



2017
Façade Improvement Grant Program
Application Packet

Due by 5pm on December 15, 2017
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

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City of Freeport
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 2017. The Paint the Port event generated \$10,000 in net proceeds that will be included in this year’s Façade Improvement Grant Program. The total anticipated funds for 2017 will be \$30,000. Funds not expended within the given year may be carried over and available in future years.

The Façade Improvement Program is intended to assist with the costs of enhancing the outward appearance of downtown buildings. Under the program, property owners or business owners within the Downtown TIF area are eligible to apply for (for example: corner properties). 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.

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 Tax Increment Financing (TIF) Districts 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.

If more applications are received than current funding levels allow, the City of Freeport Community and Economic Development Office reserves the right to prioritize applications. Preference will be given to the following structures:

- Historic properties (buildings deemed contributing to the downtown historic district within the Downtown TIF District). Properties considered contributing to the historic district must adhere to the Secretary of the Interior Standards for Rehabilitation (see Appendix B).
- Properties that have current, active retail or other business in operation on the first floor at the time of the application.
- Properties that currently utilize upper floor(s) space for residential or business use. Or, if upper floor(s) is/are not being utilized, a plan is in place to develop that space within the next 12 months.
- Major façade improvements greater in scope than items such as changing paint colors to a multi-color historic palette, adding or replacing a canopy, or replacing windows or doors.

Non-contributing buildings that are changed to reflect the time period in which the building was constructed (inside or outside the historic district, but within the Downtown TIF District) or non-contributing buildings that redesign would significantly enhance the building and its surroundings (inside or outside the historic district, but within the Downtown TIF District) may be submitted, but will not receive preference points.

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
- 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

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 July 31, 2018. 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 liability insurance as per city ordinance #1024.33 and proof of workers compensation insurance or applicable waiver are 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 payroll must be provided with the reimbursement request.
- To promote efficiency of this grant program process, a receipt of a Certificate of Appropriateness (COA) will be granted by the City's Historic Preservation Commission for appropriate projects after applications have been reviewed by the Commission. **Applicants must be present to answer questions about their application at a public hearing held by the Historic Preservation Commission on January 10, 2018 at 4pm 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. To be considered, the applicant must submit a completed Façade Improvement Grant Application to the City of Freeport Community and Economic Development **Department no later than 5pm on December 15, 2017.** In addition to the application, a detailed description of the proposed work, projected completion date, copies of estimates and costs involved in the project are required. If the façade improvement is a part of a more extensive 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.

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

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

Complete Application	10 points
Preference Points	
Historic Properties	10 points
Properties that have current, active retail/business on first floor	10 points
Properties that have current, active use of second floor or plans	10 points
Projects that include major façade improvements beyond painting	10 points
Project Scope/	50 points
Conformity with Design Guides and Interior Standards for Rehabilitation	

5. Timeline for applications and awards

Applications available from City of Freeport	12/05/2017
Deadline for applications	12/15/2017
Initial Review by City and Façade Improvement Program Committee	12/20/2017
Public Meeting of Historic Preservation Commission	01/10/2018
City Council review of HPC award recommendations	1/22/2018
Notification to applicants	1/23/2018
Completion deadline for all awarded projects	7/31/2018

6. 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.

7. 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.

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

9. 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 progress inspections and final inspections for the project. Upon certification by a City official that all work has been satisfactorily completed, a reimbursement will be processed and issued.

Please attach the following supporting documentation:

- Photographs of existing facade
- A detailed description of proposed work
- 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, and contractor's final waivers of lien upon completion of the approved improvements.

Applicant's Signature _____ Date _____

If the applicant is other than the owner, the following line must be completed:

