


MEMORANDUM

TO: Trustee Anthony Puccio, Chairperson

FROM: William J. Heniff, AICP, Director of Community Development 

MEETING DATE: February 12, 2024

SUBJECT: **Village Board Strategic Plan - Economic Incentive Components and Projected 2024 Activities**

As the Economic and Community Development Committee (ECDC) members are aware, the Village Board adopted a Strategic Plan for the 2021-2024 period. One of the five strategic priorities pertains to Economic Development. Last year, staff presented the Village Board implementation updates to the Strategic Plan. As part of Community Development's 2024 work program and in consultation with the ECDC on an as-needed basis, staff will continue the target measures and Strategic Initiatives identified within the Plan. The Plan's summary page, outcomes and initiatives, and the 2023 Progress Update is offered for reference. Below is an anticipated work program of activities to be undertaken in 2024.

Grant Amendments – Adoption

Attached are the amended grants which were revised by the ECDC in November and December and approved as presented by the Village Board on December 21, 2023. These include changes to:

1. Improvement & Renovation Grant,
2. Retail Business Grant,
3. Restaurant Forgivable Loan Program,
4. Business Relocation Grant, and
5. Art Grant Program.

Supplementing these changes, the Village Board also approved and attached the new Downtown Grant Program, which is intended to be a single source document for any eligible properties or businesses within the geographical extent of the former Downtown Lombard TIF District.

Implementation

As stated in the Strategic Plan, the next step is to “advance the goal of increasing developing an action plan for economic development awareness.” Below is a summary of the proposed implementation steps, which will be explained in further detail at the ECDC meeting.

- a. Offer the amended Grant Policies and the unveiling of the Downtown Grant Policy; and Community Development's implementation efforts to occur in 2024 (per our departmental goals):

- i. Downtown Grant Policy awareness and marketing efforts
 - 1. Traditional channels (website, social and traditional media)
 - 2. Learning from our 2023 downtown efforts, direct outreach to applicable properties (property owners, brokers and applicable tenants)
- ii. Direct outreach and engagement to applicable properties along the two East St. Charles Road TIF Districts:
 - 1. informing businesses and property owners of the expanded grant opportunities;
 - 2. where appropriate, actual on-site meetings and engagement to identify opportunities for grant funding for properties; and
 - 3. engage in a larger review effort regarding the respective corridor properties and identify perceived barriers and opportunities for additional public or private investment.
- b. Key Development Sites engagement efforts: Develop a 2024 targeted approach, active discussions and approaches available for properties identified in the BREI Policy.
- c. General Outreach: The goal is to tell the Lombard story to those who have not heard it directly. The implementation effort is to increase the awareness effort to targeted businesses (such as a previously identified restaurant group), targeted entrepreneurs and/or market segments.
- d. Yorktown activities: With Horton and Yorktown Reserve/Synergy incentive agreements in place, inform of possibility for a number of status announcements throughout 2024. Some of these efforts will be the result of the past agreement, while others may pertain to pending tenancies.
- e. A larger 2024 goal for the Community Development Department is to undertake several enhancements to our website presence and grant application process. With a review of our website and other municipalities or Economic Development Organizations, staff has found a few things we can do to improve the communication and application process. This in turn will hopefully increase the grant applications, or at a minimum awareness of our local efforts. We may also look at some supplemental tools that may also help us.

Overall, these efforts may be subject to refinement as direct engagement efforts occur. However, this approach also follows the desire mentioned at the December, 2023 ECDC meeting to demonstrate the Village's willingness to attract and invest in businesses.

STRATEGIC PLAN SUMMARY 2021–2024

Village of Lombard

Strategic Priority	Desired Outcome	Key Outcome Indicator	Target	Strategic Initiatives
Financial Sustainability	Financial strength	- Bond Rating	- BBB in 2023 - AA+ in 2028	a) Develop plan and process to promote strong Village financial condition to rating agencies b) Develop options for use of federal stimulus funds c) Establish strategy for revenue diversity and stabilization
	Prudent use of Federal funds	- Revenue generated - Expenditures leveraged - Cost savings achieved	- Businesses assisted are in targeted sectors most impacted - Positive ROI on Federal Funds used for Economic Development by 2024	
	Stable & predictable revenue	- Revenue variability reduction	- From 2021-2024 revenues remain stable	
Economic Development	Business flexibility	- # business regulations modified - # development policies refined	- Flexible guidance and policies in place by 2022	a) Develop policies to reflect existing & future development trends b) Develop action plan for economic development awareness c) Develop incentive policy and strategies tailored to sites
	Economic Development Awareness	- % positive business and public awareness	- 50% public awareness of Village ED efforts - 20% increase in utilization of ED tools by 2024	
	Key sites are developed or redeveloped	- # key site signed agreements - # key site approvals granted	- Reuse/redevelopment underway at each key development site by 2024	
Communication & Community Image	Increased accessibility	- % increase in engagements - % positive feedback results	- 20% increase of followers by 2024 - More than 50% feel well-informed	a) Expand communications channels/modes b) Develop social media promotional strategies c) Develop Communications presentation for remote audiences d) Adopt Boards and Commission policy and fill vacancies e) National Citizen Survey or alternative survey method conducted to survey public
	Meet information needs of the whole community	- # non-traditional group interactions - # of community meetings	- 75% of residents say Village public information functions are rated positively by 2024	
	Boards and Committees reflective of community	- # applications increased - Board/Committee makeup-community segment ratio	- No vacancies on committees by 2022 - Applicant pool doubled over prior recruitment	
Operational Excellence	Competent workforce	- % meeting training standards - # employees meeting standards	- >98% employees meet expectations on performance evaluations by 2024	a) Develop contingency and innovation strategy b) Develop improved customer service process improvements and survey methods c) Explore uses of technology to support improved operational effectiveness
	Efficient Service Delivery	- Processing, response, cycle times	- Improved service delivery via innovation – one area per department by 2024	
	Improved operational effectiveness	- # innovations improve service - # process improvements - % positive satisfaction rating	- Reduced operational costs -2021-2024 - Resident satisfaction at/above 75% by 2024	
Well Maintained Infrastructure	Facilities adequate to meet operational needs	- Condition ratings achieved - # gaps closed	- Complete facility plan for public safety by 2024 - Complete fleet expansion project by 2024 - Address 2 operational deficiencies by 2024	a) Develop and implement comprehensive facilities plan b) Complete feasibility assessment of shared Public Safety Facility c) Revise Pavement Management Policy (6. J.) d) Develop inspectional program(s) for infrastructure & maintenance strategies e) Enhance CIP implementation to meet targeted needs
	High quality and reliable utility and roadway systems	- Roadway OCI achieved - Water main break rate reduction - Sewer back up reduction	- OCI of 74/100 - 20 main breaks/100 M by 2024 - Reduction of 25% in sewer back-ups by 2024	
	Effective project management	- Deadlines met - Budget targets achieved	- 95% of projects completed on-time/on-budget - Change orders limited to +15%	

