



Property Improvement Program (PIP) Exterior Improvement Grant

CONTACT INFORMATION
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The Exterior Improvement Grant has been established to assist property owners to improve and beautify the exterior of a Brookfield business property or building in a Brookfield TIF District.

PURPOSE

Reimbursement grants are provided to applicants in recognition of the positive impact that individual building improvements can have on the overall appearance, quality, and vitality of a business corridor and Village as a whole.

ELIGIBILITY

Eligible projects must be used in whole or part for commercial purposes AND must be located within one of the Village's Tax Increment Financing (TIF) Districts. Projects must be preapproved by the Village prior to beginning work.

GRANT FUNDS

Grants are available for non general maintenance improvements to a building's facade fronting a public roadway or viewable from a right-of-way. The grant reimburses up to 50% of the total project's construction cost, not to exceed \$20,000.

PRE APPLICATION MEETING



Businesses or property owners schedule a pre-application meeting with Community Development to discuss the proposed project. This meeting will assist in identifying design and information necessary for successful project application submittal.

APPLICATION



Applications are accepted throughout the fiscal year while budgeted funds are available in the program.

A complete grant submission includes:

1. Signed and completed application
2. Brief narrative describing the project
3. Photos of existing conditions
4. Drawings of proposed work
5. Material samples if applicable
6. At least two (2) contractor bids

REVIEW



Community Development staff review applications, provide a brief presentation of the project at the next available Economic Development Commission (EDC) meeting. Based on their recommendation the application will move to the next Committee of the Whole. Staff will provide applicants with any requested/suggested revisions or changes to the request. It is recommended that applicants attend the EDC Meeting and Committee of the Whole to provide insight on the project and to address any potential questions.

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APPROVALS



The Village Board has final approval for the request. After the Village Board has approved the application, the applicant and the Village will enter into a formal agreement establishing the scope of work and approved reimbursement amount.

MAINTANANCE



Grant recipients must maintain, and may not alter the improvements for 5 years unless a request for modification has been approved. In the event the improvements are not maintained for 5 years, the Village will require re-payment of the outstanding amount or an amount necessary to restore the improvements.

PROJECT COMPLETION



A final inspection will take place at the time of project completion. After the entire project is completed, all contractor invoices and receipts are to be submitted to Community Development. One reimbursement check will be issued to applicant that reflects paid expenses and agreed grant amount. All improvements funded by this grant must be maintained for 5 years.

PROJECT START



Grant project work begins after the agreement has been signed and applicant has applied for and received all building permits. Staff will work with applicants throughout the process to ensure clear communication for a successful completion of the project.