

## **Commercial Building Improvement Program Application**

### **What is a Commercial Building Improvement Program?**

The City wishes to encourage OWNER/LESSEES to update existing structures to new building codes as it pertains to improved safety. The City also wishes to encourage OWNER/LESSEES to update existing structures to comply with Illinois Accessibility Code requirements. This code establishes minimum scoping and technical design requirements to ensure that the built environment in the State of Illinois is designed, constructed and altered to be accessible to and usable by all, including individuals with disabilities. The program operates on a reimbursement basis covering 25% of all applicable costs up to \$25,000 pertaining to improvements that satisfy current building codes. Funds will only be reimbursed by the City after all authorized work is completed, inspected and approved by the City. All work is subject to prevailing wage requirements and the applicant must demonstrate compliance with this requirement.

### **Eligible Properties and Applicants**

Eligible properties include all commercial buildings within B1 zoning district. Any commercial building owner or business owner with the building owner authorization may apply. An applicant must be current on property taxes, City utility bills and/or any other form of indebtedness to the City. For commercial structures outside of this zoning district, there may be funds available from time to time and applications will be taken on a first come first serve basis subject to available funding. Elected officials from the City, the City Administrator, the Public Works Director, City Planner and the Economic/Community Development Director are ineligible from participating in this program.

This request will be reviewed by the Economic/Community Development Director.

### **Eligible Improvements**

A building owner or business owner, with authorization from the building owner, who is undertaking an improvement project of a commercial building may apply for the matching grant. A commercial redevelopment project involving a significant amount of construction (more than 50% of the assessed value of the building) will not be eligible. Any commercial redevelopment project that would already require adherence to current building codes and ADA requirements will not be eligible. This program defines total project costs as those costs associated with the program's design guidelines and incurred by third-party independent contractors to make improvements. The following improvements are eligible to receive funds through this program and include:

- Updating the electrical system to current building code standards
- Adding or updating a sprinkler system
- Adding or updating a fire alarm system
- Updating an existing structure to improve ADA accessibility
- Architectural/engineering assistance and design fees upon completion
- Sanitary Sewer lateral replacement/repairs from exterior of building foundation to public sanitary sewer main connection inclusive of installation and repairs to grease interceptors

\*Visible exterior improvements such as entryway door frames or ramp access must first be approved by HPC if in the historic district.

CITY OF EDWARDSVILLE  
Commercial Building Improvement Program Description

**Ineligible Projects**

The Commercial Building Improvement Program will not provide funds for:

- Working capital
- Debt refinancing
- Equipment/inventory acquisitions
- Legal or permit fees
- Interior plumbing repair/improvements
- HVAC
- Improvements that are not of a permanent nature
- General repair/improvement
- Work provided for parking lot repairs or resurfacing

**Administration**

Applicant Responsibilities:

1. The Applicant must complete an application and submit for the City's review prior to any work being started.
2. In the application, the Applicant will provide an expected date of completion of the project. If the project is not completed by this date, funds may be withheld and the agreement terminated.
3. The Applicant will select the architect, engineer and contractors who will participate in the project, comply with competitive bidding and standard prevailing wage requirements, and obtain all permits and necessary approvals from the City associated with the project.
4. At the completion of the project, the Applicant must submit copies of all relevant contractor or vendor invoices with receipts verifying payment. Invoices must be marked as paid by the contractor or vendor.
5. Applicant agrees to protect, identify, defend and hold harmless the City against and from any and all claims, liabilities, demands, causes of action, judgments, attorney fees and losses to the City arising in favor of or asserted by any person or entity on account of personal injury, death or damages to property arising out of, in connection with, or incidental to the negligence or willful misconduct of Applicant, or its agents or employees related to the activities under the program.
6. The Applicant will follow all City codes and permitting process. Failure to adhere will nullify this agreement.

City Responsibilities:

1. The City provides the Applicant with the Commercial Building Improvement Program application.
2. The City reviews the application and determines which activities and expenses are eligible.
3. The City evaluates the eligible expenses as they relate to the program objectives and calculates the matching funds subsidy to determine the contribution to the project.
4. City notifies the Applicant of project approval.
5. The City closes out the application upon satisfactory completion of the project which includes:
  - a. Inspection of the project for completeness and compliance to design submitted in the application.
  - b. Review lien waivers for contractors, subcontractors and vendors.

**CITY OF EDWARDSVILLE**  
**Commercial Building Improvement Program Description**

- c. Review paid invoices and/or prevailing wage payroll certification from contractors and vendors.
- d. Process claim for payment.
- 6. The City has no responsibility for payment of any Applicant's material, laborers or contractors.
- 7. The City shall have no civil liability for any damages or claims arising from any of the Applicant's undertakings.

**All applications must be approved before the commencement of the commercial building improvement.**

**Commercial Building Improvement Program  
Application**

**Part A: General Applicant Information**

- 1. Name: \_\_\_\_\_
- 2. Address of Applicant: \_\_\_\_\_
- 3. Phone Number: \_\_\_\_\_
- 4. Applicant is: \_\_\_ Property Owner and/or \_\_\_ Business Owner  
(Check both if applicable)
- 5. Address of Building to be Improved: \_\_\_\_\_
- 6. Amount of Reimbursement Requested: \$ \_\_\_\_\_
- 7. Total Project Cost: \$ \_\_\_\_\_

**Part B: Description of Proposed Improvement**

- 1. Please provide a description of the scope of work to be done on this project:

- 2. Does this project happen but for this grant request? Yes/No

CITY OF EDWARDSVILLE  
Commercial Building Improvement Program Description

Explain the necessity of the grant.

**Part C: Project Implementation Schedule**

1. Please provide the following information for all activities that will occur on your improvement:

Description of Activity: \_\_\_\_\_

Cost: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Starting & Ending Dates: \_\_\_\_\_

**Part D: Certification by Applicant**

The applicant certifies that all information contained in this application, including the documents and attachments, is true to the best of his/her knowledge and belief, and is submitted for the purpose of obtaining financial assistance from the City of Edwardsville. I (We) also authorize the City of Edwardsville to obtain any information that may have a bearing on this application.

Name of Business and/or Building: \_\_\_\_\_

Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of Building Owner  
If Different from Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF EDWARDSVILLE  
Commercial Building Improvement Program Description

**Part E: Attachments**

- \_\_\_\_\_ **Exhibit 1:** Sketch, rendering, or photo showing the issue as it presently appears
- \_\_\_\_\_ **Exhibit 2:** Sketch or rendering of proposed improvement
- \_\_\_\_\_ **Exhibit 3:** Detailed contractor bids for the proposed project
- \_\_\_\_\_ **Exhibit 4:** Proof of ownership of building to be improved

**City of Edwardsville  
Commercial Building Improvement Grant Agreement**

This Agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_  
Between the City of Edwardsville, Illinois (hereinafter referred to as “City” and the following  
designated OWNERS/LESSEE, to witness

Owner Name: \_\_\_\_\_  
Lessee Name: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Tax ID#: \_\_\_\_\_  
Address of property to be improved:  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSETH:**

WHEREAS, the City Council of the City of Edwardsville (“City”) wishes to adopt an ordinance to establish a Commercial Building Improvement Program for the City; and

WHEREAS, the City of Edwardsville understands the benefits of updating existing structures to new building codes for the safety of all citizens and also wishes to encourage the full participation of all citizens to have access to established buildings; and

WHEREAS, the City of Edwardsville agrees to reimburse, subject to the sole discretion of the OWNER/LESSEES, costs associated with improvements to an established commercial building for updating the structure to new building codes as it pertains to improved safety and for retrofitting commercial buildings to comply with the Illinois Accessibility Code.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Edwardsville, Illinois that it approves establishing the Commercial Building Improvement Program as a program to provide financial support to Businesses and property owners to update their existing structures/businesses to current building codes as it pertains to improved safety and to improve access as defined in the Illinois Accessibility Code and is as follows:

**SECTION 1**

**CITY OF EDWARDSVILLE**  
**Commercial Building Improvement Program Description**

Reimbursement will be limited to twenty five percent of the documented cost of the commercial building improvements, not to exceed \$25,000 on any one project, whichever is less.

The total reimbursement amount per this Agreement shall not exceed \$\_\_\_\_\_ for commercial building improvements. The improvement costs, which are eligible for City reimbursement, include all labor, material, equipment, and other contract items necessary for the proper execution of the work as shown on the plans, design drawings, specifications, and estimates approved by the City. Such plans, design drawings, specifications, and estimates are attached hereto as EXHIBIT A.

**SECTION 2**

No improvement work shall be undertaken until the design has been submitted to and approved by the City. Following approval, the OWNER/LESSEE shall contract for the work and shall commence and complete all such work within one hundred eighty (180) days. The OWNER/LESSEE may request a ninety-day (90) extension provided if there is demonstrated hardship.

**SECTION 3**

Upon completion of the improvement and upon final inspection, the OWNER/LESSEE shall submit to the City the contractor's invoice showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment necessary to complete the commercial building improvement related work. In addition, the OWNER/LESSEE shall submit to the City proof of payment of the contract cost pursuant to the contractor's statement and subcontractors. The OWNER/LESSEE shall submit to the City a copy of the architect's statement of fees for professional services for preparation of plans and specifications of the commercial building improvements. The City shall, within forty-five (45) days of receipt of the contractor's invoice, proof of payment, and the architect's statement, issue a check to the OWNER/LESSEE as reimbursement for the grant amount.

OWNER/LESSEE

\_\_\_\_\_

PASSED this \_\_\_\_ day of \_\_\_\_\_, pursuant to a roll call vote as follows:

AYES:

NAYES:

ABSENT:

ABSTENTION:

APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_.

BY: \_\_\_\_\_

Art Risavy, Mayor, City of Edwardsville, Illinois

ATTESTED:

Filed in my office this \_\_\_\_\_ day of \_\_\_\_\_.

BY: \_\_\_\_\_

Michelle Boyer, City Clerk, City of Edwardsville, Illinois