



Property Improvement Program (PIP)

50/50 Grant Program for Façade and Property Improvements

Purpose

The Village of Brookfield has established a Property Improvement Program (PIP) for Façade Improvements to help property owners improve and beautify the exterior façade of their properties. 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 the business corridor and Village as a whole.

Grant Eligibility

To be eligible for a Property Improvement Program reimbursement grant, a building must be used in whole or in part for commercial purposes and must be located within one of the Village's Tax Increment Financing (TIF) Districts (see TIF maps below).

Projects that are comprehensive in nature and have the greatest improvement impact are strongly encouraged to apply for the grant. Properties located on highly traveled streets and at major intersections are of greatest priority for the grant funds. Routine building and property maintenance items are not eligible for the grant program. All work and participation in the program must be pre-approved by the Village and, as a condition of approval, the Village may require changes to the design or scope of the work proposed.

Funding Guidelines

Grants are available to make improvements to a building's facade. A facade is defined as any building or structural elevation fronting a public roadway or viewable from a right-of-way. Other beautification improvements such as landscaping may be considered. It is not intended to fund routine maintenance items. The grant reimburses up to 50% of the total project's construction cost, not to exceed \$20,000.

If costs exceed the original estimates, the property owner or tenant will be responsible for the full amount of the excess. The Village cannot reimburse more than the total amount specified in the agreement executed upon approval. Any work commenced prior to Village Board approval and signing of the Grant Agreement will not be eligible for reimbursement funding. The applicant has one year to complete the work from the date of approval. Applicants may request a six-month extension provided there is a demonstrated hardship.

Grant reimbursement will occur upon completion of the improvements and after proof of payment has been received. If the applicant is doing his/her own labor, funding will be reimbursed only for material costs after all the approved work is completed.

Timeline

Upon receipt of a complete application, with all required attachments, the request will be scheduled for the next available Economic Development Commission (EDC) meeting and based on their recommendation the application will move to the next available Village Board Committee of the Whole

meeting. Typically scheduling occurs within 30 days. The EDC meets once a month on the third Wednesday of each month. The Village Board/Committee of the Whole meets in regular session the second and fourth Monday of each month. After the meeting with EDC and the discussion by the Committee of the Whole, a decision on the project will be voted on at the next Village Board meeting. (Full schedule can be found at: <https://brookfieldil.civicweb.net/Portal/>)

Application & Review Process

Interested businesses or property owner applicants should schedule a pre-application meeting with staff prior to preparing any materials for submittal. The applicant must complete and submit a grant application form, available on the Village's website or at Village Hall. Submittal requirements are set forth on the application form, including the requirement for two bids to be submitted for each item in the scope of work.

Staff will review the application and prepare a report and give a brief presentation of the project and review various aspects of the proposal, and a suggested recommendation to the Economic Development Commission (EDC). The EDC will review all materials and provide a recommendation for revisions or to immediately move the application forward to the next Committee of The Whole meeting. The Village retains the right to approve an entire request, to approve portions of a request, suggest and/or ask for changes/additions to a request before approving, or to deny any request or portion thereof. The EDC and the Committee of the Whole may ask questions of the applicant about the project, so it is recommended that the applicant plan to attend the meetings.

Upon Village approval, the applicant and Village enter into a formal agreement establishing the scope of work and approved reimbursement amount. The Agreement is signed by the Village and the applicant, after the Village Board has approved the project. Grant project work may commence after the Agreement is signed and necessary building permits are obtained. Property owners will select contractors for the work, and all contracts for improvements are between the owner and contractors. All Village permits necessary for the project must also be secured prior to the work commencing.

Grant Reimbursement

Grants will be awarded based on how the project meets the program objectives. After the grant is approved and the entire project is completed, invoices and receipts must be submitted to the Village. One reimbursement check will be issued to applicant. 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.