ECONOMIC DEVELOPMENT



BUSINESS FLEXIBILITY

Business regulations modified/Development policies refined

- Flexible guidance and policies in place by 2022



ECONOMIC DEVELOPMENT AWARENESS

Positive business and public economic development awareness

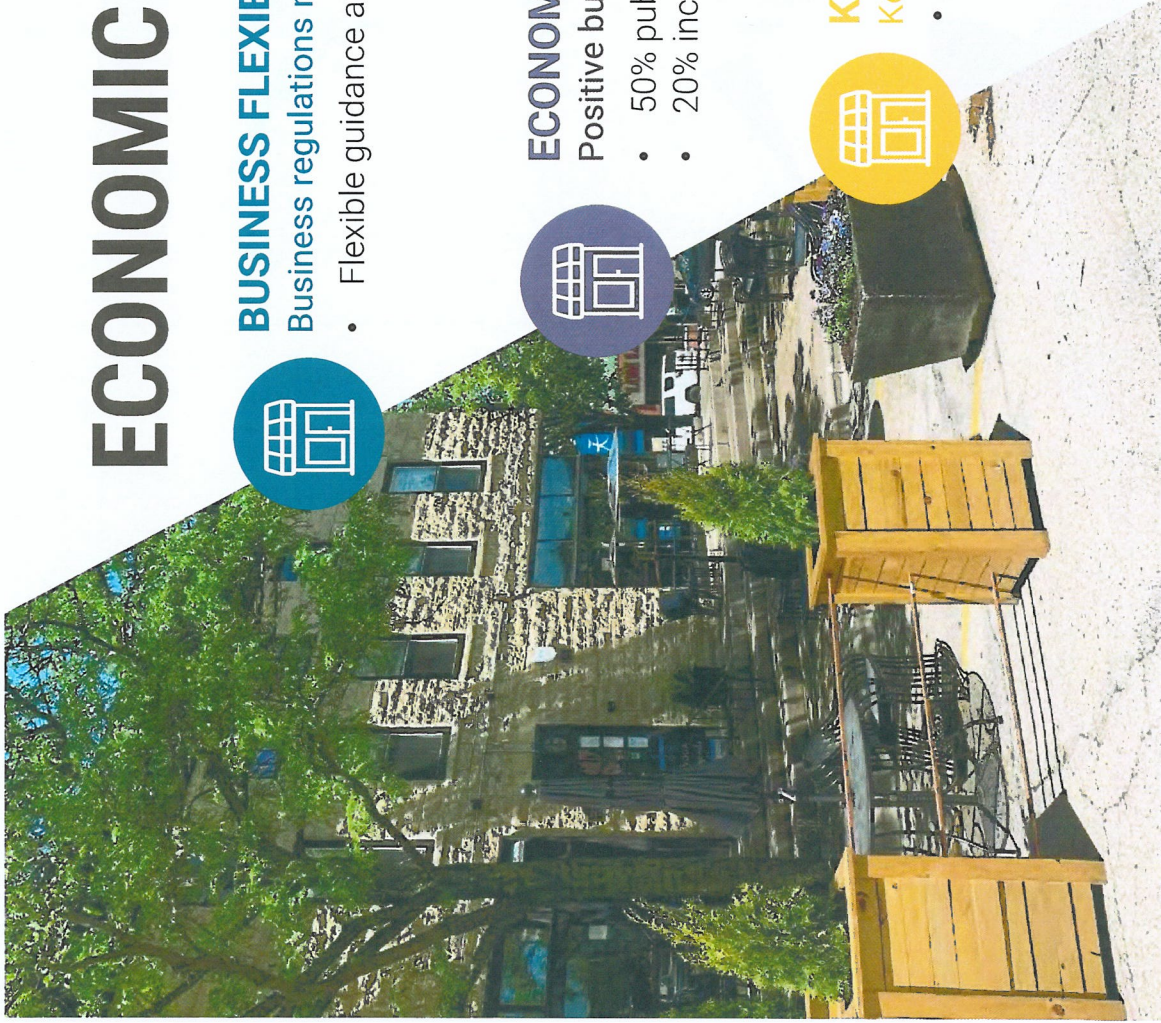
- 50% public awareness of Village ED efforts
- 20% increase in utilization of ED tools by 2024



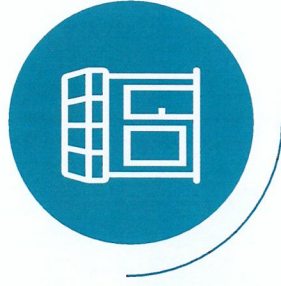
KEY SITES DEVELOPED/REDEVELOPED

Key site signed agreements/Key site approvals granted

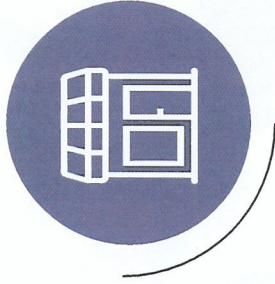
- Reuse/redevelopment underway at each key development site by 2024



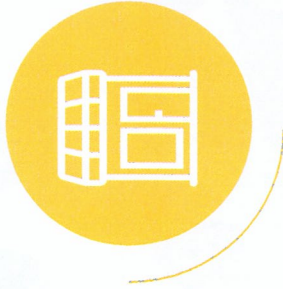
ECONOMIC DEVELOPMENT INITIATIVES



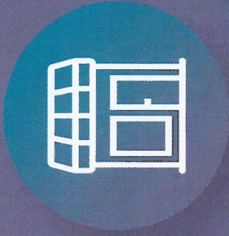
Develop policies to reflect existing and future development trends



Develop action plan for economic development awareness



Develop incentive policy and strategies tailored to sites



DEVELOP POLICIES TO REFLECT EXISTING AND FUTURE DEVELOPMENT TRENDS

PROGRESS UPDATE

- ✓ Subdivision & Development Ordinance completely rewritten and approved by Board to address development trends, provide guidance to development community, and to reduce site development and engineering costs, associated with major developments.
- ✓ Zoning ordinance reviewed and amended by Village Board pertaining to existing, permitted, and conditional land use categories.
- ✓ Reflective of green initiatives, development costs and general use by businesses, the Zoning Ordinance was amended to modify minimum parking space requirements.
- ✓ Adopted Building and Zoning Code amendments reflective of development trends and practices (e.g., multi-story building inspections, open web joists, accessory structures).

UPCOMING WORK

- ❑ Additional amendments and policy consideration will be advanced as warranted.



DEVELOP ACTION PLAN FOR ECONOMIC DEVELOPMENT AWARENESS

PROGRESS UPDATE

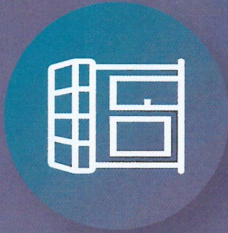
- ✓ Development of webpage dedicated to providing detailed information regarding major development projects underway.
- ✓ Increased online information relative to development petitions (e.g., options to join email list, FAQ sheets, development information).
- ✓ Expanded website relative to Village incentive program activities.
- ✓ Enhanced use of evening neighborhood meetings in advance of zoning petitions to provide advanced information on developments.
- ✓ Downtown Lombard Grant window signage program noting Village funding assistance associated with new/expanded businesses.
- ✓ Community Development QR program for permit information and online submittal of permits.
- ✓ Flood Susceptible Homes Redevelopment Grant Program
- ✓ Modified Residential Draining Grant Program and concierge approach.

UPCOMING WORK

- ❑ Develop construction site QR Codes for more information regarding projects.
- ❑ Direct outreach to applicable property owners on enhanced draining grant program.
- ❑ Enhancements to online permit and inspection process (communication effort, virtual inspections, etc.)
- ❑ Communication regarding Downtown TIF expiration

CONSIDERATIONS

- End of Downtown TIF may impact this strategic initiative



DEVELOP INCENTIVE POLICY AND STRATEGIES TAILORED TO SITES

PROGRESS UPDATE

- ✓ Village Board developed a Business Retention Economic Incentive Policy (BREI)
- ✓ BREI was expanded in 2022 to include Eastgate Shopping Center
- ✓ A BREI incentive was approved for Heritage Cadillac, with construction underway (Roosevelt Road corridor).
- ✓ Incentive was approved with DR Horton for the Summit at Yorktown, with construction underway (Butterfield Road Corridor).
- ✓ Code enforcement engagement and preliminary discussions relative to Dania and High Point Shopping Center
- ✓ Tenancy discussions relative to Roosevelt Plaza

UPCOMING WORK

- ❑ Economic incentive agreement pending for Carson's anchor site (Yorktown Reserve)
- ❑ Economic incentive pending for Prairie Food Co-op retail grocery (Eastgate Shopping Center)
- ❑ Possible economic incentive pertaining to Lombard Pines Shopping Center

CONSIDERATIONS

- Hoffmann Golf Social development may not proceed, but economic incentives are in place to facilitate additional activity

IMPROVEMENT AND RENOVATION GRANT PROGRAM POLICY 2024

The purpose of the Improvement and Renovation Grant Program is to increase the economic viability of identified area by improving the aesthetics of the buildings and properties, improving signage, accessibility and increase the availability and ease of parking. The Improvement and Renovation Grant Program will offer a one-for-one matching grant for selected exterior improvements. This Program is intended to complement and support the Village's plans to maintain a quality TIF Districts. The Improvement and Renovation Grant Program is to create a more attractive area through a private/public partnership.

