

Village of Villa Park

Site Improvement Program – TIF Districts Only

Program Purpose and Overview

- The Site Improvement Program operates as a grant reimbursement with the Village or TIF matching 50% of design and improvement costs for qualified improvements to the site. Program guidelines, qualifications, and terms are described below.
- All properties within a TIF District are eligible.
- Reimbursements will be awarded in amounts between \$2,500 and \$25,000 (50% of the total design and improvement costs for projects with a total value of \$5,000 or greater).
- Permits are 100% reimbursable, in addition to the \$25,000 maximum refund allowance.

Business Eligibility & Requirements

1. Applicants must be either the property owner or the lessee of the subject commercial property. If the applicant is the Lessee, written approval of the property owner must be submitted with the application to participate in the program and consenting to all site modifications.
2. The total costs for proposed site improvements must exceed \$5,000 to participate in the program.
3. Properties with unresolved code enforcement cases will not be eligible to receive grant funding except for applications which would address the code enforcement case.
4. A maximum of \$25,000 would be reimbursed within a five-year period for any individual tenant space.
5. The grant agreement between the applicant and the Village must be approved by the Village Manager before any costs are reimbursed.

Eligible Improvements

The following improvements are eligible to receive funding through the program. A building or business owner who is undertaking an improvement project that includes a portion of eligible improvements may apply for the matching funding, but only the improvements below will be eligible for funding.

Improvements Eligible for Site Improvement Grant Funding:

- Parking lot replacement not including sealcoating and striping
- Landscaping including the addition of parking lot islands, parking lot screening, foundation plantings, landscaping surrounding ground mounted signage, and removal and replacement of invasive and diseased plant material (ex. Ash trees)
- Trash enclosures compliant with current Municipal Code regulations
- Lighting including parking lot illumination compliant with current Municipal Code regulations
- ADA accessibility including ramps, sidewalks, guardrails, and accessible routes

- Sidewalk replacement

Ineligible Improvements for Site Improvement Grant Funding:

- Routine maintenance of above listed items
- Interior improvements (see Tenant Improvement Program)
- Exterior building improvements (see Façade Improvement Program)
- Replacement of dying or dead existing landscaping onsite (except if diseased and dying plant material)

All improvements must comply with all applicable codes and standards of the Village of Villa Park, applicable goals set forth by the Village of Villa Park, and the Municipal Code. The Applicant must not begin construction prior to the Village approving the grant agreement. All permits must be issued prior to construction commencing. All grant agreements are null and void if the construction starts prior to permits being issued.

Eligible Costs

When included within the scope of work for an eligible site improvement project, costs below are eligible for reimbursement commensurate with the proportion of the work eligible for grant funding:

- Architectural and engineering fees (conceptual designs and construction drawings)
- Permits and fees
- Materials
- Construction labor

Review of Proposals

Grant awards will be determined by the Director of Community & Economic Development on a first-come, case-by-case basis until the total annually budgeted funds are expended. Applications that are denied can be revised and resubmitted if deficient/disqualifying characteristics can be corrected.

Staff will consider the following criteria to determine whether to issue a grant award for each proposed project:

1. Need (0-10 points)
 - a. 10 points will be awarded to projects where the existing site elements:
 - i. Have exceeded their useful life and can no longer be regularly maintained in an aesthetic manner;
 - ii. Are incompatible to the current/proposed use; and/or
 - iii. Are no longer compliant with current Code, etc.
 - b. 5 points will be awarded to projects which are primarily comprised of a couple items listed eligible for grant funding and the majority of the site remains in good repair.
 - c. 0 points will be awarded to projects that include minimal site improvements such as trash enclosure replacement, minimal landscaping, sidewalk replacement, etc.
2. Scale (0-10 points)

- a. 10 points will be awarded to projects including multiple major site improvements including total parking lot replacement including bringing it up to Code compliance (ex. Including landscape islands, etc.), new lighting compliant with Code, ADA accessibility across the site, etc.
 - b. 5 points will be awarded to projects including one (1) major improvement and possible other minor site improvements.
 - c. 0 points will be awarded to projects including minor improvements only.
- 3. Code compliance (0-10 points)
 - a. 10 points will be awarded to projects which make site improvements fully Code compliant.
 - b. 5 points will be awarded to projects which make site improvements, partially ADA accessibility, Code compliant.
 - c. 0 points will be awarded to projects which will not make site improvements Code compliant.
- 4. Use (0-10 points)
 - a. 10 points will be awarded for restaurants, breweries, and bars with indoor dining rooms.
 - b. 5 points will be awarded for take-out or delivery food operation, retail, creative arts and entertainment uses, auto dealerships (in TIF 3 only), and hotels.
 - c. 0 points will be awarded for other uses not listed above in a and b.
- 5. Relocation (0-10 points)
 - a. 10 points will be awarded to a new or relocating business from another municipality to Villa Park TIF district.
 - b. 5 points will be awarded if relocating to a TIF from a non-TIF location in Villa Park.
 - c. 0 points will be awarded to a business already located or relocating within a TIF district.

Projects which will be eligible for a grant award must achieve a minimum combined score of at least half (25) of the available 50 points.

Please note that the approved grant amount may be less than the maximum, depending on Village program priorities, funding availability, and eligible project expenditures.

Grant Terms and Conditions

- 1. Grant Funds
 - a. All Site Improvement Program Grants are subject to the availability of funding.
 - b. Fifty (50) percent of eligible costs related to the approved grant project will be reimbursed up to a maximum of \$25,000 (for projects with total costs in excess of \$50,000).
 - c. The applicant must have a minimum total project cost of \$5,000 to participate in the Program.
- 2. Eligibility
 - a. Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval from the property

owner must be submitted with the application to participate in the program and consenting to all building modifications.

- b. Within a five-year period, a maximum Site Improvement grant of \$25,000 will be reimbursed for façade improvements. Exceptions may be considered on a case-by-case basis for large, multi-tenant properties given the availability of program funds.
 - c. Applicants may also apply for Tenant and Façade Improvement grants simultaneously with the Site Improvement Grant.
3. Bidding
- a. At least three (3) competitive quotes/bids must be obtained. All quotes must be received from contractors who are licensed to work in the State of Illinois and in the Village of Villa Park and meet all bonding, insurance, and prevailing wage requirements.
 - b. The Village of Villa Park must approve the Applicant's chosen contractor(s) prior to the execution of any agreements. The Applicant is responsible for selecting the contractor(s) and executing any corresponding agreement(s); however, the Village will reimburse the Applicant for costs equivalent to fifty percent (50%) of the lowest qualified bid amount.
4. Zoning Approval
- a. Where applicable, zoning approvals related to architecture, landscaping, lighting, and signage changes within the scope of work must be obtained prior to the start of construction.
 - b. Zoning applications must be applied for within sixty (60) days of grant approval.
5. Permits, Construction, & Inspections
- a. All necessary permit applications and corresponding documentation, including architectural/construction drawings, must be submitted within ninety (90) days of grant approval.
 - b. All necessary permits must be obtained prior to the start of construction.
 - c. Work may extend across multiple Village fiscal years (starting January 1) but only one (1) check for Village reimbursement will be issued at the completion of the project.
 - d. Projects must pass all inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Community & Economic Development department.
6. Disbursement of Grant Funds
- a. The applicant must pay all contractors and subcontractors for work performed.
 - b. Copies of all waivers of lien(s) shall be submitted to the Village for review.
 - c. All receipts of payment of invoices related to work associated with the grant must be submitted to the Village within forty-five (45) days of completion of the work to facilitate the Village's deadlines for reimbursement.
 - d. The applicant may submit a written request for extension for staff consideration.

- e. Failure to meet the above-mentioned deadline will result in the cancellation of the Village's obligations regarding any past or future costs in connection with the proposed improvements.
 - f. The Village shall process the reimbursement within thirty (30) days following the completion of the above requirements or as otherwise provided by law.
7. Maintenance Obligation
- a. Applicant shall maintain the improvements of the property in good condition and in accordance with all State of Illinois and Village of Villa Park property maintenance codes and standards.
 - b. Properties with unresolved code enforcement cases will not be eligible to receive grant funding unless the grant application resolves the code enforcement issue.

Program Steps

1. Submit application

Applicants must submit a fully executed and signed application, along with all supporting documents. Staff will then review the application and determine eligibility for grant award within thirty (30) days of receipt of complete application. Applications will not be considered until all required documents are submitted. Grant funds are subject to availability at the time of the complete application submittal, and funds will not be awarded or held if an application is submitted without all required documentation.

2. Grant approval

A Letter of Award will be sent to the applicant upon project approval. All selected applicants will be required to execute a written agreement with the Village of Villa Park, which will establish terms, conditions, and requirements for participation in the program. The agreement must be signed by both the applicant and the Village prior to any project costs being incurred. The Village is not responsible for costs incurred prior to the execution of the agreement.

3. Permitting process

All site improvement projects must go through the standard plan review, permitting, and inspection process. All permit documents must be submitted within ninety (90) days of grant approval. The applicant must obtain all necessary permits prior to the start of construction.

4. Final inspection and completion of work

Projects must pass all rough and final inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Community & Economic Development department.

5. Grant reimbursement

Once the project has passed inspection, the applicant must submit copies of all invoices, proof of payment, and waivers of lien within forty-five (45) days. Staff will review the documents and, upon completion of all project requirements, facilitate reimbursement with thirty (30) days, or as otherwise provided by law.

Application Checklist

The following items must be completed in their entirety and submitted together for the project to be considered for grant funding:

- Completed and signed application
- Proof of ownership or lease
- If the applicant is the lessee of the subject commercial space, a written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- Current W-9 form of the applicant
- Photos of the existing subject property
- Detailed scope of work
- Three (3) bids outlining costs of project
- Executive summary: background information and highlights of proposed project (goals, logistics, project constraints, potential generation of eligible sales tax, etc.)
- Dimensioned, dated, and scaled Site Plan
- Plat of Survey

Incomplete application packets may result in a delay of review.