

Lincoln Square Neighborhood Improvement Program Facade Rebate Program - 2019

The **Lincoln Square Neighborhood Improvement Program**, also called **SSA #21**, rebates area property owners improving facades of their buildings. SSA #21 is a taxpayer-funded entity overseen by a Commission of local property owners, charged with improving the public way, retaining businesses, and attracting new businesses to Lincoln Square. Promoting vibrant and inviting storefronts is a key means of accomplishing this goal.

Awarded rebates can cover up to **50% of a project's total cost, not to exceed \$5,000, provided the project costs at least \$500 before rebates are applied**. Rebates will be awarded *only after* the project is approved by SSA #21, completed, and paid in full.

Application checklist:

- Information Form**, included in this packet
- Photographs** of the existing building and proposed project area
- Detailed plans and specifications** for the proposed project
- Copies of property owner's **deed and title insurance policy**
- Proof of proper **zoning and permits**
- Certificates of Good Standing** from the IL Secretary of State for each applicant and property owner representing a corporation/LLC (screenshots accepted)
- (Optional) Cover Letter** describing the proposed project, intended impacts of the proposed project, and ways in which the proposed project will be funded

Applications will be considered in the **order that they are received** until all Facade Rebate Program funding is disbursed for the fiscal year. If the list of applications received before the next SSA Commission review exceeds the amount of funding for the program a **lottery will be held** to determine the order in which the projects will be funded and a wait list for funding should it become available.

Evaluation Process:

Completed applications will be reviewed by the SSA #21 Commission based on the following criteria:

- Applicability under the given program guidelines
- Adherence to Design Guidelines in the Lincoln Square Master Plan
- Potential impact on the public right-of-way
- Proximity of other buildings that have applied, are applying, or will apply to the Facade Rebate Program (preference given to clustered applicants)
- Previous enrollment in the Facade Rebate Program (preference given to new applicants)
- Quality of optional Cover Letter
- Need for public funding
- Size of rebate requested

Applications will be accepted or rejected at SSA #21's sole and absolute discretion.

Within ten (10) business days of being approved by the SSA Commission, selected applicants will be sent an Approval Letter for their records, and will be informed via email/phone by SSA staff. SSA staff may also contact applicants with questions and suggested amendments to their applications at any time.

Construction Deadlines:

Approved applicants will receive notice by mail and, if possible, phone or email. Construction shall not begin prior to approval, and notwithstanding contrary guidelines in this application, related program materials, or extensions, construction must be finished within **six months**. Failure to abide these terms would constitute a material breach of program requirements, and would result in withdrawal of funds without further notice.

Provided the applicant has applied for required city permits, they may request an extension of up to **sixty days** in writing, including the basis for why an extension is needed. Applicants who fail to do so waive the ability to request extensions. **Extensions will be granted at SSA #21's sole and absolute discretion.**

Rebate Distribution:

Once the facade improvement has been completed, the applicant will be asked to provide paid invoices and/or canceled checks showing all work has been paid in full, as well as photographs of the completed work. Staff of the SSA will be granted the opportunity to conduct an **onsite inspection**, and assuming the work complies with this agreement, the applicant will be asked to send a final invoice to the SSA. Upon receipt of this invoice, the SSA will mail a rebate check to the applicant.

<p><u>Examples of eligible improvements:</u></p> <ul style="list-style-type: none">● Tuckpointing and masonry● Window and door replacements● New exterior lighting● New sidewalk cafe corrals or full replacement of cafe corrals● New awnings● New signage and sign graphics● New parking lot fencing/buffers● New, permanent landscaping● New security shutters● Improvements done to vacant buildings● Improvements to residential structures <p>Any improvement may be declared ineligible at SSA #21's sole and absolute discretion.</p>	<p><u>Examples of ineligible improvements:</u></p> <ul style="list-style-type: none">● Improvements to buildings outside the bounds of SSA #21 (see map)● Interior improvements● Roofing improvements● Rear, side, alley, or other improvements not visible from the public right-of-way● New construction and additions● Regular building upkeep and maintenance● Improvements for new buildings (built less than five years before the application date), except for sidewalk cafes, awnings, and/or signage● Flower boxes and planters● Sidewalk cafe furniture considered to be temporary in nature, such as tables and chairs● Parking lot improvements that face side streets, alleys, or are not visible from the main street
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Completed applications should be sent to:
Lincoln Square Neighborhood Improvement Program
Attn: Neighborhood Services Director
2611 W. Lawrence Avenue
Chicago, IL 60625

If able, please send a digital version of this application to:
info@lincolnsquare.org

Additional Disclaimers:

The following regulations are set forth by the City of Chicago's Department of Planning and Development and pertain to all Facade Rebate Programs within city boundaries.

1. **Rebate requests will not be granted for facade improvements that were started before the application is received and approved.**
2. The application **must be approved** by the SSA Commission before construction can begin. If the applicant moves ahead with the project before receiving the approval the applicant accepts the risk that the project may not be approved for a rebate.
3. Applicant must fully and timely comply with all the **requirements and deadlines** set forth in the Application.
4. Applicants must be the **entity paying for the improvements.**
5. If applicant is a tenant, **written consent of the property owner** is required.
6. Only owners and tenants of **street-level property** located within the **SSA boundaries** are eligible for the Program.
7. The property must be free of **liens and legal questions** as to ownership of the property, excepting any mortgage liens.
8. Applicants must have **proof of proper zoning and City permits** for the improvements.
9. To the extent that the owner or tenant is supplying their own materials or labor for the improvements, **profits and overhead** are not eligible expenditures for the rebate.
10. Applications are considered on a rolling basis through the calendar year. **There is no guarantee that funding will be available upon request of rebate.**
11. If multiple applications are received before the next available SSA Commission review AND the combined rebate requested in all applications exceeds the available Program funding, a **lottery** will be held to determine the order in which the projects will be funded and a wait list for rebates as future funding becomes available.
12. The Department of Planning and Development has declared that **SSA Commissioners** are eligible to participate in the Facade Rebate Program, provided they meet all other Program eligibility criteria and abstain from reviewing and voting on ALL Facade Rebate Program applications during the period beginning when their application is submitted until their Rebate check is approved and processed.
13. If any **change in ownership** of the property or business participating in the Facade Rebate Program occurs during the improvements, eligibility for the Facade Rebate Program will be suspended until a meeting with the SSA Service Provider agency staff and new ownership is completed and any changes to the original application are approved in writing. There is no guarantee that new ownership will be approved for the same rebate amount as the previous owner. All such applications will be considered on a case-by-case basis.
14. Properties that received a **Small Business Improvement Fund (SBIF)** grant in the previous 3 years or are currently enrolled in the SBIF program are ineligible from applying to the Facade Rebate Program.
15. If the same facade improvement project already received funding from a **different grant or incentive program**, it is ineligible for funding through the Facade Rebate Program.

Facade Rebate Program - 2019 Information Form

1. Building/Storefront Address:

2. Business at above address (if applicable):

3. Applicant Information:

Applicant's Name:

Phone: _____ Email: _____

Relation to Property: _____

NOTE: Applicant must be entity that will, if approved, pay for improvements.

4. Is the Applicant a Corporation or LLC? Yes ___ No ___

If "Yes," supply Certificate of Good Standing from the IL Sec. of State (screenshots accepted).

5. Owner of property (if owner is the applicant, write "same"):

Owner's Name: _____

Phone: _____ Email: _____

6. Is the Owner a Corporation or LLC? Yes ___ No ___

If "Yes," supply Certificate of Good Standing from the IL Sec. of State (screenshots accepted).

7. Estimates: On the next page, input detailed cost estimates from at least two contractors for each improvement task. Note which contractor you prefer for each task. The SSA Commission reserves the right to reject questionable estimates, as well as implement such additional rules and regulations as it deems reasonable. If applicant plans to complete construction themselves, they must submit two estimates in addition to their own.

