

Village of Glenview

Tenant Improvement Program

Grant Application Packet



Administered by:

Community Development Department

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VILLAGE OF GLENVIEW

TENANT IMPROVEMENT PROGRAM

PROGRAM PURPOSE AND OVERVIEW

- Consistent with the Village’s Economic Development Strategic Plan adopted in 2021, and in a continuing effort to support the economic vitality of the Village’s business community, the Village of Glenview has created a **Tenant Improvement Program** for local business and property owners. The purpose of this program is to assist in enhancing or building out the interior of a tenant space with businesses that will attract the highest market interest throughout the Village and along commercial corridors and districts.
- The Tenant Improvement Program operates as a grant reimbursement with the Village **matching 50% of design and improvement costs** for qualified improvements to new and existing commercial tenant spaces. Program guidelines, qualifications, and terms are described below.
- Reimbursements will be awarded in amounts **between \$5,000 and \$50,000** (50% of total design and improvement costs for projects with a total value of \$10,000 or greater).

BUSINESS ELIGIBILITY & REQUIREMENTS

The following table identifies the types of businesses that were identified as desired uses in the Economic Development Strategic Plan and are deemed eligible to receive grant funding for interior tenant improvements:

Eligible Business Types	Ineligible Business Types
<ul style="list-style-type: none"> • Restaurants with indoor dining rooms • Retail (e.g., Boutiques, Apparel, Jewelry, Paper Goods, Food/Grocery/Liquor/Convenience, Gift Shops, Cosmetics, Books, Hardware, Collectibles, Toys, Pets, Specialty Shops, etc.) • Creative Arts and Entertainment Uses (e.g., Performing Arts Theater, Comedy Club, Movie Theater, Paint n' Sip, Ceramic Studios, Indoor Amusement, etc.) • Auto Dealerships 	<ul style="list-style-type: none"> • Delivery/Carry-out only restaurants • Service Uses (e.g., Spas, Beauty Salons, Massage Studios, Dry Cleaners, Day Care Facilities, Martial Art/Dance Studios, Gyms/Yoga Studios, Automotive Repair Centers, Gas Stations, etc.) • Design Showrooms • Professional/Medical Office Spaces • Banks/Financial Institutions • Hotels • Funeral Homes

Eligible business types must meet the below requirements:

- a) Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- b) Applicants must demonstrate the existing financial gap preventing the financing of the improvements described in the scope of work. This may be provided in a written statement detailing why the project would not be feasible without tenant improvement assistance.
- c) The tenant space must be on the ground floor of an existing commercial property.
- d) Priority will be given to businesses in the D-D Downtown District.
- e) Total costs for proposed tenant improvements must exceed \$10,000 to participate in the program.
- f) Both existing and new commercial buildings are eligible for grant funding.
- g) Properties with unresolved code enforcement cases will not be eligible to receive grant funding.
- h) Only one grant (via either Façade or Tenant Improvement) will be awarded per building or tenant space within any five-year period, although exceptions may be considered on a case-by-case basis for large, multi-tenant buildings provided annual program funds remain available.
- i) The grant agreement between the applicant and the Village must be approved by the Village and executed by the Grant recipient before any costs requested to be reimbursed are incurred.

ELIGIBLE IMPROVEMENTS

The Tenant Improvement Program will fund improvements that are permanent and will stay intact with the property. Therefore, the grant will not cover items deemed by staff to be for a particular use and would not be beneficial to other potential future uses to the space. The following improvements are eligible to receive funding through the program:

Improvements Eligible for Tenant Improvement Grant Funding:

- Interior demolition/shell reconstruction
- Drywall
- Permanent plumbing fixtures
- Permanent electrical improvements
- HVAC/mechanical
- Flooring
- Permanent lighting
- Permanent equipment (e.g., kitchen)
- Interior doors
- Improvements which achieve compliance with the Illinois Accessibility Code

Ineligible Improvements for Tenant Improvement Grant Funding:

- Routine maintenance
- Painting/wall coverings
- Artwork
- Furniture
- Removable fixtures
- Non-fixed equipment

All improvements must comply with all applicable codes and standards of the Village of Glenview, applicable Design Guidelines, and the goals set forth in the Economic Development Strategic Plan and the Municipal Code. The Village must approve any improvements and projected budgets prior to the start of construction. The Applicant must not begin any improvements to the property before the grant is approved by the Community Development Department and all necessary commission design approvals and permits are obtained. Any project costs incurred prior to grant approval will not be eligible for reimbursement.