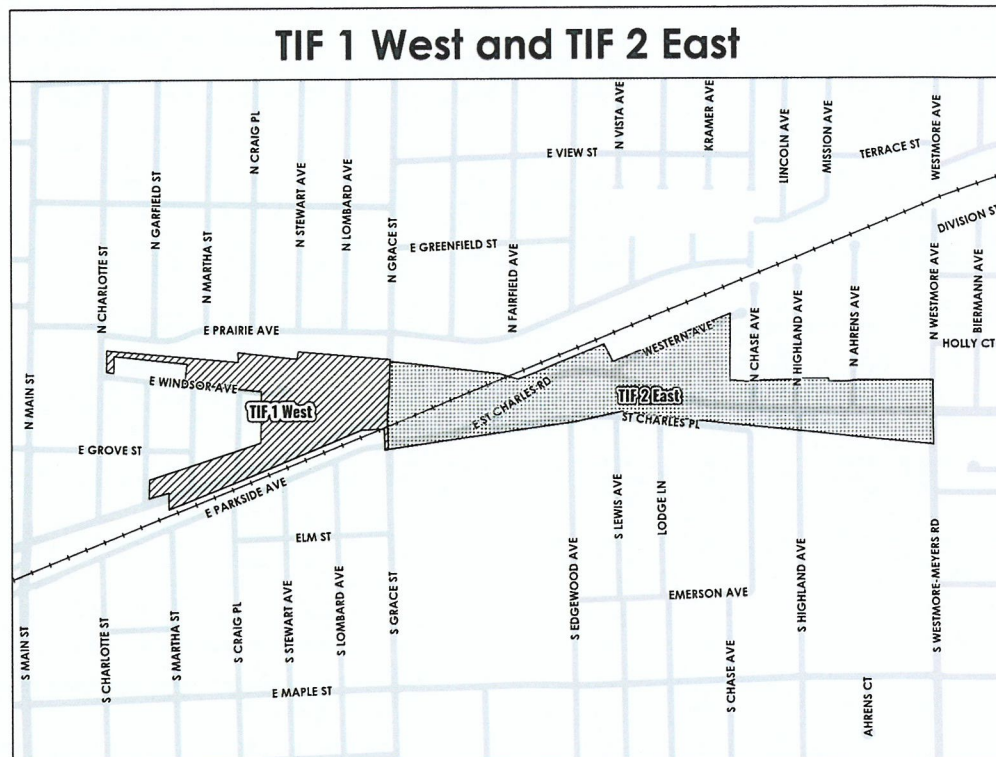
The Program is administered through the Department of Community Development, with grant review and approval authority by the Economic and Community Development Committee (ECDC) and the Village Board.

Grant Eligibility

1. **Qualifications.** In order to Qualify for the Improvement and Renovation Grant Program, the building must be located within one of the following Tax Increment Financing Districts (TIF) in Lombard:

Lombard St. Charles Road TIF 1- West District

Lombard St. Charles Road TIF 2- East District



2. **Improvements.** Eligible improvements may include façade renovation, lights, signs, graphics, windows, doors, window displays, awnings, landscapes, exterior accessibility accommodations and parking improvements. Grant funds are available for improvements to existing buildings that are at least ten (10) years old. Façade renovation of upper floors is also eligible if first floor improvements are approved simultaneously. The sides of commercial buildings which are highly visible from main shopping streets are also eligible. If a property receives notification from Code Administration on a potential violation, the ECDC has discretion to deem the proposed improvement eligible or not.
3. **Eligible Funding Amounts.** The program allows a building to receive up to a fifty percent (50%) matching grant. A building that has multiple tenant spaces, or condominium units, may apply for one façade grant and may receive up to a 50% matching grant. Grants up to \$10,000 are approved by the ECDC. All grants above \$10,000 must be approved by the Village Board. The maximum grant amount for a building in its entirety is capped at \$50,000, although requests for grants above \$50,000 will be considered by the Village Board on a case-by-case basis if extraordinary conditions exist. Individual businesses may also apply for the Retail Business Grant and the Restaurant Forgivable Loan, as long as those programs and corresponding funding are available at that time.
 - A. **Signage and Awnings:** Businesses are allowed to apply more than once for the program at the same location. New applications are allowed seven (7) years after the initial request. Subsequent applications for signage and awnings at the same location, by the same applicant/business, will be eligible for the fifty percent (50%) grant as long as the contract price is \$2,000.00 or less. If an applicant/business relocates a signage or awning at the new location they would be eligible for the 50% matching grant. If a new tenant or property owner acquires the property they would be eligible for a 50% matching grant for their first signage or awning request.
 - B. **Accessibility Improvements:** Exterior accessibility improvements that meet the provisions of the Illinois Accessibility Code (IAC) or the Americans with Disabilities Act (ADA), whichever regulation is applicable, are exempt from the \$50,000 cap on improvements, but are still subject to Village review and approval on a case by case basis. Exterior accessibility enhancements that are not required by applicable codes but enhance accessibility, as determined by the Village's Accessibility Coordinator, may be also eligible for grant funding, subject to final review and approval by the ECDC and/or Village Board.
4. **Ownership.** Eligible applicants include:
 - A. owners of commercial, office, mixed-use buildings or property (excluding single-family residences); or
 - B. business owners of a commercial or office tenant space. Business owners who are tenants of commercial buildings must provide written consent from the building owner for all proposed improvements.

5. **Fees.** Professional, architectural, engineering, and Village building permit fees may be included in the total improvement costs. The Downtown Improvement and Renovation Grant Program will fund up to twenty-five percent (25%) or \$1,500, whichever is less. There are no application fees to apply for the grant program. However, if a business or property owner owes money to the Village, all accounts must be current before any portion of the grant is disbursed.
6. **Conformance.** All improvements must conform to Village Code. The property owner or representative must complete the application, and must be prepared to comply with all federal and local laws, ordinances, and regulations.
7. **Process.** The applicant must submit an application for the Program to the Community of Development Department. A separate request for companion permits and licenses shall be submitted to the Community Development Department for review. The Director of Community Development or their designees, shall review the application and all supporting documentation. The applicant, or their designee, shall be present at the ECDC meeting to make a brief presentation on the request.
8. **Timing.** If approved, the applicant has twelve (12) months from the date of the final grant approval by the ECDC or the Village Board, whichever is applicable, to start the project and eighteen (18) months from the grant approval date to complete the project. If the project has not started within twelve (12) months or completed within the eighteen (18) months from the approval of the grant, the applicant must reapply to either the ECDC or Village Board (whichever entity provided approval) for a time extension. If the applicant does not reapply, the grant approval shall automatically expire.
9. **Appeals.** If the grant was not recommended for approval by the ECDC, the applicant may resubmit the application after addressing the application deficiencies or appeal the decision to the Village Board. If the applicant chooses to appeal the decision, a letter of appeal and supporting documentation must be sent to the Director of Community Development stating the reason for the appeal. The letter of appeal and supporting documents will then be forwarded to the Village Board. The Village Board will review the appeal and make the final determination of the grant application.

If the application is denied by the Village Board, the applicant may resubmit after addressing the concerns of the Board.

Design and Selection Process Criteria

The design and selection process will follow the recommendations of the Downtown Lombard Revitalization Guidebook, dated March 23, 2011 as well as any other applicable adopted Village Plans. The improvement plan provides recommendations for the enhancement of building facades, efficient and appropriate land use, parking, and traffic circulation. A copy of the aforementioned documents are available at the Community Development Department and on the Village's website.

Procedural Requirements

Participants in the Program must accomplish the following steps:

1. An applicant must first meet with the Director of Community Development, or their designee, to review the proposal. Upon completion of the initial review, the applicant shall submit the following documents to the Community Development Department:
 - a. A completed application form;
 - b. Preliminary renovation and improvement plans (the Village reserves the right to request additional plans, drawings or exhibits that may be necessary in order to process the request);
 - c. Three detailed and uniformly quoted contractor cost estimates (if the request is exclusively for an accessibility enhancement and the grant request does not exceed \$1,000.00, the need for two additional quotes may be waived by the Director);
 - d. Proof of ownership, lease, and/or owner's approval.
2. After review and approval by the ECDC and/or Village Board, the applicant shall proceed as follows:
 - a. Submit final plans and cost estimates to the Department of Community Development and apply for building permits;
 - b. Upon issuance of the building permit improvements and renovations may start. All necessary inspections should be coordinated through the Village's Building Division.
 - c. Upon completion of the project and after all final inspections have been approved, the eligible and approved grant elements will be inspected by the Village for conformance with the grant application. The applicant shall provide the Village with a copy of final receipt(s) showing that the approved grant project was paid in full, a waiver of lien from the contractor(s), and a completed Internal Revenue Service (IRS) W-9 form. Upon receipt and final review, the Village shall issue a reimbursement check in an amount not to exceed the approved grant request.

All improvements and renovation plans must follow current code requirements. Improvements made and expenses incurred prior to approval of the application and execution of the agreement are not eligible. In exchange for a grant approval, the business owner and any subsequent owner agrees to maintain the business in accordance with local codes, and agrees not to substantially change the use of the building for three (3) years after completion of the improvements without written approval from the Director. Grant recipients shall be obligated to notify the Village should the property be placed on the real estate market for sale.

Failure to maintain the business in accordance with local codes or negatively changes the use of the business or interior space will require full repayment of grant funds to the Village. This requirement may be waived by the Director of Community Development on a case-by-case basis.

Please call 630-620-5750, or email cd@villageoflombard.org, for further information or to set up an appointment.

Village of Lombard
Community Development Department
255 E. Wilson Avenue
Lombard, IL 60148

RETAIL BUSINESS GRANT PROGRAM POLICY 2024

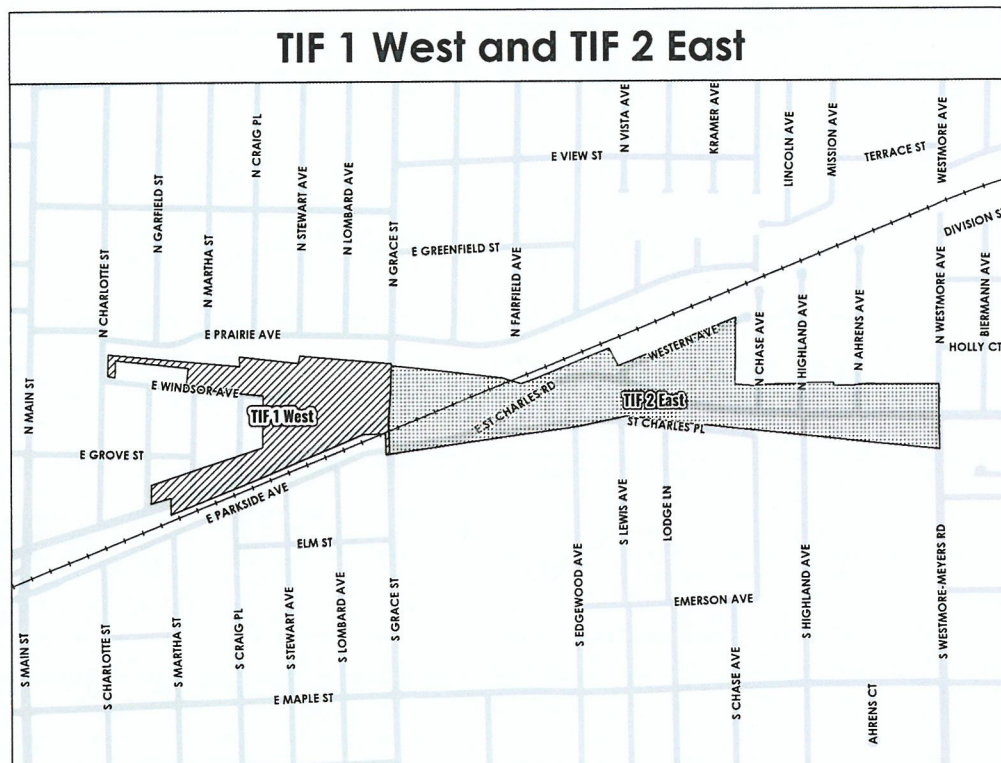
The purpose of the Retail Business Grant Program (hereinafter the “Program”) is to increase the economic viability of Lombard by attracting targeted retail businesses and assisting existing businesses in the Eligible TIF Districts. The program will offer a 50% matching grant for eligible expenditures associated with helping the start-up of new retail businesses or the expansion of existing retail businesses. Priority will be given to businesses that best complement the Eligible TIF Districts’ retail mix and help strengthen existing retail clusters. Grant funds derive from TIF funds, and therefore priority will be given to businesses with projected tangible benefits to the TIF area.

Eligible TIF Districts

The Program will only be offered to businesses located within the Lombard St. Charles Road TIF District I (West) or the Lombard St. Charles Road TIF District II (East) (“hereinafter the “Eligible TIF Districts”). The boundaries of the Eligible TIF Districts are shown on Figure 1 below.

Figure 1. Eligible TIF Districts

Lombard St. Charles Road TIF I (West)
St. Charles TIF 2- East



Program Eligibility

Eligibility requirements are as follows:

1. **Expenditures.** The following items shall be considered eligible expenditures:

Capital Costs- Those costs associated with improvements which are permanently affixed to the building, which are not specific to the use, and which do not restrict the future use of the building. Some examples include, but are not limited to: life safety and Americans with Disabilities Act accessibility code requirements, repair/replacement of roof, floors or structural walls; repair/replacement of electrical, plumbing, heating or cooling system; and installation of an elevator, sprinkler and fire or smoke alarm system.

Soft Costs- For purposes of this Program, the following items shall be considered soft costs and may be eligible for the Program: first three (3) months of rent (existing business must move into a new space in the Eligible TIF Districts or expand their existing space), signage, moving expenses, visual merchandising, retail consulting, and licensed space designer (ASID). Soft costs shall not exceed twenty-five percent (25%) of the total eligible expenditures.

****The Program does not cover costs associated with production equipment, media marketing/advertising, payroll, day-to-day operational costs (e.g. utilities, taxes, or maintenance), refuse, or product.**

2. **Expansion.** If a business is seeking a Retail Business Grant for an expansion, a minimum investment of ten thousand and no/100 dollars (\$10,000) is required. If the expansion is associated with a service business with a substantial retail component, twenty-five percent (25%) of the total leasable floor area shall be dedicated to the new retail component, and only those costs associated with the expansion of the retail area shall be eligible. All expanding businesses shall provide financial statements for the past three (3) years demonstrating revenue from both retail and service activities.
3. **Amount.** Participants will be eligible for up to twenty thousand and no/100 dollars (\$20,000). Participants must expend verified funds and then will be reimbursed for eligible expenditures up to, but not exceeding, fifty percent (50%) of eligible expenditures. The Program shall not exceed twenty thousand and no/100 dollars (\$20,000) per participant. All Retail Business Grant requests shall require Village Board approval.
4. **Ownership/Lease.** Applicants must either own or have a minimum three (3) year lease in a first-floor retail location along a public street. In some instances, approval may be contingent upon receipt of a copy of a written lease between a landlord and the applicant.
5. **Occupancy-** Businesses who receive Retail Business Grant funds shall remain open at the location identified in their grant application for at least five (5) years from the date of the original Retail Business Grant disbursement. The Village shall be reimbursed by the applicant for any fees, including but not limited to attorney's fees associated with enforcement of this Program.

