



# VILLAGE OF MAPLE PARK

TAX INCREMENT FINANCE (TIF) DISTRICT

GENERAL IMPROVEMENTS ASSISTANCE GRANT PROGRAM

Approved November 3, 2020



# Village of Maple Park

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## 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](http://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 1<sup>st</sup> - April 30<sup>th</sup>.) 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 time-line 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. 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.
9. 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**



## 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:*

<b>Grant Amount not to exceed \$5,000.00</b> .....	\$	_____
Less Application Fee .....	-	5.00
Less Project Inspection Fee .....		_____
Plus Project Inspection Fee Waiver .....	+	_____
<b>Net Grant Amount</b> .....	\$	=====

**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 Rt 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.
- Electrical Upgrade to Bring to Code.
- Installation or Fire Suppression System.

**NON-ELIGIBLE ITEMS:**

- Maintenance
- Painting
- Signage