ELIGIBLE COSTS

When included with the scope of work relating to an eligible tenant space, the costs below shall be eligible for reimbursement commensurate with the proportion of the work eligible for grant funding:

- Architectural and Engineering Fees (conceptual designs and construction drawings)
- Permits and Fees
- Materials
- Construction Labor

REVIEW OF PROPOSALS

Grant awards will be determined by the Community Development Director on a first-come, case-by-case basis until the total annually budgeted funds are expended. Applications that are denied can be revised and resubmitted if deficient/disqualifying characteristics can be corrected.

While all qualifying businesses in the Village will be considered for grant awards, priority will be given to businesses in the D-D Downtown Development District and businesses that exhibit an economic gap hampering the improvements from being feasible to implement independently.

Staff will consider the following criteria to determine whether to issue a grant award for each proposed project:

1. Need | (0-10 points)

- a) 10 points will be awarded to projects where the tenant space or elements thereof:
 - have exceeded their useful life and can no longer be regularly maintained in an aesthetic manner;
 - are incompatible to the current/proposed use; and/or
 - are no longer compliant with current Codes, design guidelines, etc.
- b) 5 points will be awarded to projects which are primarily comprised of alterations/modifications (walls/finishes, flooring, hardware, plumbing, electric, interior doors, lighting, window treatments/blinds, eligible mechanical units, heating/cooling, etc.) to tenant spaces which otherwise remain in good repair.
- c) 0 points will be awarded to projects that are being pursued exclusively for branding or rebranding purposes where maintenance issues with existing are not significant.

2. Location | (0-10 points)

- a) 10 points will be awarded to projects in the D-D Downtown Development District.
- b) 10 points will be awarded to projects on sites abutting commercial corridors with more than 20,000 daily vehicle trips.
- c) 5 points will be awarded to projects on sites abutting streets with more than 20,000 daily vehicle trips.
- d) 0 points will be awarded to projects on sites abutting streets with fewer than 10,000 daily vehicle trips.

3. Scale | (0-10 points)

- a) 10 points will be awarded to projects including remodeling of entire tenant spaces;
- b) 5 points will be awarded to projects including partial tenant space improvements or combinations of improvements including permanent plumbing, permanent electrical, HVAC/mechanical, etc.
- c) 0 points will be awarded to projects comprised exclusively of minor elements including permanent lighting, flooring, and storefront systems (doors and windows).

4. Activation of Vacant Space | (0-10 points)

- a) 10 points will be awarded to tenant spaces vacant for a period of time in excess of 1 year.
- b) 5 points will be awarded to tenant spaces vacant for a period of time between 6 months and 1 year.
- c) 0 points will be awarded to tenant spaces vacant for fewer than 6 months.

5. Use | (0-10 points)

- a) 10 points will be awarded to projects with tenant spaces utilized for restaurants with indoor dining rooms and auto dealerships.
- b) 5 points will be awarded to projects with tenant spaces utilized for retail or creative arts & entertainment purposes.
- c) 0 points will be awarded to projects with tenant spaces for which tenants have not yet been identified.

Projects which will be eligible for a grant award must achieve a minimum combined score of at least half (25) of the 50 available points.

Please note that the approved grant amount may be less than the maximum, depending on Village program priorities, funding availability, and eligible project expenditures.

