or disapproval; and

WHEREAS, said grants provided under the Program shall be issued and/or expended for verified TIF eligible project costs on or before April 30th of each fiscal year; and

WHEREAS, the Village Board has determined that the “*Maple Park TIF District General Improvements Assistance Grant Program*” will eliminate blight as set forth in this Program and is in the best interests of the citizens of the Village of Maple Park.

NOW, THEREFORE, BE IT ORDAINED BY THE CORPORATE AUTHORITIES OF THE VILLAGE OF MAPLE PARK, ILLINOIS, THAT:

1. The “*Maple Park TIF District General Improvements Assistance Grant Program*” attached hereto as ***Exhibit 1*** is hereby approved and shall continue until the expiration of the TIF District or until such time funding is no longer available, whichever occurs first.
2. The Village of Maple Park is hereby authorized and directed during Fiscal Year 2021 and each following fiscal year, if it so chooses, for the remaining life of the TIF District to set aside and allocate a sum of up to **Fifteen Thousand Dollars (\$15,000)** from the TIF District Special Tax Allocation Fund for the purpose of financing grants awarded to Program applicants.
3. The Village’s Committee of the Whole shall review applications and recommend approval or disapproval of such applications to the Village Board for funds to be awarded by the Village pursuant to the terms of the Program. The Village Board shall then make the final determination for application approval or disapproval.
4. The “*Maple Park TIF District General Improvements Assistance Grant Program*” description, requirements, target area and program application and form as included in ***Exhibit 1*** are hereby approved and the Village of Maple Park Board of Trustees (with oversight by the Village’s Special Counsel to the TIF District) is hereby authorized and directed to approve and execute on behalf of the Village said Program Applications and Grants relating to the “*Maple Park TIF District General Improvements Assistance Grant Program*”, provided such financial assistance is compliant with the statutory requirements of the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4 *et. seq.*).
5. All grants provided under the “*Maple Park TIF District General Improvements Assistance Grant Program*” for Fiscal Year 2021 must be issued and/or expended for verified eligible project costs on or before **April 30, 2021** and April 30th of each subsequent fiscal year.
6. All ordinances and parts of ordinances in conflict herewith are hereby repealed.
7. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED, APPROVED AND ADOPTED by the Corporate Authorities of the Village of Maple Park, Illinois, on the 2nd day of March, 2021, and filed in the Office of the Village Clerk of said Village on that date.

AYES: Dalton, Fahnestock, Harris, Higgins, Rebone, Ward

NAYS: _____

ABSENT: _____

APPROVED:

Kathleen Curtis
Kathleen Curtis
Village President

Date: 3/10/21

ATTEST:

Theresa D'Amato
Theresa D'Amato
Village Clerk

Date: 3/10/21



ATTACHMENT:

EXHIBIT 1. *MAPLE PARK TIF DISTRICT GENERAL IMPROVEMENTS ASSISTANCE GRANT PROGRAM*

EXHIBIT 1



Village of Maple Park

TIF District General Improvements Assistance Grant Program

Maple Park Tax Increment Financing (TIF) District

In 2012, the Village of Maple Park established its first Tax Increment Financing (TIF) District an effort to stimulate new private investment, encourage economic development and improve public infrastructure. As a result, the Village now offers various ways of helping property owners and/or tenants located within the Maple Park TIF District area to reduce the costs of residential, commercial and industrial redevelopment projects. The *Maple Park General Improvements Assistance Grant Program* is one method of helping existing businesses.

Maple Park General Improvements Assistance Grant Program

PURPOSE:

The primary goal of the Village of Maple Park's *General Improvements Assistance Grant Program* is to visibly enhance, preserve and rehabilitate the commercial properties within Maple Park's Tax Increment Financing (TIF) District, an area which encompasses the historic downtown business district and includes commercial properties located along County Line Road. TIF District was established in 2012 to stimulate private, economic development and while also improving, updating and maintaining our public infrastructure. The Village utilizes TIF resources to annually fund the *Maple Park General Improvements Assistance Grant Program*, hereinafter "Program", which is outlined in this application.

FUNDING:

This grant covers up to 50% of the TIF Eligible Costs and are awarded on a first come, first served basis. Business and property owners within the Maple Park TIF District may be eligible for a maximum \$5,000.00 reimbursement grant. The Applicant is required to match or exceed any awarded program funding through an investment of their own capital toward the project's total cost.

PROPERTY ELIGIBILITY:

To be eligible for reimbursement of project costs under this Program, the following requirements and conditions shall be met:

- The property must be a commercial establishment that is located within Maple Park's TIF District (see TIF boundary map on Village's website www.VillageofMaplePark.org; and Properties must not be in arrears of property assessments, municipal utilities, or taxes; and
- The total project cost must not exceed \$10,000.00; and
- The Applicant must be either (1) the owner of a building within Maple Park's TIF District, or (2) the owner of a business within Maple Park's TIF District, who has a valid lease of at least a 1-year term and has written permission documentation from the property owner allowing them to make changes to the building; and
- The improvement project must be for one or more of the items listed as eligible for reimbursement below; and

- Repair, renovation, or installation projects started prior to the submission of a grant application are ineligible for reimbursement of project costs under this Program; and
- The Property must not have received a grant under this program within the immediately preceding three (3) years.

ELIGIBLE COSTS FOR REIMBURSEMENT:

Grants are issued in the form of reimbursements for eligible expenses once the work has been completed. This program allows for the reimbursement of the following exterior and interior work:

- Driveway/parking lot paving replacement (excluding new lot driveway patching, Sealcoating) must be replacement or resurfacing the entire lot, if less than 2,000 sq. ft., or a minimum of 2,000 sq. ft. if not entire lot.
- Sidewalk replacement (excluding crack repair, maintenance) connecting to adjacent property sidewalks, commercial properties along Main, County Line Road, and Route 38 must be a minimum of 8 ft. wide and extend to the curb and comply with all other Village requirements.
- HVAC Replacement
- Structural Repairs that have framed property unsafe
- Exterior Windows
- Exterior Doors
- Exterior Siding
- Interior ADA Compliance Upgrades
- Major Interior Remodeling, that includes a removal, additions or moving of walls to make space more usable.
- Interior Electrical Upgrade to Bring to Code
- Interior Installation or Fire Suppressions System

INELIGIBLE REIMBURSEMENT COSTS:

- Maintenance
- Painting
- Signage

PROGRAM REVIEW AND APPROVAL PROCESS:

All Applicants are on a first come, first serve basis. Applications are limited to one (1) grant per parcel, per fiscal year (Village of Maple Park's fiscal year is May 1st - April 30th.) The Village has established an initial annual program allocation of \$15,000.00 per fiscal year so Applicants are encouraged to file by December 31 and if approved, execute the improvements as soon as possible. The Village encourages you to employ or purchase services, products and materials available within the Village whenever possible. The Program process is as follows:

1. Application submitted along with required supportive documentation and photographs.
2. Attend Committee of the Whole Meeting, under Finance Items to discuss/answer questions about your application and subject property.
3. At the same meeting, the Committee of the Whole will review your application and either a) ask for clarification and re-submittal, or b) make a decision as to whether to grant or deny "preliminary approval" and recommend to the Village Board that the application is eligible to proceed.
4. Notice to Proceed letter from the Village Clerk. (*Steps 3 & 4 confirm your application's place in line for funding as long as the following steps are completed.*)

5. Applicant will execute improvements within 5-months and be completed within 11-months of Village's notice to proceed. Extension requests must be made in writing. However, the Applicant may risk a depletion of funds within the fiscal year. The Village may modify this timeline on a case-by-case basis based on the project's specific factors.
6. After project is completed, submit "close-out" items to Village Clerk and Committee of the Whole for review and final approval and the next scheduled Committee of the Whole Meeting.
7. "Close-out" items include:
 - Letter stating that the project is now complete and the applicant is seeking reimbursement for a specific dollar amount
 - Written documentation that all inspections have been passed – List the following:
 - Date of Inspection
 - Type of Inspection
 - If the inspection passed or failed (will be validated by the Village)
 - Invoices for purchases of goods/services for project costs – Invoices should be itemized
 - Invoice payment documentation – List the following:
 - Date of Transaction
 - Check # or credit card payment information
 - Bank or credit card statements that confirm payment
 - "After" photos of the completed work – Digital and hard copy should be provided with packet.
8. Applicant is responsible for compliance with the Prevailing Wage Act, if applicable, and holds the Village harmless for the same.
9. Upon recommendation from the Committee of the Whole, the Village Board shall approve the final disbursement of grant reimbursement funds at the following, monthly Village Board Meeting.
10. If the Applicant has not met one or any of these requirements, the Committee of the Whole will re-evaluate the status of the project and may unilaterally rescind or modify the amount of the grant.

For more information and applications relating to the *Maple Park General Improvements Assistance Grant Program* please contact:

Maple Park Village Hall, 302 Willow Street, PO Box 220, Maple Park, IL 60151-0220; Phone (815) 827-3309



Village of Maple Park

TIF District General Improvements Assistance Grant Program Application

Business owners within the Maple Park TIF District may be eligible for a *Maple Park TIF District General Improvements Assistance Grant* to improve deteriorated structures within the Maple Park TIF District Redevelopment Area. General Improvements Grants for 50% of eligible costs up to \$5,000.00 are awarded on a first come, first served basis and are limited to one grant per property within the immediately preceding three (3) years. The *Maple Park TIF District General Improvements Assistance Grant* program is funded annually by the Village of Maple Park and the Village encourages you to buy within the Village whenever possible.