6. **Eligible Businesses.**

- A. Priority will be given to retail businesses that best complement the Lombard downtown retail mix. A list of targeted retail categories is as follows: clothing stores, produce market, cd/music store, design/decoration/furniture, electronics, home improvement, specialty foods, crafts/toys/hobbies, custom jewelry, kitchen/home accessories, children's products, entertainment venues (which complement restaurants in the vicinity of the property), specialty retail, computer store, shoe store, and art shops/galleries. Other stores may be eligible for the Program, subject to review by the Economic and Community Development Committee (the "ECDC").
- B. Service businesses with a substantial retail component, as defined by having twenty-five percent (25%) of its gross income and gross floor area, open to public and dedicated to retail sales activity, are potentially eligible for the Program. The dollar amounts awarded to service businesses with a substantial retail component will be a function of the amount and nature of the retail component associated with the business. For service businesses with substantial retail components that were previously in operation, sales data shall accompany the application. For start-up new service businesses with substantial retail components, up to half of the maximum possible Retail Business Grant award (i.e., no more than ten thousand and no/100 dollars (\$10,000)) can be awarded with the start-up of the business. Notwithstanding the procedural requirement that prohibits applications after a Certificate of Occupancy has been issued, a start-up new service business applicant who is granted half of an award has the ability to make a second application for an additional half of an award (i.e., no more than ten thousand and no/100 dollars (\$10,000)) after a one (1) year period of time, with the ECDC considering the retail sales tax figures as part of the second application.
- C. Resale store and service businesses without a substantial retail component are not eligible for the Program.

7. **Fees.** Professional, architectural, engineering, and Village permit fees may be included in the total improvement costs. The Program will fund up to twenty-five percent (25%) or one thousand five hundred and no/100 dollars (\$1,500), whichever is less, of architectural rendering fees prior to approval of the improvements. All requests for architectural rendering fees prior to approval must have proper documentation and invoices. There are no application fees associated with the Program. However, if an applicant owes money to the Village, all accounts must be brought current before any portion of the Retail Business Grant is disbursed.

8. **Conformance.** All improvements must conform to Village Code. The business owner must maintain the property in compliance with all federal and local laws, ordinances, and regulations.

9. **Administration.** The program will be administered by the Department of Community Development. All applications will be reviewed by the ECDC. The ECDC will forward a recommendation to the Village Board, who will then determine whether the Retail Business Grant should be approved. A separate request for building permits shall be submitted to the Community Development Department.
10. **Evaluation.** The ECDC will review all applications on an as-requested basis. Proposals shall be evaluated on their viability, their contributions to the Eligible TIF Districts' retail mix, their support to the Village tax base and their completeness and eligibility. An applicant may be required to submit a personal financial statement. A successful business plan will convey the most promising combination of financial feasibility, product and market knowledge, growth potential, job creation and financial need.
11. **Timing.** If approved, the applicant has twelve (12) months from the date of the grant approval by the ECDC or the Village Board, whichever is applicable, to start the project and eighteen (18) months from the grant approval date to complete the project. If the project has not started within twelve (12) months or completed within the eighteen (18) months from the approval of the grant, the applicant must reapply to either the ECDC or Village Board (whichever entity provided approval) for a time extension. If the applicant does not reapply, the grant approval shall automatically expire.
12. **Appeals.** If the application is not recommended for approval by the ECDC, the applicant may resubmit the application after addressing the application deficiencies, or appeal the decision. If the applicant chooses to appeal the decision, a letter of appeal and supporting documentation must be sent to the Director of Community Development within ten (10) days of the rejection, with said letter stating the reason for the appeal. The letter of appeal and supporting documents will then be forwarded to the Village Board. The Village Board will then make a final determination relative to the application. The denial of an application by the Village Board shall not preclude an applicant from submitting a new application for the Program. The Village Board has the right to amend or waive Program terms and conditions to accommodate special circumstances.
13. **Payments and Reimbursement.** Grants shall be paid out as follows:
 - A. Retail Businesses and service businesses with a substantial retail component, shall only be eligible to receive a maximum of fifty percent (50%) of the approved Retail Business Grant amount upfront (maximum of ten thousand and no/100 dollars (\$10,000)), after the improvements have been completed, all final inspections have been completed, and a Final Certificate of Occupancy has been issued. Retail businesses who receive Retail Business Grant dollars upfront shall be subject to a lien on the property in an amount equal to their proportionate share of capital costs paid upfront by the Village. The remaining fifty percent (50%) of any Retail Business Grant (maximum of ten thousand and no/100 dollars (\$10,000)) shall be reimbursed to the business over a five (5) year period starting from the time the improvements have been completed, all final inspections have been completed, and a Final Certificate of Occupancy has been issued. For every full year the business is in operation, twenty percent (20%) of the remaining amount of the Retail Business

Grant shall be paid to that business. In the event the business closes within the five (5) years, the Village shall have no obligation to payout any remaining portion of the Retail Business Grant. *For example, if a Retail Business Grant were approved for a new retail business in an amount of \$20,000, the businesses owner could get the first \$10,000 upon issuance of the Final Certificate of Occupancy. The remaining \$10,000 would be provided over a 5-year period (\$2,500/year) for every full year the business is in operation.*

- B. All restaurants shall be eligible to receive the maximum grant amount of twenty thousand and no/100 dollars (\$20,000) upfront after the improvements have been completed and all final inspections have been completed.

- 14. **Property Lien.** All businesses and properties, except restaurants, who receive upfront Retail Business Grant money shall be subject to a lien to be recorded against title to the property, with the property owners written consent, to cover the pro rata share of capital costs paid upfront. One-fifth (1/5) of the lien shall be forgiven for each full year that the business operates at the project location. Release of the lien will be recorded by the Village five (5) years after the recording of the lien, or earlier if repayment of the upfront Retail Business Grant amount (or applicable portion thereof) is made to the Village. In the event that a business receiving an upfront Retail Business Grant were to close within the time period that the lien is in effect, the property owner shall have a maximum of ten (10) years from the time the upfront Retail Business Grant amount was paid or until the end of the life of the applicable TIF District, whichever occurs first, or immediately upon the sale or transfer of the property, to repay the Village any remaining balance of the lien. If the space is legally occupied with a new tenant (retail or service), each remaining year(s) left on the lien shall be forgiven for each full year that the new business(es) remain open. In the event that after the ten (10) years or the end of the life of the applicable TIF District, whichever occurs first, the property owner was unable to successfully lease the space to a new tenant(s) for not less than a combined five (5) years, the balance of the Retail Business Grant shall be paid to the Village. In unique situations a business may request a waiver of the lien provision. Staff will meet with the business to review and discuss various items with the business. The waiver of the lien provision is subject to review by the ECDC with ultimate approval or denial by the Village Board of Trustees.

- 15. **Business Plan.** Business plans should not exceed sixteen (16) double-spaced pages including exhibits. All business plans shall be reviewed by the College of DuPage Small Business Development Center (SBDC) prior to submitting same to the Village. The SBDC review requirement may be waived by the Director of Community Development. The business plan should include as many of the following as possible:

- A. Description of your business and industry
 - 1. Your business
 - 2. The industry and its history
- B. Features and advantages of your product
 - 1. Description

2. Competitive advantage
 3. Proprietary position
 4. Future potential
- C. Market research and analysis
1. Definition of your customers and markets
 2. Market size and trends
 3. Competition
- D. Estimated market share and sales
1. Market plan
 2. Market strategy
 3. Pricing
 4. Sales tactics
 5. Service and warranty policies
 6. Advertising, public relations and promotions
- E. Design and development plans
1. Development status and tasks
 2. Difficulties and risks
 3. Costs
- F. Operation plans
1. Business location
 2. Facilities and improvements
 3. Strategy and plans
 4. Labor force
- G. Management Team
1. Key management personnel (credentials/resume)
 2. Management assistance and training needs
- H. Overall Schedule
1. Timing of critical activities before opening (e.g. company incorporation, signed lease, suppliers ordered, employees hired, opening date)
 2. Timing of critical activities after opening, (e.g. expansion, product/service extension)
- I. Critical risks and problems (how will you respond?)
1. Price cutting by competitors
 2. Unfavorable industry-wide trends
 3. Operating cost overestimates
 4. Low sales
 5. Difficulties obtaining inventory or supplies
 6. Difficulty in obtaining credit
 7. Lack of trained labor

- J. Financial Plan
 - 1. Profit and loss forecasts for 3 years (first year monthly)
 - 2. Cash flow projections for 3 years
 - 3. Performance balance sheet at start-up, semi-annually in the first year and at the end of 3 years