GRANT TERMS AND CONDITIONS

1. Grant Funds

- a) Tenant Improvement Program Grants are subject to the availability of funding, with annual funds made available January 1 of each year.
- b) Fifty (50) percent of eligible costs related to the approved grant project will be reimbursed up to a maximum of \$50,000 (for projects with total costs in excess of \$100,000).
- c) The Applicant must have a minimum total project cost of \$10,000 to participate in the Program.

2. Eligibility

- a) Applicants must be either the property owner or the lessee of the subject commercial space. If the applicant is the Lessee, written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- b) The tenant space must include floor areas accessible to the public within an existing commercial building.
- c) Both new and existing businesses are eligible to apply for grant funding.
- d) Only one grant (either Façade or Tenant Improvement) will be awarded per building or tenant space within any five-year period, although exceptions may be considered on a case-by-case basis for large, multi-tenant buildings given the availability of annual program funds.
- e) The grant agreement between the applicant and the Village must be approved by the Village and executed by the Grant recipient before any costs requested to be reimbursed are incurred.

3. Bidding

- a) At least three (3) competitive quotes/bids must be obtained. All quotes must be received from contractors who are licensed to work in the State of Illinois and in the Village of Glenview and meet all bonding, insurance, and prevailing wage requirements.
- b) All contractors and subcontractors are required to pay all laborers and workers performing work on the project no less than the prevailing wage in Cook County.
- c) The Village of Glenview must approve the Applicant's chosen contractor(s) prior to the execution of any agreements. The Applicant is responsible for selecting the contractor(s) and executing any corresponding agreement(s); however, the Village will reimburse the Applicant for costs equivalent to fifty percent (50%) of the lowest bid amount.
- d) Any general contractor(s) who is not licensed to work in the Village of Glenview must obtain a contractor's license prior to the start of work. The contractor's license fee is not eligible for grant reimbursement.

4. Plan Review

- a) Where applicable, design approvals relating to architecture, landscaping, lighting, and signage changes within the scope of work must be obtained prior to the start of construction.
- b) Where applicable, grant awardees may be required to attend a Development Adjustments Commission or New Development Commission meeting, depending on the scope of work. A representative from the project is required to attend the meeting and will be required to provide testimony and respond to inquiries from the Commissioners. For certain application types or proposed projects, a recommendation may be forwarded to the Board of Trustees or may be administratively approved by Village staff. For all others, a final decision shall be rendered, or the case may be continued to permit the submission of additional information.

5. Permits, Construction, & Inspections

- a) After design approval, all necessary permit applications and corresponding documentation, including architectural/construction drawings, must be submitted within ninety (90) days.
- b) All necessary permits must be obtained prior to the start of construction.
- c) Receiving of materials and all improvements which may extend across calendar years must be completed in accordance with invoices for work conducted in different years. Work completed in the same year as the grant award must be documented separately from work begun in the subsequent year. Failure to meet the above-mentioned separation and documentation of invoiced may result in the cancellation of the Village's obligations regarding any past or future costs in connection with the proposed improvements.
- d) Projects must pass all rough and final inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Planning Division.

6. Disbursement of Grant Funds

- a) The Applicant must pay all contractors and subcontractors for work performed.
- b) Copies of all waivers of lien(s) shall be submitted to the Village for review.
- c) All receipts for payment of invoices related to work associated with the grant must be submitted to the Village within 45 days of completion of the work to facilitate the Village's deadlines for reimbursement.
- d) The applicant may submit a written request for extension for staff consideration.
- e) Failure to meet the above-mentioned deadline will result in the cancellation of the Village's obligations regarding any past or future costs in connection with the proposed improvements.
- f) The Village shall process the reimbursement within 30 days following the completion of the above requirements or as otherwise provided by law.

7. Maintenance Obligation

- a) Applicant shall maintain the improvements of the property in good condition and in accordance with all State of Illinois and Village of Glenview design criteria and property maintenance codes and standards.
- b) Properties with unresolved code enforcement cases will not be eligible to receive grant funding.

PROGRAM STEPS

1. Pre-application meeting.

Applicants should schedule a meeting with the Community Development Director to discuss the program, ask questions, and verify whether the proposed project would qualify for available program funds.

