



2024 Facade Improvement Rebate Program

Albany Park & Irving Park Special Service Area #60

Administered by North River Commission

Program Mission

The Facade Improvement Program is offered through the Albany Park & Irving Park Special Service Area #60 (SSA#60), a special taxing district, whose overall purpose is to:

Support a vibrant, safe, clean, beautiful and welcoming commercial district, filled with restaurants, attractive retail and service, entertainment and cultural options that meet the needs of the local residents and attract visitors.

The Facade Improvement Program is designed to help property owners and tenants within SSA#60 beautify the front of their buildings.

Rebate Amounts

Approved applicants who make improvements that adhere to the guidelines of the program may receive a rebate according to the following guidelines:

- **Single Storefronts:** Up to **50%** of total eligible exterior improvements with a maximum rebate amount **not to exceed \$7,500**.
- **Two or more Storefronts (including corner units):** Up to **50%** of total eligible exterior improvements with a maximum rebate amount **not to exceed \$15,000**.

NOTE: Applications will be considered in the order that they are received until all the 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 will be created should additional funds become available. In order to maximize the number of eligible projects that receive assistance, the SSA Commission reserves the right to award a Rebate at an amount less than the allowable maximum.

Eligibility Requirements

Applicants must comply with the requirements outlined below and be **within the SSA district:**

Lawrence Ave: The Chicago River to Pulaski Ave

Kedzie Ave: Ainslie Ave to Irving Park Rd

Montrose Ave: The Chicago River to Central Park Ave

Irving Park Rd: California Ave to Central Park Ave

Kimball Ave: Lawrence Ave to Leland Ave



Eligibility Requirements (cont'd)

1. Rebate requests will not be granted for facade improvements that were started BEFORE the application is received and approved. **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.
2. Applicants must fully and timely comply with all the requirements and deadlines set forth in the Application.
3. Applicants must be the entity paying for the improvements.
4. If the applicant is a tenant, written consent of the property owner is required.
5. Only owners and tenants of street-level property located within the SSA boundaries are eligible for the Program.
6. The property must be free of liens and legal questions as to ownership of the property, excepting any mortgage liens.
7. Applicants must have proof of proper zoning and City permits for the improvements.
8. 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.
9. 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.
10. 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.
11. 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.
12. If the same facade improvement project already received funding from a different grant or incentive program it is ineligible for additional funding through the Facade Rebate Program.
13. No property owner or business can receive more than one grant in three calendar years from disbursement of the original grant.



Eligible Improvements:

Improvements eligible for the rebate must be:

1. Visible from the public right-of-way and have a positive impact on the building-front appearance
2. Completed in accordance with the specifications described in the approved application, following the scope in the application, reflecting submitted costs and by a contractor whose bid was submitted with the application.

Eligible Improvements	Ineligible Improvements
<ul style="list-style-type: none"> ● Tuck-pointing and masonry ● Exterior Lighting ● Window/door replacements ● Landscaping ● New café corrals or full replacement of café corrals. ● Awnings ● New Signage or sign graphics ● Parking lot landscaping, decorative fencing, buffers, or exterior lighting that face the main shopping street. <p>** Improvements must comply with LADCOR Design Guidelines. Please download the additional Design Guidelines pdf from our website.</p>	<ul style="list-style-type: none"> ● Roofing improvements ● Interior improvements ● Rear, side, alley, or secondary improvements not visible from the public right-of-way ● New construction or additions ● Improvements that are considered regular building upkeep or maintenance ● Improvements planned for new buildings (constructed less than 5 years before application date), except for sidewalk cafes, awnings, and/or signage ● Flower boxes and planters ● Sidewalk café furniture considered temporary in nature, such as tables and chairs ● Parking lot improvements that face side, streets, alleys or are not visible from the main shopping street.

Application Submission

Email or hand-deliver the completed application materials to the staff member who will review your application and notify you if you qualify:

Jackie Woodward, Economic Development Specialist
 North River Commission | Albany Park Chamber of Commerce
 3403 W. Lawrence Ave Ste. 301, Chicago, IL 60625
 Email: jackie@northrivercommission.org
 Phone: 847.921.9401



2024 Facade Improvement Rebate Application

Albany Park & Irving Park Special Service Area #60

Administered by North River Commission

Location of Proposed Improvements:

Name of Business

Street Address

City

State ZIP

Property PIN

Has the property or business received any rebates through this or any other programs before? Yes No

If yes, please name rebate and describe details:

Applicant Information:

Name of Business other Entity

Name of Contact Person

Phone

Email

Mailing address

Applicant's relationship to property where Improvements are proposed:

Business Owner only

Not for Profit Organization

Property Owner only

Individual Resident

Both the Business and Property Owner



Property Owner Information:

Leave blank if Applicant is the property owner

<i>Name of Ownership Entity</i>	<i>Contact Person</i>
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<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>
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<i>Phone</i>	<i>Email</i>
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Project Description:

Please describe the proposed Improvements. Attach any necessary photos, plan, etc.

Project Need Statement:

Please describe how funding from this Program will enhance the proposed project, and why improvements are necessary. Attach additional sheets if necessary.

Has this property received any improvements through this or any other program before? This includes the Small Business Improvement Fund (SBIF) grant.

Yes **No** **If yes, please describe:**



Summary of Cost Estimates:

Attach estimates from **at least two** contractors for your proposed improvements and list them below.