16. **Procedural Requirements.** Participants in the Program must accomplish the following steps:

- A. Applicants for the Program should contact the Department of Community Development for applications. Applications are available on the Village website or may be obtained from and submitted to:

Dept. of Community Development
225 E. Wilson Avenue
Lombard, IL 60148
(630) 620.5749

- B. Candidates shall submit the following documents:
 - 1. Application form;
 - 2. Preliminary plans and preliminary cost estimates;
 - 3. Business plan;
 - 4. Details of signage and/or awning design; and
 - 5. Proof of ownership, lease, and/or owner's approval.
- C. The Community Development Department shall review the completed applications to ensure all required items have been submitted prior to scheduling the item for review by the ECDC. Incomplete applications will not be processed until all items have been submitted. The Director of Community Development may waive certain items if deemed necessary.
- D. Prior to or after review by the ECDC and approval of the Retail Business Grant by either the EC DC or the Village Board, depending upon the amount of the Retail Business Grant, a "Retail Business Grant Program Agreement" will be forwarded to the owner/applicant.
- E. Upon receipt and execution of the Agreement, the owner and/or applicant shall proceed as follows:
 - 1. Submit final plans and cost estimates to the Department of Community Development and apply for requisite building permits.
 - 2. Submit the contractor bids for the work outlined in the application as provided for within the grant application. Also, indicate the preferred contractor.

- F. Improvements and renovations may start after the required building permits have been issued. All necessary inspections should be coordinated through the Village's Community Development Department, Building Division.
- G. Prior to the issuance of any Retail Business Grant funds, the applicant must submit to the Village a completed Illinois sales tax release form.
- H. No Retail Business Grant funds shall be disbursed unless all Project-related activities are undertaken in compliance with all applicable provisions of both the Program Policy and Village Code and until the Village receives an affidavit from the Retail Business Grant recipient containing his or her sworn statement that he or she has paid the approved cost of the Project. Original paid receipts and final waivers of lien must be attached to the affidavit. Upon receipt of the approved affidavit, receipts, and final waiver of liens the Village will release Grant funds in accordance with the Program, subject to proper documentation.
- I. Upon completion of the project and after all final inspection from the Building Division have passed, the building will be inspected by a representative of the Planning Services Division for conformance with the application.
- J. All eligible expenditures will be matched by the Village of Lombard at fifty percent (50%) of costs as designated by an appropriate receipt or invoice. Overall costs may be submitted up to forty thousand and no/100 dollars (\$40,000) within twelve months after registering the business with the Village or applicant approval of the Program if the business is already registered.
- K. All businesses must submit applications and complete review by the ECDC prior to the start of construction in the Eligible TIF Districts. Once a Certificate of Occupancy has been issued, the business is no longer eligible to apply to the Program unless the application is for an expansion meeting the Program criteria.
- L. Capital costs associated with eligible expenditures made to a tenant space, prior to an eligible business and/or property owner making a formal Retail Business Grant request relative to said tenant space, may be included in the formal Retail Business Grant request, provided:
 - 1. The expenditures were made within the eighteen (18) month period immediately preceding the formal Retail Business Grant request; and
 - 2. Prior to proceeding with said expenditures, the applicant for the Retail Business Grant advised the Village staff of said proposed expenditures, and received the approval of the ECDC and the Village Board relative to said expenditures being eligible expenditures if a formal Retail Business Grant request were to be filed and approved, and Retail Business Grant funds are still available.

For further information contact:

**Village of Lombard
Community Development Department
255 E. Wilson Ave., Lombard, IL 60148
(630) 620-5750**

RESTAURANT FORGIVABLE LOAN PROGRAM POLICY 2024

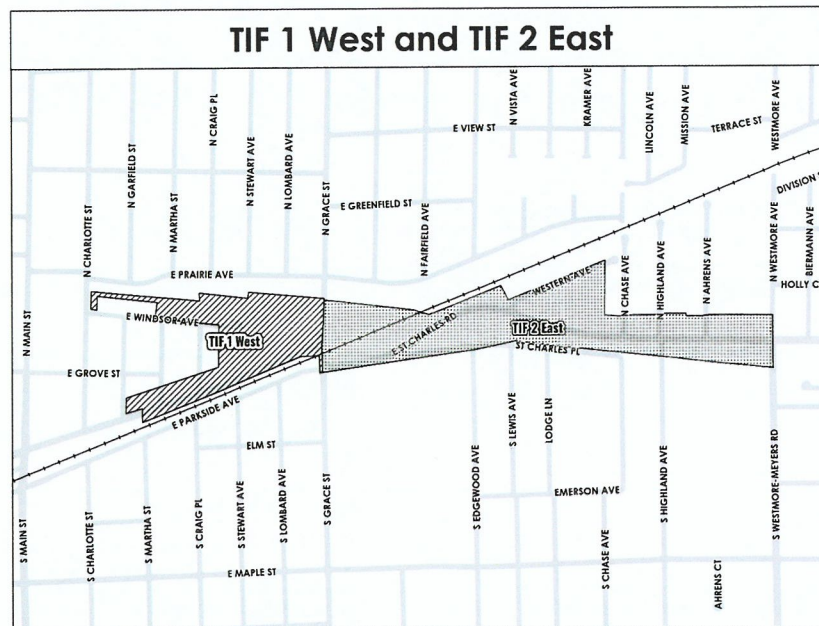
The purpose of the Restaurant Forgivable Loan Program (hereinafter the “Program”) is to increase the economic viability of properties within the eligible TIF Districts by encouraging more restaurants. The Program will offer a forgivable loan for up to one-third (1/3) of the costs associated with the renovation of storefront or office space for use as a sit-down restaurant, as defined within Section 155.802 of Village Code (hereinafter the “Forgivable Loan”). Restaurants are considered desirable uses in that they can create more activity within the designated TIF Districts. The intention of the Program is to create a more viable and attractive area through private/public partnership.

Eligible TIF Districts

The Program will only be offered in relation to buildings located within the Lombard St. Charles Road TIF District I (West) or the Lombard St. Charles Road TIF District II (East) (“hereinafter the “Eligible TIF Districts”). The boundaries of the Eligible TIF Districts are shown on Figure 1 below.

Figure 1. Eligible TIF Districts

Lombard St. Charles Road TIF I (West)
St. Charles Road TIF II (East)



Program Eligibility

Eligibility requirements to receive a Forgivable Loan for the renovation of storefront or office space for use as a restaurant (the “Project”) are as follows:

1. **Improvements.** Eligible improvements include code required improvements; life/safety improvements; repair work to floors, walls, and ceilings; upgrading/retrofitting mechanical systems; demolition; space reconfiguration; installation cost of permanent fixtures (except as noted below); finishing work (i.e. painting, coverings for ceilings, walls and floors), and soft costs (i.e. building permits, space/floor plans). The Program does not cover costs associated with trade fixtures or equipment specific to the business.
2. **Amount.** The cost of the Project must be no less than five hundred dollars (\$1,000.00) in order to be considered eligible for the Program. Approved applicants under the Program are eligible to receive a forgivable loan for up to one-third (1/3) of the cost for eligible improvements. Loans for up to ten thousand dollars (\$10,000) can be approved by the Economic and Community Development Committee (ECDC). All Forgivable Loans above ten thousand dollars (\$10,000) must be approved by the Village Board, upon recommendation by the ECDC. The maximum forgivable loan amount is one hundred thousand dollars (\$100,000).
3. **Ownership.** Eligible applicants include the owners of commercial, office or mixed-use buildings or tenants of a commercial, office, or mixed-use buildings who have obtained the building owner's consent relative to the Project application provided that the building is located within the Eligible TIF Districts.
4. **Businesses.** An eligible business must earn at least sixty-five percent (65%) of its gross income from food and beverage sales. Eligible businesses also must provide sit-down food service. Businesses offering exclusively carry-out and/or delivery service are not eligible. Existing restaurants may apply for a Forgivable Loan if they upgrade or expand their facilities pursuant to the Program parameters.
5. **Fees.** Professional, architectural, engineering, and Village permit fees may be included in the total improvement costs. The Program will fund up to twenty-five percent (25%) or one thousand five hundred dollars (\$1,500), whichever is less, of architectural rendering fees prior to Project approval of the improvements. All requests for architectural rendering fees prior to approval must have proper documentation and invoices. There are no application fees associated with the Program. However, if an applicant owes money to the Village all accounts must be brought current before any portion of the Forgivable Loan is disbursed.
6. **Conformance.** All improvements must conform to Village Code . The business owner must maintain the property in compliance with all federal and local laws, ordinances, and regulations.
7. **Administration.** The Director of Community Development will administer the Program. The applicant must submit an application to the Community

Development Department. A representative from the Community Development Department will review the application and all supporting documentation. A separate request for permits shall be submitted to the Community Development Department. The Director of Community Development shall present the application to the ECDC, along with a staff recommendation for a determination as to whether a Forgivable Loan should be approved. If the amount of the Forgivable Loan is less than ten thousand dollars (\$10,000), the ECDC has the authority to approve the forgivable loan. If the amount of the forgivable loan is greater than ten thousand dollars (\$10,000), the ECDC will forward a recommendation to the Village Board, who will then determine whether the Forgivable Loan should be approved.