2. Submit application.

Applicants must submit a fully executed and signed application, along with all supporting documents. Staff will then review the application and determine eligibility for grant award within thirty (30) days of receipt of complete application. Applications will not be considered until all required documents are submitted. Grant funds are subject to availability at the time of the complete application submittal, and funds will not be awarded or held if an application is submitted without all required documentation.

3. Grant approval.

A letter of award will be sent to the applicant upon project approval. All selected applicants will be required to execute a written agreement with the Village of Glenview, which will establish terms, conditions, and requirements for participation in the program. The Village is not responsible for costs incurred prior to the approval and execution of the agreement.

4. Permitting process.

All tenant improvement projects must go through the standard review, permitting, and inspection process. All permit documents, including architectural/construction drawings, must be submitted within ninety (90) days of grant approval. The applicant must obtain all necessary permit prior to the start of construction.

5. Final Inspection and completion of work.

Projects must pass all rough and final inspections and receive all necessary approvals for the completed improvements. All final inspections must be approved prior to reimbursement of costs in accordance with the agreement. If no final inspections are required in association with the permit, a final appearance inspection should be requested from the Planning Division

6. Grant reimbursement.

Once the project has passed inspection, the applicant must submit copies of all invoices, proof of payment, and waivers of lien within 45 days, and no later than February 15 of the following year. Staff will review the documents and, upon completion of all project requirements, facilitate reimbursement with thirty (30) days, or as otherwise provided by law.

APPLICATION CHECKLIST

The following items **must** be completed in their entirety and submitted together for the project to be considered for grant funding:

- Completed and signed application
- Proof of ownership or lease
- If the applicant is the lessee of the subject commercial space, a written approval from the property owner must be submitted with the application to participate in the program and consenting to all building modifications.
- Current W-9 form
- Photos of the existing interior of the subject property
- Detailed scope of work
- Detailed estimate of costs
- Executive summary: background information and highlights of proposed project (goals, logistics, project constraints, potential generation of eligible sales tax, etc.)
- Dimensioned, dated, and scaled floor plan
- Catalog cuts for proposed permanent fixtures

Incomplete application packets may result in a delay of review and, therefore, are subject to the availability of funding remaining at the time of complete application packet submittal.

IMPORTANT INFORMATIONAL RESOURCES

Applicants are encouraged to review the below resources to see if their project is in accordance with the Codes, standards, and goals set forth by the Village.

Design Guidebook:

<https://www.glenview.il.us/government/Pages/OrdinancesCodes.aspx>

Downtown Development Code:

<https://www.glenview.il.us/government/Pages/OrdinancesCodes.aspx>

Community Development Webpage:

<https://www.glenview.il.us/government/Pages/Community%20Development.aspx>

Tenant Improvement Program Application

Project Information

Project Address:

Scope of Work (e.g. demolition, shell reconstruction, replacement of flooring, etc.):

Estimated Project Cost: \$

Anticipated Project Start Date:

Anticipated Project Completion Date:

Property Information

Property Address:

Property Tax Index Number(s) (PIN):

Names of Affected Businesses:

Type of Businesses On-Site:

Number of Businesses On-Site:

Floor Area of Building:

Floor Area of Tenant Space:

Number of Stories in Building:

Applicant / Contact Person Information (This person will be contacted for all issues related to this permit.)

Name:

Address:

Email:

Primary Phone:

Fax:

Property Owner Information (if same as "Applicant," write "same as above")

Name:

Address:

Email:

Primary Phone:

Fax:

Disclosure & Signatures

The information submitted in this Project Application may be used by the Village of Glenview and/or any of its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference. If the Village issues a permit for the work described in this Project Application, you certify that the Village's Code Enforcement Official or the Code Enforcement Official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the laws, statutes, ordinances, and codes applicable to such permit. I certify that the information and exhibits herewith are true and correct.

Signature of Applicant:

Signature of Property Owner: