

GUIDELINES

Commercial Property Rehabilitation & Preservation Program (CPRPP) Oak Park Development Corporation (OPDC) Village of Oak Park (VOP)



Purpose: To support rehabilitation and preservation of commercial property; encourage new business; and retain, revitalize, and expand existing business in Oak Park.

Approval: Based on the merit and design of project upon review by CPRPP Committee. If more applications are received than current funding levels allow, Committee reserves the right to prioritize applications on the basis of scope of work, level of private investment, and relative impact of the proposed improvements on the business district.

Grants up to 50% will be considered for eligible project expenses of \$5,000 or less, and up to 25% for eligible expenses over \$5,000; capped at \$25,000 grant per project.

Eligibility Criteria and General Conditions of Participation:

Getting started

Owners and tenants of first floor commercial property in Oak Park are eligible. Grant assistance is available for significant façade renovation, signage, and/or awnings. Repairs, maintenance, demolition and related expenses, tuckpointing, sandblasting, landscaping, architectural/design and permit fees, and expenses incurred prior to grant approval are ineligible costs.

Tenant applicants must have a minimum 3-year lease (from grant date.) For building owner applicants, buildings need not be leased, but grant priority will be given to fully leased properties. For both tenant and owner applicants, if business closes or moves or building is sold within three years of grant date, repayment of grant is required, pro rata for period remaining in 3-year term.

Applicant must provide written authorization from the property owner acknowledging and permitting the contemplated work.

Building owner and tenant must be in good standing with OPDC and VOP, including, but not limited to, taxes, licenses, assessments, loans, and/or grants. The project must comply with all VOP and State of Illinois codes, requirements, and inspections.

Work already begun or contracted is ineligible.

Application and Performance Agreement must be submitted and approved by the Committee before project is contracted or begun. Signed, completed 1) Application & Performance Agreement and 2) Guidelines must be submitted to the CPRPP Committee at time of application.

Written proof of application for VOP permits is required, along with signed Commitment Letter, and signed approved contracts and drawings, within 30 days of Commitment Letter. Non-compliance will forfeit the grant.

Getting approved

Only completed applications with all necessary attachments will be considered for grants.

Projects are subject to design review. Emphasis is on façade design that enhances the original character of a building. Improvements should complement the original architecture and be in keeping with neighborhood buildings.

If a property is designated a Landmark or is in a Historic District, Historic Preservation Commission review is required. Other projects may also require HPC review, at the discretion of the CPRPP Committee.

To ensure competitive pricing by contractors, at least two **LIKE** bids for each type of proposed work are required. Like bids match substantively, including sizes, types, and brands of materials. **The grant program awards a contract to the low bidder.**

Getting to work

Contracts may be let and work begun upon written commitment from the CPRPP Committee.

All necessary permits, inspections, and Village approvals are the responsibility of the applicant.

Any contemplated changes to scope of work approved by Committee must be submitted in writing for review, prior to their execution.

If the applicant serves as the project general contractor, contractor's profit will not be considered as an eligible expense for the portion of work the applicant performs as contractor.

In extraordinary circumstances CPRPP Committee will consider written requests for an extension of original project Completion Date. Request must be written, include reason for extension, and be received prior to original Completion Date. If extension is approved in writing by the Committee a project will be eligible for a maximum 60-day extension. After the first 30 days of any approved extension, the eligible grant amount will be reduced by 25% each week.

Getting paid

Project must be complete and paid in full. *Grant reimbursement is available only for work specified, contractors identified, and amounts detailed in written Commitment Letter provided by CPRPP Committee to approved applicant.* **Applicant must submit copies of:**

Proof of payment (includes cancelled checks, front & back, or credit card statement; waivers of lien; final/paid invoices)

Permits

Photo of completed project

Historic Preservation Commission approval, if required

OPDC, VOP, and/or their agent reserve the right to request additional information as deemed necessary for project review and evaluation.

I hereby acknowledge that I have read the CPRPP Program Guidelines and agree to comply with eligibility criteria; and all application, program, Committee approval, and reimbursement requirements. I understand that failure to comply with all OPDC and VOP conditions and requirements may forfeit the grant.

Applicant Sign

Name Print

Date