Type of Work: <i>TUCKPOINTING</i>	
CONTRACTOR	BID TOTAL
<i>JOHN'S MASONRY</i>	<i>\$2,800</i>
<i>STONE BROTHERS CO.</i>	<i>\$3,000</i>
<i>MARY'S BRICK EXPERTS</i>	<i>\$3,150</i>
Explanation: <i>MARY'S BRICK EXPERTS WAS RECOMMENDED VERY STRONGLY BY OUR NEIGHBOR, VINCE'S PIZZA SHOP</i>	

Type of Work:	
CONTRACTOR	BID TOTAL
Explanation:	

Type of Work:	
CONTRACTOR	BID TOTAL
Explanation:	

Type of Work:	
CONTRACTOR	BID TOTAL
Explanation:	

8. Have you, your company, or a company at the project's address received a rebate through this rebate program before? Yes ___ No ___

If yes, please list identify the property below:

Property Address: _____

Rebate Amount: _____ Date: _____

9. Have you, your company, or a company at the project's address received a rebate through the Small Business Improvement Fund (SBIF)? Yes ___ No ___

If yes, please list identify the property below:

Property Address: _____

Rebate Amount: _____ Date: _____

10. Has the requested improvement been awarded funds through other grants and/or incentive programs? Yes ___ No ___

If "Yes," this project is ineligible for the Facade Rebate Program.

11. Describe proposed improvement (if attaching cover letter, write "see cover letter"):

12. Besides the Facade Rebate Program, detail how you will fund the requested improvement (if attaching cover letter, write "see cover letter"):

10. Certification: The applicant, _____, assures that the above information is true and correct, and agrees to comply with all City of Chicago, State of Illinois, and Federal laws. The applicant also agrees to obey regulations imposed by the Lincoln Square Ravenswood Chamber of Commerce and SSA #21. Should the applicant breach any condition in this agreement, or if it is deemed best for the Lincoln Square community, SSA #21 has the right to terminate this agreement within thirty (30) days.

Applicant's Signature: _____ Date: _____

11. Owner Certification: I, _____, certify that I am trustee and/or owner of the property listed in this application. If not the applicant, I certify that I give the above signed applicant authority to implement improvements at the property. I acknowledge that the Lincoln Square Ravenswood Chamber of Commerce and SSA #21 have no liability in the event of a dispute between the owner/trustee and the applicant concerning any improvements undertaken as a result of the applicant's participation in this rebate program.

Owner/Trustee's Signature: _____ Date: _____

12. Statement of Understanding: The applicant (undersigned) agrees to both fully and punctually comply with guidelines and procedures of SSA #21 and the outlined specifications as agreed to by the applicant and SSA #21 Commission. It is understood by the applicant that all documents listed on Page 1 of this application are required. The applicant asserts that they have read the entire Facade Improvement Program guidelines and agree to be bound by their terms and conditions. **The applicant releases and agrees to defend and indemnify the local SSA Service Provider (together with their officers, directors, and agents), the local SSA Commission, and the City of Chicago from all claims and causes of action of any kind (known or unknown) in connection with this Facade Rebate Program.**

Applicant's Signature: _____ Date: _____

Applicant's Name (Please Print): _____

Permit Resources:

For building permits:

Dept. of Buildings
121 N. LaSalle Street, Room 900
Chicago, IL 60602
312-744-3600

For electrical permits:

Dept. of Buildings
Electrical Inspections Division
121 N. LaSalle Street, Room 900
Chicago, IL 60602
312-744-3600

For public way use permits (Awnings, Sidewalk Cafes, Etc.):

Dept. of Business Affairs & Consumer Protection
Small Business Center, Public Way Use Unit
121 N. LaSalle Street, Room 800
Chicago, IL 60602
312-744-6249

For barricade permits:

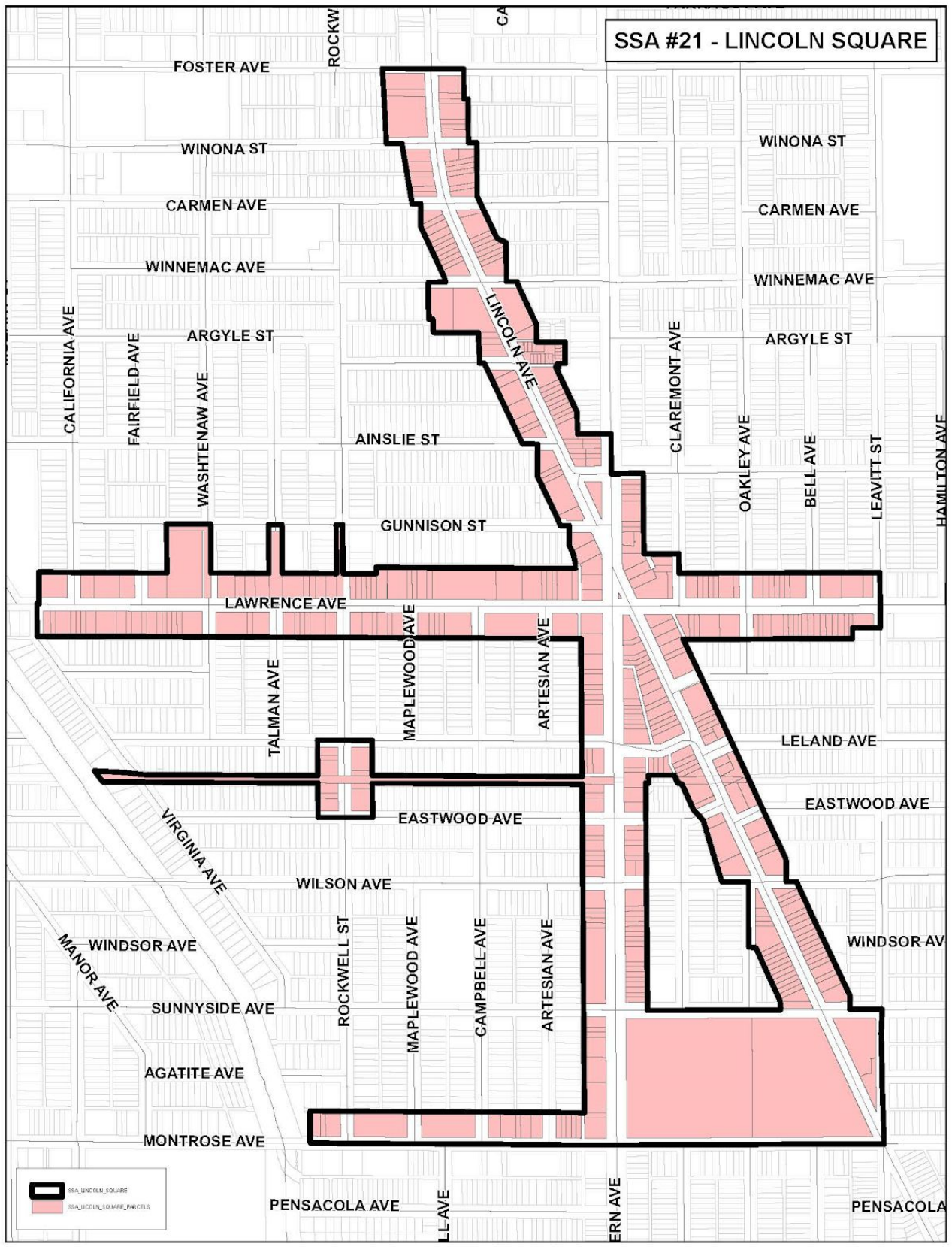
Dept. of Transportation
Construction Compliance Division
121 N. LaSalle Street, Room 905
Chicago, IL 60602
312-744-4652

For zoning questions:

Dept. of Planning & Development
Zoning Ordinance Administration
121 N. LaSalle Street, Room 905
Chicago, IL 60602
312-744-5777

NOTE: Information on permits is subject to change. Consult the City of Chicago and/or a licensed architect or contractor for official information. SSA #21 accepts no responsibility for information that is no longer accurate.

SSA #21 - LINCOLN SQUARE



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