



2018-2019 Façade Improvement Grant Program Application Packet

**Due by 5pm on February 1, 2019
to the City of Freeport Community and Economic Development Department
314 W. Stephenson Street Freeport, Illinois**

Department of Community and Economic Development
(815) 235-8221
(815) 599-5819 fax

TABLE OF CONTENTS

Guidelines and Procedures	1
Application Form	6
Appendix A: Freeport Downtown Historic District Map	8
Appendix B: Secretary of the Interior Standards for Rehabilitation	9
Appendix C: City of Freeport Design Guidelines	10
Appendix D: Project Completion Report/Request for Reimbursement	11
Appendix E: Certified Payroll Form	13
Appendix F: Application Checklist	15
Appendix G: Final Inspection Certificate	16
Appendix H: Reimbursement Request Checklist	17

City of Freeport
2018-2019 FAÇADE IMPROVEMENT PROGRAM
Guidelines and Procedures

This program is designed to provide owners of properties financial incentives to preserve, restore, and rehabilitate the exterior features of buildings located within the Downtown Tax Increment Redevelopment (TIF) Area. The grants are provided in recognition of the positive impact that individual façade rehabilitations can have on the overall appearance and quality of storefronts. A façade is the front or main face of a building that is visible from a public street.

Description:

The City has a proposed budget of \$20,000 for 2018-2019. The Paint the Port event may generate \$10,000 in net proceeds that will be included in this year's Façade Improvement Grant Program. The total anticipated funds for 2018-2019 will be \$30,000. Funds not expended within the given year may be carried over and available in future years. By signing this application, you are agreeing to allow permanent, commemorative signage to be placed on your building, most likely in the format of a plaque, in the event your application is approved.

The Façade Improvement Program is intended to assist with the costs of enhancing the outward appearance of downtown buildings. Under the program, property owners within the Downtown TIF area (as set forth in the Target Area section below) are eligible to apply for a primary façade grant. For purposes of this grant a primary façade is defined as one facing the street.

The City of Freeport Community and Economic Development Director, with the assistance of the Historic Preservation Commission, will recommend applications to the City Council. The City Council approves grant awards under the program. Grant program compliance and the reimbursement of funds are overseen by the City of Freeport Community and Economic Development Department.

Grant money will be payable as a reimbursement after the Completion Report/Request for Reimbursement form and supporting documentation are submitted to the City of Freeport's Community and Economic Development Department. Individual grant applications will be accepted for multiple buildings with the same owner. Multiple grants for phased rehabilitations will be considered and based on availability of funds.

It is not the purpose of this program to finance ongoing improvements that may be considered part of a building's regular maintenance. Each eligible improvement will be funded by the program only once.

Target Area:

A map indicating the Historic Business and Downtown Tax Increment Financing (TIF) District is presented as Appendix A. The building for which grant assistance is sought is required to be located inside the TIF area.

Eligible Properties:

An eligible applicant must be the owner of the building for which the rehabilitation is planned. Tenants are ineligible to apply. However, tenants are encouraged to work with the landlord/property owner to apply for a façade improvement grant on their behalf.

- All properties within the Downtown TIF District are eligible.
- Historic properties within the Downtown TIF District must adhere to the Secretary of the Interior Standards for Rehabilitation (see Appendix B).
- Applicants must be current on City and County property fees/taxes and have no outstanding liens or code violations on their properties.

Eligible Use of Funds:

- Soft costs including design work, architectural, engineering, planning, and other professional fees.
- Waste disposal.
- Masonry work including restoration, gentle cleaning, and repointing.
- Historical window and door restoration.
- Removal of non-original facing such as inappropriate siding, metal, etc.
- Restoration of existing architectural elements.
- Painting, awnings, exterior lighting, window display areas visible from the street.
- Primary facades (Side of building facing the street).

Improvements Not Eligible for Grant Funds:

- Sandblasting of masonry surfaces will not be funded under the program nor will the program participate in any project which includes sandblasting.
- Sealing of masonry surfaces without prior approval by the Historic Preservation Commission.
- Roofs.
- The acquisition or creation of architectural elements which are not appropriate to the time period of the building.
- Interior remodeling.
- Purchase of furnishings or equipment that do not become part of the real estate.
- Pre-award costs. For example, projects completed prior to 3/4/19 are ineligible.