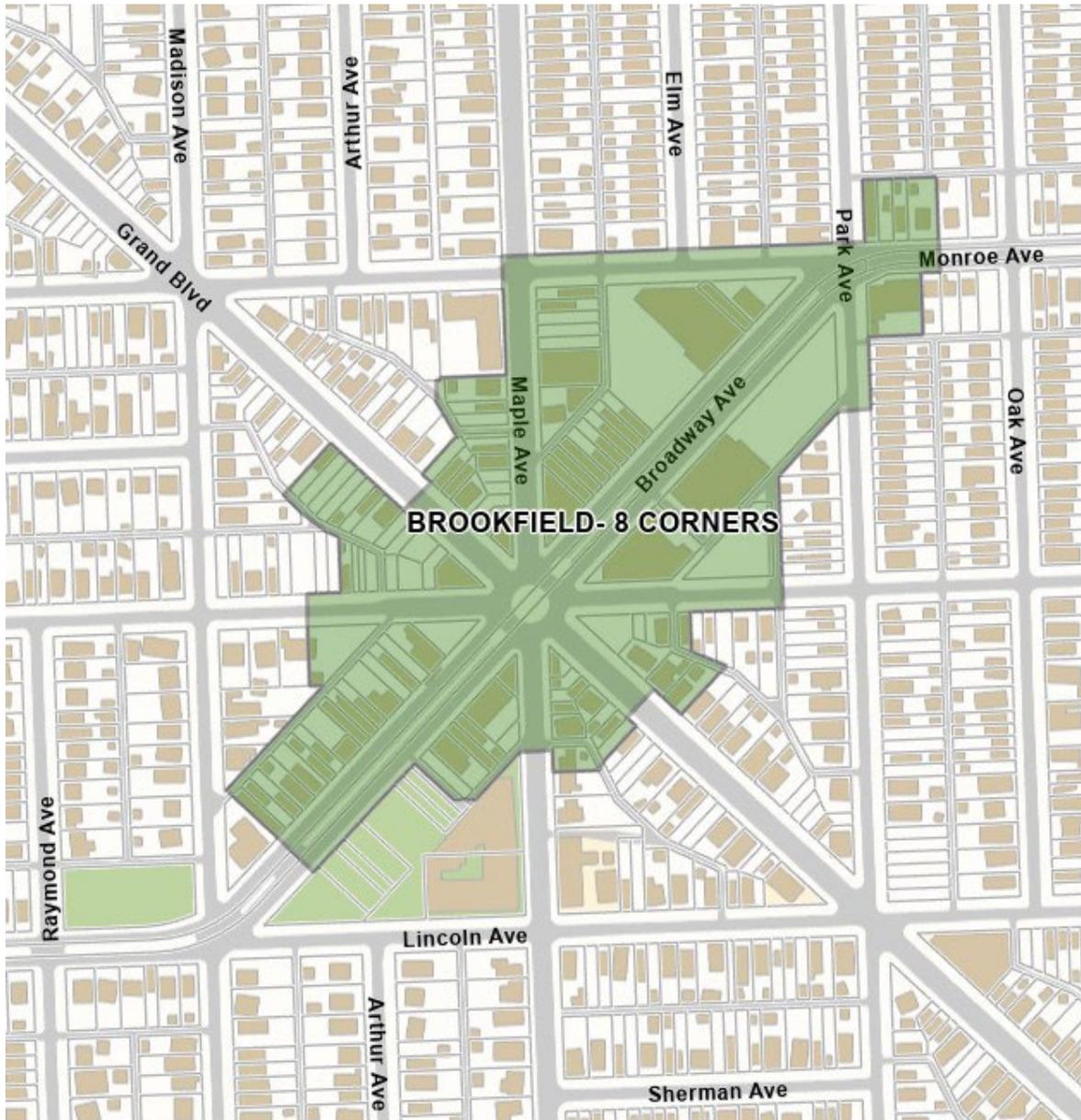
Once completed, the applicant must maintain, and may not alter or change the improvements for a period of 5 years unless a request for modification is presented to the Village Board and approved prior to commencing such work. The Village will not reimburse for repair, replacement, or other alteration to work completed through the façade improvement program for a period of 5 years.

Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. Property owners and tenants should consult their tax advisor for tax liability information.