8. **Appeals.** If the application is not approved by the ECDC, the applicant may resubmit the application after addressing the application deficiencies, or appeal the decision. If the applicant chooses to appeal the decision, a letter of appeal and supporting documentation must be sent to the Director of Community Development within ten (10) days of the rejection with said letter stating the reason for the appeal. The letter of appeal and supporting documents will then be forwarded to the Village Board. The Village Board will address the appeal at a Village Board meeting and make a final determination relative to the application. The denial of the appeal by the Village Board shall not preclude an applicant from submitting a new application for a Forgivable Loan.
9. **Procedural Requirements.** Participants in the Restaurant Forgivable Loan Program must accomplish the following steps:
 - A. An applicant must have a preliminary meeting with representatives from the Community Development Department to determine eligibility for this Program and for advice and technical assistance.
 - B. The owner and/or applicant shall submit the following documents to the Director of Community Development or a designated representative:
 - (i) Pre-application form;
 - (ii) Preliminary plans and preliminary cost estimates;
 - (iii) Business plan;
 - (iv) Details of signage and/or awning design;
 - (v) Proof of ownership, lease, and/or owner's approval;
 - C. After review by the ECDC, and approval of the Forgivable Loan by either the ECDC or the Village Board, depending upon the amount of

the Forgivable Loan, a Certificate of Eligibility” will be forwarded to the owner/applicant.

- D. Upon issuance of the Notice to Proceed, improvements and renovations may start after the required building permits have been issued. All necessary inspections should be coordinated through the Village’s Building Division.
 - E. Upon determination of conformance and receipt of all required documents, the Village will process and disburse the approved funds .
 - F. The Village will record a lien on the property on which the Project has occurred as a guarantee for the Forgivable Loan. In unique situations a business may request a waiver of the lien provision based upon a written request to the Village as part of the grant application, along with their rationale as to why such a waiver should be granted. The waiver of the lien provision is subject to review by the ECDC with ultimate approval or denial by the Village Board of Trustees.
10. One-tenth (1/10) of the Forgivable Loan amount shall be forgiven for each full year after the recording of the lien that a restaurant is operated at the Project location. Release of the lien will be recorded by the Village ten (10) years after the recording of the lien, or earlier if repayment of the Forgivable Loan (or applicable portion thereof) is made to the Village from the date the agreement was executed, provided that no business other than a restaurant has operated at the premises. Anytime a business other than a restaurant operates at the Project location, the lien balance shall become permanent (no more amortized “forgiveness”) and the Village will record a document to this effect. In the event that any business other than a restaurant operates at the location of the Project, the balance of the loan shall be immediately due and payable from the property owner and the recipient of the Forgivable Loan.

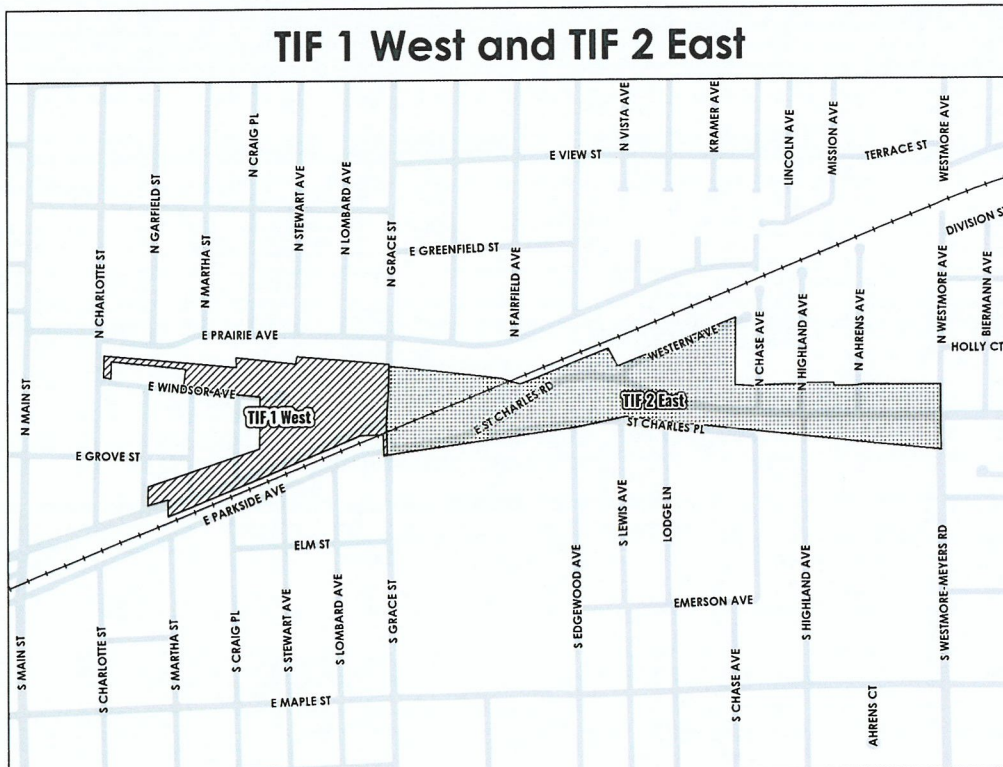
For further information or to set up an appointment, please contact:

Village of Lombard
Community Development Department
255 E. Wilson Ave., Lombard, IL 60148
(630) 620-5750

VILLAGE OF LOMBARD RELOCATION GRANT PROGRAM POLICY - 2024

Purpose

The purpose of the Relocation Program is to provide for retention of non-residential uses impacted by redevelopment agreements within the St. Charles Road Tax Increment Financing (TIF) 1- West and St. Charles Road TIF 2 -East Districts..



The Policy is intended to complement and support the Village's plans to maintain a quality TIF Districts. The redevelopment of particular parcels of land and the retention of commercial uses is crucial to maintaining an economically strong TIF District areas; a commercial area where the image, appearance and environment encourage the attraction of shoppers and business investment. The intention of this program is to provide financial resources to assist impacted business owners subject to potential relocation through a redevelopment project to re-establish their business within the Village and in an area which is appropriate to that use.

Eligibility

1. **Relocation.** Eligible costs may include: rent differential for a like or similar location (square footage, quality, location, visibility) for either six months or the balance of the lease whichever is greater, moving costs (truck rental or professional mover), initiation and hook up of new

utility services, set up costs of equipment, required new equipment by a governmental body, interior remodeling of new location, exterior signs, stationery and business cards, and other moving incidentals.

2. **Amount.** Once approved, applicants for the Relocation Program are eligible to receive grants as follows:

For businesses utilizing under 1,000 sq. ft., 100 percent reimbursement for eligible expenses of the first \$5,600. The Relocation Program provides for 60 percent reimbursement of eligible expenses between \$5,600 and \$11,200.

For businesses utilizing 1,000 sq. ft. or more, 100 percent reimbursement for eligible expenses of the first \$11,200. The Relocation Program provides for 60 percent reimbursement of eligible expenses between \$11,200 to \$16,800.

