



GUIDELINES
Commercial Property Rehab and 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. 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.
- Funding:** *First \$5,000 in eligible expenses - maximum 50% grant.*
Next \$5,001 and above in eligible expenses - maximum 25% grant.
- Grant limits:** \$25,000 maximum grant per project for locations on Madison St. and \$10,000 maximum grant per project for all other locations in Oak Park, subject to discretion of committee.
- Eligible:** Significant façade renovation, signage, and/or awnings
- Not Eligible:** Repairs, maintenance, demolition and related expenses, tuck pointing, sandblasting, landscaping, architectural/design and permit fees, and expenses incurred or contracted prior to grant approval

Eligibility Criteria and Conditions

Owners and tenants of first floor commercial property in Oak Park are eligible. At the discretion of the CPRPP Committee, upper floors of buildings used for commercial purposes may be eligible for grants if part of substantial first floor building exterior rehabilitation, subject to Program eligibility requirements.

- **Tenants must:**
 - provide written authorization from the property owner acknowledging and permitting the contemplated work
 - have a minimum 3-year lease (from grant date)
- **Building owners:**
 - buildings need not be leased, but grant priority will be given to fully leased properties

If tenants that receive grant funds close, move, or remove work financed with a grant within three years of grant date, repayment of grant is required, pro rata for period remaining in 3-year term. At a location where grant funds are used no additional grant funds are available for the same work for a period of three years. Building owners are also subject to the 3-year repayment requirement.

Building owner and tenants 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.

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.

Required Documents

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

TO APPLY:

- Signed copies of:
 - 1) *Application & Performance Agreement*
 - 2) *CPRPP Guidelines*
- Proposed project designs, façade drawings, elevation/projection, catalog cuts
- Narrative description and projected budget for scope of work to be performed (bids)
- Two (2) **LIKE*** bids for each type of proposed work
- Photos of building exterior/façade
- Business description (including product/service and type of client/customer)
- **If tenant**, copy of current lease and letter from landlord acknowledging & permitting work contemplated
- **If owner**, evidence of title or control of property; copy of lease(s), if any; and current real estate tax bill

IF APPROVED:

- Within 30 days of OPDC commitment: written proof of VOP permits, signed Commitment Letter, signed bids

Obtaining Accurate Bids

To ensure competitive pricing by contractors, we require at least two **LIKE** bids for each type of proposed work.

Bids from applicants interested in serving as general contractor on their project require *two additional* bids.

The grant program awards a contract to the low bidder based on the bids submitted with your application.

**LIKE bids require that the quoted contract amount be based on the exact same:*

- *scope of work*
- *materials*
- *sizes*
- *features*

This information MUST be stated clearly on all submitted bids.

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.
- Project must be completed in the year it is approved.

Getting paid

1. Project must be complete and paid in full.
2. Applicant must submit copies of:
 - **Proof of payment** (includes cancelled checks, front & back, or credit card statement; waivers of lien, if available; final/paid invoices)
 - **Permits**
 - **Photo** of completed project
 - Historic Preservation Commission approval, if required

Grant reimbursement is available only for work specified, contractors identified, and amounts detailed in written Commitment Letter provided by CPRPP Committee to approved applicant.

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