Name of Business Owner(s): _____ Address: _____
Name of Property Owner(s): _____ Address: _____
Applicant/Contact Person: _____ Address: _____
Applicant Daytime Telephone: _____ E-mail: _____

Property Owner Contact Information, if different from Applicant:

Property Owner Telephone: _____ E-mail: _____

Project Description: _____

Project Street Address: _____ Within TIF District? ☐ YES ☐ NO

Property Tax PIN #: _____ Tax Bill Attached? ☐ YES ☐ NO

Required Items to Include with Your Initial Application:

- / Copy of the most recent, paid property tax bill with PIN Number.
- / "Before" photos* of the proposed area(s) of improvement; exterior wall(s), roofs, doorways, etc.
- / On a separate sheet of 8.5" x 11" paper, provide a simple, hand drawn diagram of the building's footprint dimensions. Below each footprint dimension, indicate that respective wall's height (to the best of your ability). Include your name and address on this diagram.
- / Attend TIF Committee Meeting when your project application is an agenda item.

Required Close-Out Items for Final Reimbursement (see General Improvement Assistance Grant Program for full list):

- / All invoices and receipts supporting project costs and accounting records validating payment.
- / "After" photos* of the completed work.
- / If requested, attend TIF Committee Meeting to review and approve project (close-out).

*All photo submissions can be: hard copy prints on regular 8.5 x 11 paper or photographs (3.5x5 or 4x6) The Village reserves the right to request digital files of photographs as well as field verify all submitted dimensions. **Net Grant Amount:**

Grant Amount not to exceed \$5,000.00		\$	_____
Less Application Fee		-	5.00
Less Project Inspection Fee			_____
Plus Project Inspection Fee Waiver		+	_____
Net Grant Amount		\$	_____

NOTE: Applicant must provide itemized copy of receipts and a copy of most recently paid property tax bill prior to receiving *Maple Park TIF District General Improvement Assistance Grant Funds*. Village will measure the project and require before-and-after photos of the project prior to disbursement of funds.

Business Owner's Signature

Village of Maple Park

Property Owner's Signature if not the same as above

ELIGIBLE ITEMS INCLUDE:

Exterior:

- Driveway/parking lot paving replacement (excluding new lot/driveway patching, Sealcoating) must be replacement or resurfacing the entire lot, if less than 2,000 sq. ft., or a minimum of 2,000 sq. ft. if not entire lot.
- Sidewalk replacement (excluding crack repair, maintenance) connecting to adjacent property sidewalks, commercial properties along Main, County Line Road, and Route 38 must be a minimum of 8 ft. wide and extend to the curb and comply with all other Village requirements.
- HVAC Replacement.
- Structural Repairs that have framed property unsafe.
- Exterior Windows.
- Exterior Doors.
- Exterior Siding (not on the front facade)

Interior:

- ADA Compliance Upgrades.
- Major Interior Remodeling, that includes a removal, additions or moving of walls to make space more usable.
- Electrical Upgrade to Bring to Code.
- Installation of Fire Suppression System.

NON-ELIGIBLE ITEMS:

- Maintenance
- Painting
- Signage

For Village Office Use Only

APPLICATION NO. _____

Date Application Received: ____/____/20____

Signature: _____

Committee of the Whole Recommendation: ☐ YES ☐ NO on ____/____/20____

If Application is not recommended, a written explanation is attached and will be provided to the Applicant. The Applicant may revise and resubmit the Application one (1) time for a second review within ten (10) days, or by ____/____/20____

Completion of the Project inspected and verified on: ____/____/20____

Signature: _____

PROJECT ACCEPTANCE

Pursuant to Ordinance No. 2021-03, the Village of Maple Park, DeKalb and Kane Counties, Illinois, accepts the attached *Maple Park TIF District General Improvements Assistance Grant Program Application* and agrees to pay to the Applicant, _____ Dollars and No Cents (\$_____) upon verified completion of the project from the Maple Park TIF District Special Tax Allocation Fund for TIF Eligible Project Costs incurred as a result of the Project.

The terms and conditions for the Grant shall be as follows:

1. The full Grant amount of \$_____ shall be paid to Applicant/Borrower upon verification of program eligible costs and following approval by the Village's Special TIF Counsel.

Grant Approved by Village Board of Trustees: ☐ Yes or ☐ No on ____/____/20____

APPROVED: _____

ATTEST: _____

Village President - Date: ____/____/20____

Village Clerk - Date: ____/____/20____

Check issued to applicant on ____/____/20____ Check # _____

Signature: _____

☐ File Copy of Application sent to: Jacob & Klein, Ltd. and The Economic Development Group, Ltd., 1701 Clearwater Avenue, Bloomington, IL 61704