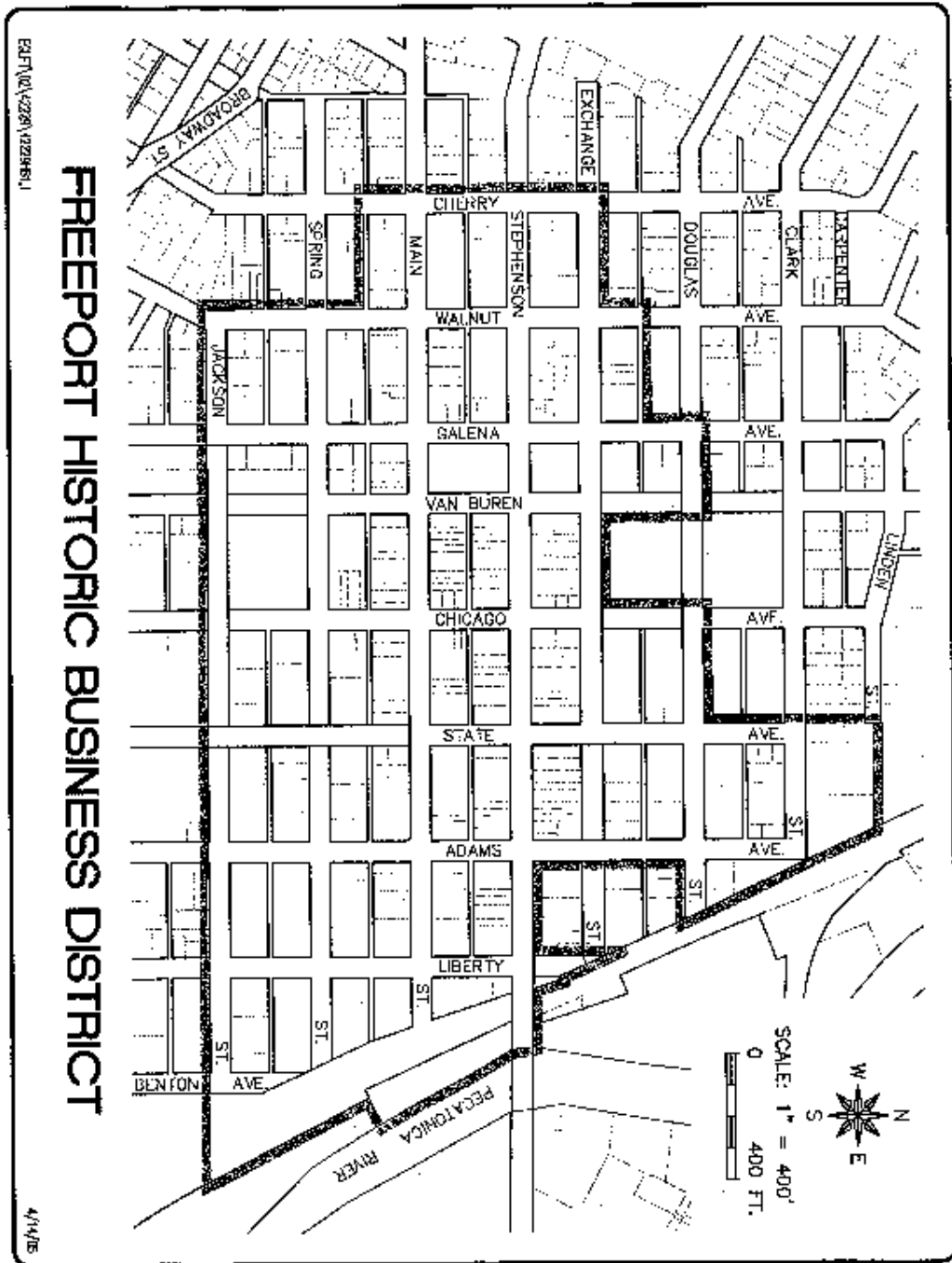
I certify that I, the owner of the property at _____
authorize the applicant to apply for reimbursement under the City of Freeport, Facade
Improvement Program and undertake the approved improvements.

Owner's Signature _____ Date _____

Owner's Printed Name _____

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.
 1. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
 2. 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.
 3. 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.
 4. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
 5. 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.
 6. 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 E

**CITY OF FREEPORT
U.S. DEPARTMENT OF LABOR CERTIFIED PAYROLL FORM
(For use, if applicable)**

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/esa/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



Rev. Dec. 2008

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS PROJECT OR CONTRACT NO.
OMB No.: 1215-0149
Expires: 12/31/2011

PAYROLL NO. FOR WEEK ENDING PROJECT AND LOCATION PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING DEDUCTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK		
				HOURS WORKED EACH DAY										FICA	WITH- HOLDING TAX	OTHER	TOTAL DEDUCTIONS				
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room 53502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

(over)

APPENDIX F
CITY OF FREEPORT
FAÇADE IMPROVEMENT GRANT PROGRAM
APPLICATION CHECKLIST

- Completed Façade Improvement Grant application
- Written consent from building owner (only if applicant is a tenant)
- Copy of lease with at least five years remaining (only if applicant is a tenant)
- Detailed description of proposed work including sketches or architectural renderings
- Copies of estimates for proposed work
- Estimated project completion date submitted
- Photographs of existing façade
- 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

John Menke

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 July 31, 2018.
- 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