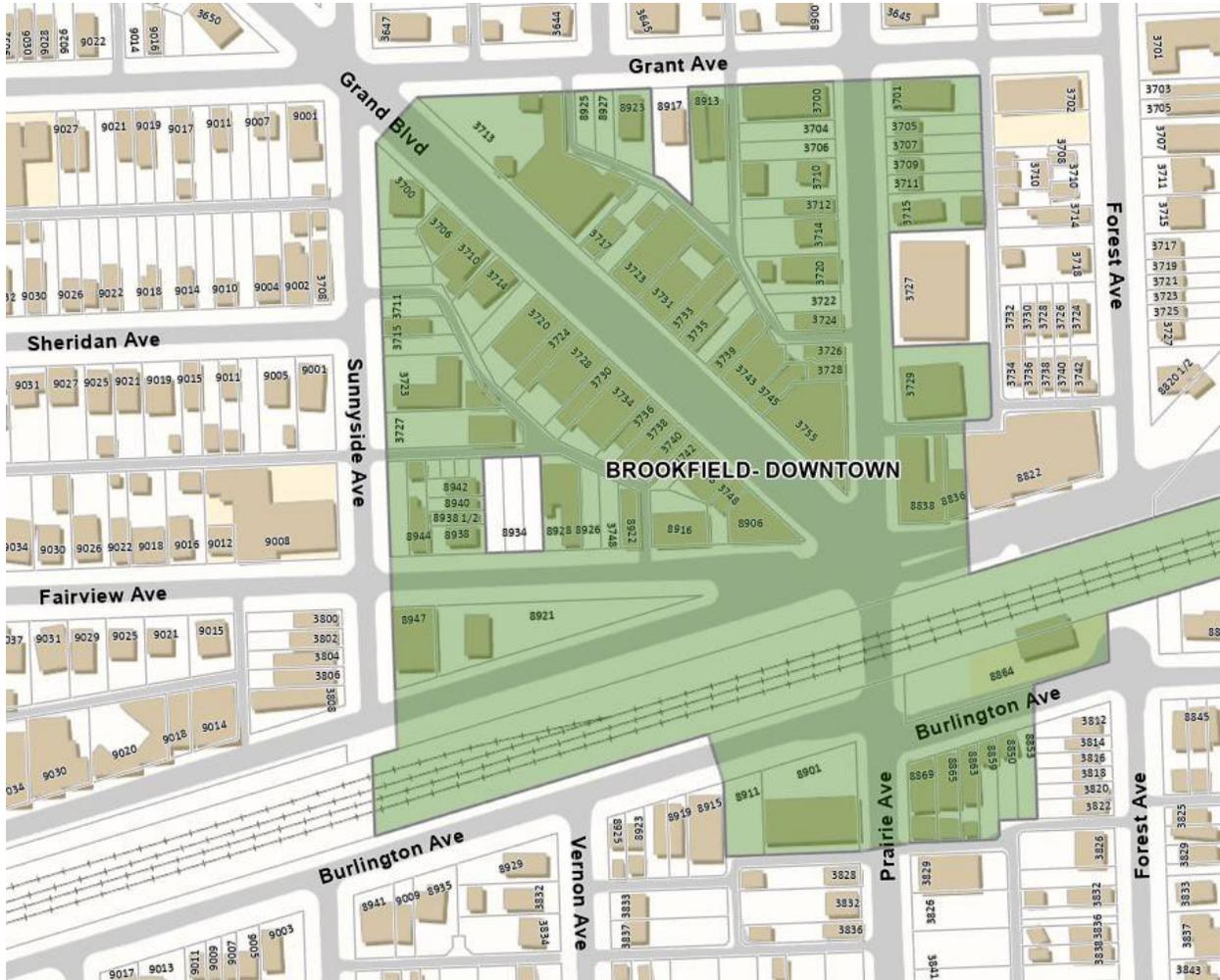
In the event that the applicant receiving Village funds does not maintain the improvements within that period, the owner agrees to reimburse the Village on a pro rata basis, in the amount of the PIP Grant payment, less 20 percent of the amount of the PIP Grant payment for each full year prior to the violation.

Brookfield TIF Districts

8 Corners TIF District



Downtown TIF District



Ogden Avenue TIF District