1) **TOTAL ESTIMATED COST** \$_____

Contractor/Vendor Name

2) **TOTAL ESTIMATED COST** \$_____

Contractor/Vendor Name

3) **TOTAL ESTIMATED COST** \$_____

Contractor/Vendor Name

4) **TOTAL ESTIMATED COST** \$_____

Contractor/Vendor Name



Statement of Understanding:

The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the SSA Service Provider’s Facade Rebate Program and the outlined specifications as agreed to by the applicant and the local SSA Commission. It is understood by the applicant that two cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation, and that they have read the entire Facade Rebate Program Guidelines and Application and agree to be fully bound by their terms and conditions. **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 FAÇADE REBATE PROGRAM.**

Applicant’s Signature: _____ Date: _____

Applicant’s Name: (Please print) _____

Applicant’s Title: _____

Applicant’s SSN or Company’s FEIN: _____

If the applicant is not the property owner, the following must be completed by the property owner:

I certify that I am the owner of the property located at _____, and hereby authorize the applicant to apply for and receive a rebate under the Facade Rebate Program, and to undertake the approved Improvements outlined in this application package.

Owner’s Signature: _____ Date: _____



**Facade Improvement Program Guidelines
Albany Park & Irving Park Special Service Area #60
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Emergency Amendments to Application

If unforeseen circumstances arise during the construction process, which require additional costs to be incurred, you must submit an explanation in writing to the SSA program manager. Those additional costs may be considered for an increase in the rebate up to the limits of \$7,500 per storefront and \$15,000 per building where improvements are made to two or more storefronts.

Review and Approval Process

Review

- The Facade Improvement Review Committee will review each proposed project to determine if it meets the required guidelines in the order it is received and until all the funding is disbursed for the fiscal year.
- Following a recommendation from the Review Committee, the application is passed to the SSA Commission for final approval of the application.
- **PLEASE NOTE:** The application **MUST** be approved by the SSA Commission before construction can begin.
- If the application is **NOT** recommended for approval by the Review Committee, feedback will be provided back to the applicant to improve their application for resubmission. Any resubmitted applications will be presented back to the Review Committee for recommendation before the SSA Commission votes on its final approval.

Approval

- After the Commission has approved a project, the applicant will be sent an approval letter.
- The applicant must then submit to the program manager:
 - Proof that City permits have been applied for within 90 days of receiving the approval letter, if permits are required.
 - Copies of the approved City building permits when received.
 - A schedule showing estimated start and end dates of the project.

IMPORTANT PLEASE READ:

- If the City permits are not received within **90 days** after the permit was applied for, then the applicant must send a written request to the program manager requesting an extension, and the Commission reserves the option to eliminate the rebate.
- If construction has not started **within a year** following the approval of a Facade Improvement Application, the SSA commission reserves the option to eliminate the rebate.
- If construction is not completed prior to **December 31, 2024**, then your rebate payment will not be received until April 2024, at the earliest, or until the project is completed and an inspection has been performed.



Rebate Process

- When a project is completed, the applicant must **contact the SSA program manager** to arrange an inspection to verify that the work was done in compliance with program guidelines and pre-approved plan.
- In addition, the applicant must submit copies of all **paid invoices** for the approved project and photographs of the completed work so that the **before and after pictures** may be compared. (NRC reserves the right to use these photographs in any promotional material.)
- A rebate check will be sent to the applicant within two weeks of the inspection and submission of documents. **The SSA#60 Commission, North River Commission, and its representatives do not have any liability or obligations to an applicant for work that is not in compliance as determined by the SSA program manager's inspection.**

CITY PERMIT INFORMATION

Building & Electrical permits issued by:

Department of Buildings City Hall, Rm. 900, 121 N. LaSalle St
Tel: 312-744-3449

Public Way Use permits issued by:

Public Way Use Unit at the Department of of Business Affairs and Consumer Protection
City Hall, 8th Floor, 121 N. LaSalle St.
Tel: 312-744-6060

Permit Guide and Overview:

http://www.cityofchicago.org/city/en/depts/bldgs/supp_info/a_guide_to_gettingstartedapermitoverview.html



2024 Facade Improvement Rebate Checklist

Please use this summary to ensure that you have ALL the necessary documentation.

Application Requirements:

- The application must be submitted and approved BEFORE improvements begin.**
Rebates are not awarded retroactively nor without an application.
- Applicants must provide **BEFORE PHOTOS** of the current property.
- Applicants must provide **TWO QUOTES** detailing the same scope of work.
- Applicants must provide a detailed **DESCRIPTION** of the desired renovations as well as a **COLOR RENDERING** of the final product.
- Landlord approval is required if the business owner is not the property owner.
 - Landlord must also sign off that there are no liens on the property.

*NOTE: **Application approval takes time.** Once your application is received it must be approved by the Facade Review Committee and the SSA Commissioners. Commissioners meet the second Wednesday of every month.

After You Receive your APPROVAL LETTER from NRC:

- You may allow your preferred vendor to secure the proper permits and start work.
- Notify NRC that the work has begun.
- Pay the vendor the balance once your improvements are complete..

After Improvements are Complete:

- Prepare **documentation** to provide to NRC staff on the day of your inspection:
 - Proof of payment, i.e. copy of check, final Invoice showing a \$0 balance, form of payment, and date paid.
 - AFTER PHOTOS** of completed improvements.

Rebate:

- NRC will issue a rebate for 50% of the cost up to the cap of either \$7,500 or \$15,000.**
- Rebate will be delivered to the business owner

Vendors:

Applicants are responsible for contacting their vendor of choice. A referral list can be provided upon request.