Funding Requirements and Limitations:

- Submitted information and project bid estimates will be reviewed by the Historic Preservation Commission. The City Council reserves the right to reject any and all proposed work that does not meet the program guidelines.

- Projects must be completed by **August 30, 2019**. A Letter of Commitment will be issued from the City upon Council approval of award. The City reserves the right to allow a reasonable extension of this time limit upon receiving a written request from the applicant.
- Sweat equity or unpaid labor performed by the owner, friends, relatives, etc. cannot be used as a portion of the cost incurred in the improvement project.
- Labor costs will be reimbursed only if performed by a licensed and insured contractor that is registered with the City of Freeport. Proof of insurance is required.
- This year, the Façade Improvement Grant Program is funded through the Downtown Tax Increment Finance District and through revenue generated at the Paint the Port event. As such, labor is NOT subject to prevailing wage requirements as per City of Freeport Ordinance 2002-40. However, if the project is supported with other public funds, prevailing wage requirements will apply and certified payrolls must be provided with the reimbursement request.
- To promote efficiency of this grant program process, Certificates of Appropriateness (COA) will be granted by the City's Historic Preservation Commission for appropriate projects after façade grant applications have been reviewed by the Commission at the November, December and/or January Historic Commission Meetings and after the public hearing referenced below. You will need to bring your application and samples of materials to be used to this meeting. **Applicants must also be present to answer questions about their application at a public hearing held by the Historic Preservation Commission on February 19, 2019 at 4:00 p.m. at City Hall, 314 W. Stephenson Street, Freeport, IL.**

Application Process:

1. Applications for the Façade Improvement Grant Program may be obtained from the City of Freeport Community and Economic Development Office.
2. If more applications are received than current funding levels allow, the City of Freeport reserves the right to prioritize applications.
3. To be considered for Façade Grant Money, the applicant must submit a completed Façade Improvement Grant Application to the City of Freeport Community and Economic Development Department **not later than 5:00 p.m. on February 1, 2019**. In addition to the application, a detailed project narrative, projected completion date, copies of estimates and costs involved in the project, are required. (See application checklist)
4. If the façade improvement is a part of a more extensive at rehabilitation, only façade improvement costs need be itemized. Designs with dimensions of the completed façade including color and material samples must also accompany the application. Professional designs are recommended, but not required. All designs must follow the guidelines set forth by the Community and Economic Development Department. Please see Appendix C for an abbreviated list of guidelines, and The City of Freeport's *Historic Preservation Design Guidelines* for the complete set of guidelines. You will have an opportunity to answer any questions the Historic Preservation Commission may have about your project at the Historic Commission hearing on **February 19, 2019**.

5. Completed application packages will be reviewed for completeness and appropriateness by the Façade Improvement Grant Program Committee and the Director of Community and Economic Development. Complete applications will be considered and awards will be recommended by the City’s Historic Preservation Commission and the Director of Community and Economic Development. The City Council will have final approval of program awards.

6. Applications can receive up to 100 points and will be scored in accordance with the matrix:

Preference Points

Significant or contributing historic properties See Community Development Director for determination points	10
Scope of project improvement includes the primary street-level floor points	10
Scope or project improvement includes additional floors or multi primary facades points	10
Projects that are transformative (include major improvements beyond painting) points	20
Impact on streetscape/urban fabric points	50

7. Timeline for applications and awards

Applications available from City of Freeport	10/1/2018
Workshop on Grant Application at City Hall	10/17/2018
Deadline to obtain a Certificate of Appropriateness	1/25/2019
Deadline for applications	2/1/2019
Public Hearing of Historic Preservation Commission	2/19/2019
City Council review of HPC award recommendations	3/4/2019
Notification to applicants	3/6/2019
Completion deadline for all awarded projects	8/30/2019

8. Any changes or amendments, if any, necessary for grant request consideration will be discussed with the applicant within 7 days after the Council decision. In the case of changes, the applicant must submit revised application for final review and recommendations to the Community Economic Development Director for resubmittal to the City’s Historic Preservation Commission for approval.

9. After the City Council confirms awards, results will be communicated in writing to each applicant in the form of a Letter of Commitment or a Letter of Denial.

10. Recipients of any program funds must agree to observe all applicable federal, state, and local laws pertaining to the use of grant funds.

11. Recipients agree to submit a project Completion Report/Request for Reimbursement form (Appendix D) to the City of Freeport Community Development Office, including copies of all building permits, bills, receipts, certified payroll (if applicable), and cancelled checks prior to the release of any funds. In addition to the report, photographic or other evidence that the project for which the grant is awarded is 100 percent complete. A final on-site inspection of the completed project will be made by the City of Freeport certifying that the eligible work was completed in a workmanlike manner according to the information submitted in the application. It is the applicant's responsibility to contact the City of Freeport's Community and Economic Development Department to schedule a final inspection for the project. Upon certification by a City official that all work has been satisfactorily completed, a reimbursement will be processed and issued.

12. An extension of the completion date is allowable, but must be requested in writing to the City.

13. Please provide Project Narrative.

14. Describe the current use of the property for all floors

15. Give an overview of your proposed project

16. Why/How will your project positively impact the immediate area?

6. Supporting Documentation

Please attach the following supporting documentation:

- Photographs of existing facade
- Designs of completed facade improvement including color and material samples and dimensions
- Copies of estimates and costs

7. Statement of Understanding

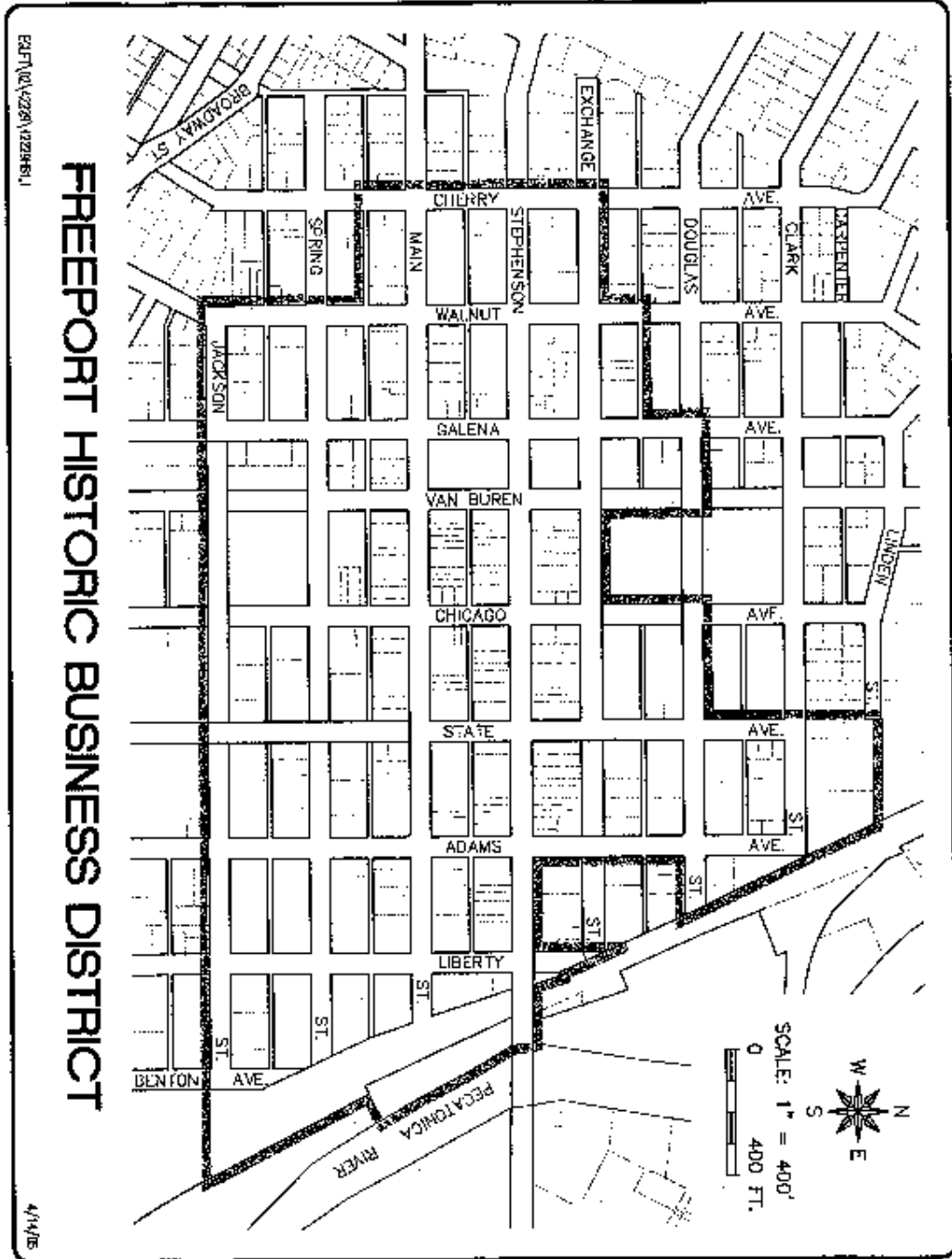
The Applicant (undersigned) agrees to comply with the design guidelines and procedures of the City of Freeport, Facade Improvement Program and the conceptual design and outline specifications as agreed to by the applicant and application review team.

The Applicant understands that the Applicant must submit a Project Completion Report/Request for Reimbursement form, along with cost documentation, copies of building permits, receipts, invoices, certified payrolls (if applicable), and contractor’s final waivers of lien upon completion of the approved improvements.

Applicant’s Signature _____ Date _____

APPENDIX A

FREEPORT DOWNTOWN HISTORIC BUSINESS AND TIF DISTRICT MAP



APPENDIX B

SECRETARY OF THE INTERIOR STANDARDS FOR REHABILITATION

(Applicable to properties identified as contributing to the Freeport Downtown Historic District)

Secretary of the Interior's Standards for *Rehabilitation*

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of the property shall be retained and preserved. The removal of materials or alteration of features and spaces that characterize the property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features of architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX C

City of Freeport Façade Improvement Program Design Guidelines

(All projects receiving funding from the City of Freeport are required to adhere to design guidelines. Designs will be reviewed and approved by the Historic Preservation Commission)

1. Height – The height of any proposed alteration or construction should be compatible with the style and character of the structure and with surrounding structures in the historic district and directly adjacent to the district.
2. Proportions of Windows and Doors – The proportions and relationships between doors and windows should be compatible with the architectural style and character of the subject and with surrounding structures within the historic district and directly adjacent to the district.
3. Relationship of Building Masses and Spaces – The relationship of a structure within a historic to the open space between it and adjoining structures should be compatible.
4. Roof Shape – The design of the roof should be compatible with the architectural style and character of the structure and surrounding structures in the historic district and directly adjacent to the district.
5. Landscaping – Landscaping should be compatible with the architectural character and appearance of the structure and of surrounding structures and landscapes in the historic district and directly adjacent to the district.
6. Scale – The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in the historic district and directly adjacent to the district.
7. Directional Expression – Facades in the historic district and directly adjacent to the district should blend with other structures in regard to directional expression. Structures in the historic district should be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of the structure after alteration, construction, or partial demolition should be compatible with its original architectural style and character.

8. Architectural Details – Architectural details including materials, colors, and textures should be treated so as to make the structure compatible with its original architectural style and character and to preserve and enhance the architectural style or character of the structure and the historic district.

APPENDIX D

PROJECT COMPLETION REPORT/REQUEST FOR REIMBURSEMENT

(To be submitted after completion of the project)

APPENDIX F
CITY OF FREEPORT
FAÇADE IMPROVEMENT GRANT PROGRAM
APPLICATION CHECKLIST

- Completed Façade Improvement Grant application
- Detailed narrative or proposed work including sketches or architectural renderings
- Copy of estimates for proposed work
- Estimated project completion date submitted
- Photographs of existing facade
- Estimated project completion date submitted
- Design of façade improvement including dimensions, color and material samples

APPENDIX G

**CITY OF FREEPORT
FAÇADE IMPROVEMENT GRANT PROGRAM**

FINAL INSPECTION CERTIFICATE

Date _____

Property Address _____

Owner's Name _____

- Work completed by licensed, qualified contractor(s)
- Work completed under authority of valid City of Freeport building permit
- Work completed meets all applicable building codes as adopted by the City of Freeport
- Work completed fully conforms with project description submitted with the Owner's (or Tenant's) application for a City of Freeport Façade Improvement Grant Application

Comments _____

Signature of City Inspector

Date

City of Freeport Building Inspector

Printed Name of City Inspector

Inspector's Title

APPENDIX H
CITY OF FREEPORT
FAÇADE IMPROVEMENT GRANT PROGRAM
REIMBURSEMENT REQUEST CHECKLIST

- Work was completed by August 30, 2019
- Certified payrolls for all contractors and subcontractors received, if applicable
- Copies of all bills, invoices, and receipts
- Copies of all cancelled checks
- Copy of final inspection report
- Photographs of completed project