3. **Ownership.** Eligible applicants must be the owner of the commercial business located in a property in which a Village Redevelopment Agreement in the applicable TIF District has been executed. Notwithstanding the foregoing, no owner of a non-residential use located in a property in which a Village Redevelopment Agreement in an applicable TIF District has been executed shall be eligible for a Relocation Grant if that owner currently holds title to or is the holder of beneficial interest in a trust that holds title or is otherwise directly or indirectly interested in the ownership of the property that is subject of the Redevelopment Agreement, or was the titleholder or holder of a beneficial interest in a trust, that conveyed the property to its current titleholder.
4. **Fees.** Professional, engineering, architectural and permit fees may be included in the relocation costs.
5. **Conformance.** All improvements must conform to all Village Codes and to criteria developed for this Program.
6. **Disclosure.** Program eligibility may be limited based upon the individual redevelopment agreement for the affected property. The redevelopment agreement terms and conditions shall supersede this program.

Participation in the Relocation Grant Program does not limit additional participation in other programs such as the Renovation and Improvement Program, the Retail Business Grant Program or the Restaurant Forgivable Loan Program.

7. **Grant Amounts.** Grants under \$10,000 may be approved by the Economic and Community Development Committee. Grants \$10,000 and over require approval of the Lombard Board of Trustees.

Procedural Requirements

An applicant must first meet with the Director of Community Development for advice and technical assistance. A checklist is to be followed when applying for the Relocation Program. The applicant will submit a pre-application accompanied by any remodeling, signage or facade plans,

including sample materials, color samples and detailed cost estimates of the eligible expenses. All plans must follow appropriate design guidelines and code requirements. Improvements made prior to the approval of the application and execution of the agreement may be deemed ineligible.

VILLAGE OF LOMBARD
DEPARTMENT OF COMMUNITY DEVELOPMENT
255 E. WILSON, LOMBARD, IL 60148
(630) 620-5700

RELOCATION GRANT PROGRAM

POSSIBLE SCENARIOS

UNDER 1,000 S.F.

Scenario #1

Eligible relocation expenses (ERE)
of \$5,600

Total Relocation Program Reimbursement
(RPR) of \$5,600

1,000 S.F. OR MORE

Eligible relocation expenses (ERE)
of \$11,200

Total Relocation Program Reimbursement
(RPR) of \$11,200

Scenario #2

Eligible relocation expenses (ERE)
of \$11,200

First \$5,600 of ERE - 100% (RPR)\$5,600
Second \$5,600 of ERE - 60% (RPR)\$3,360

Business owner Contribution \$2,000 \$2,240

Total relocation expenses \$11,200

Eligible relocation expenses (ERE) of
\$16,800

First \$11,200 of ERE - 100% (RPR) \$11,200
Next \$5,600 of ERE - 60% (RPR) \$3,360

Business owner contribution \$2,240

Total relocation expenses \$16,800

RELOCATION PROGRAM INSTRUCTIONS TO APPLICANTS

This preliminary instruction form is to assist eligible applicants in preparing the necessary submittal for the Relocation Grant Program.

After a preliminary meeting with representatives from the Community Development Department, eligibility for this program will be determined. The following steps need to be accomplished:

1. Presentation of the proposed relocation expenditures should be made to the Community Development Department representative.
2. Changes/improvements to the interior, facade or signage should be discussed in the preapplication meetings. Changes to the facade or signage will require review by the Community Development Department. Building permits may be required of certain types of improvements.
3. The owner and applicant shall submit the following documents to the Community Development Department:
 - a. Preapplication form.
 - b. Preliminary plans and preliminary cost estimates.
 - c. Color of materials and material samples, as applicable.
 - d. Details of signage and awning design, as applicable.
 - e. A copy of the lease agreement between the business and the redevelopment agreement must be submitted, as well as a lease for the new business location.
4. After review by the Community Development Department representative, the owner should proceed as follows:
 - a. Final plans and final cost estimates to be submitted to the Community Development Department.
 - b. Submittal of three estimates from contractors to perform the renovation work, as applicable. This provision may be waived by Community Development staff, the Economic & Community Development Committee (ECDC) (or the Village Board, if warranted).
5. Owner/applicant shall submit final cost estimates and the names of the contractors or vendors they wish to employ.
6. If warranted, a final notice to proceed letter and draft agreement to be executed between the business owner and the Village shall be forwarded to the business owner by representatives of the Department of Community Development.

7. Each of the aforementioned materials shall then be prepared for formal review and consideration by the ECDC and the Village Board, if applicable.
8. After the grant is approved and any relevant and applicable building permits have been issued, as applicable, relocation expenses are then authorized and may commence.
9. The new business location will be inspected by the Community Development Department representative for conformance with the relocation plans submitted.
10. After sign-off by all departments, submittal of progress and payroll reports, and waiver of liens, the Community Development Department representative will process the necessary grant disbursement.
11. Program eligibility may be limited based upon the individual redevelopment agreement for the affected property. The redevelopment agreement terms and conditions shall supersede this program.

Participation in the Relocation Grant Program does not limit additional participation in other programs such as the Renovation and Improvement Program, the Retail business Grant Program or the Restaurant Forgivable Loan Program.

12. Grants under \$10,000 may be approved by the ECDC. Grants \$10,000 and over require approval of the Lombard Board of Trustees.

Additional information may be requested from:

Village of Lombard
Department of Community Development
255 E. Wilson
Lombard, IL 60148
(630) 620-5750

RELOCATION GRANT PROGRAM

Preapplication

I. Business Condemnation Address: _____

II. Current Titleholders of the Property:

A. Name: _____

B. Address: _____

C. Phone: (Work) _____

III. Preceding Titleholders of the Property:

A. Name: _____

B. Address: _____

C. Phone: (Work) _____

IV. If property is in a Trust, anyone having a Beneficial Interest:

A. Name: _____

B. Address: _____

C. Phone: (Work) _____

V. Business Owner(s):

A. Name: _____

B. Address: _____

C. Phone: (Work) _____

VI. Business Relocation Address: _____

VII. Plans/Drawings prepared by: _____

A. Name: _____

B. Address: _____

C. Phone: (Work) _____

VIII. Identify All Anticipated Relocation Expenses By Source and Cost.

- A. Rent differential: _____
- B. Moving costs: _____
- C. Initiation and hook up of new utilities: _____
- D. Set up costs of equipment: _____
- E. Interior remodeling: _____
- F. Signage: _____
- G. Stationary and business cards: _____
- H. Fees: _____
- I. Other incidentals (list): _____
- J. ESTIMATED TOTAL OF ALL RELOCATION EXPENSES: _____

IX. Statement of Understanding:

- A. The applicant (undersigned) agrees to comply with the guidelines and procedures of the Relocation Grant Program.
- B. The applicant further understands that the applicant must submit detailed cost documentation, copies of building permits and all contractor waivers of lien upon completion of work.

Signature(s) _____ (Date) _____

Signature(s) _____ (Date) _____

Application to be Returned to the Village of Lombard
Department of Community Development
255 E. Wilson
Lombard, IL 60148
(630) 620-5750

VILLAGE OF LOMBARD TAX INCREMENT FINANCING ART GRANT PROGRAM POLICY 2024

The Village of Lombard has established a Public Art Program (hereinafter the "Program" which shall be administered by the Director of Community Development with approval from the Economic and Community Development Committee (ECDC) in accordance with the latest Village Board adopted version of the Public Art Program Policy and based on the total applicable TIF funds available. The purpose of the Program is to increase the economic viability of Lombard by attracting visitors and, in turn, new businesses wanting to capture the market of those visitors. The Program will allow for the purchase of artwork to be placed on or adjacent to the public right-of-way. This Program is intended to complement and support the Village's plans to maintain quality TIF Districts. The intention of the Program is to create a more viable and attractive area through this private/public partnership initiative.

Definitions

For the purpose of this Program, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Board means the President and Board of Trustees of the Village.

Committee means the Economic and Community Development Committee (ECDC).

Director means the Director of Community Development.

Program means the Public Art Program.

Public art collection means the entirety of works of art in public places that have been acquired by the Village of Lombard through the Program.

TIF funds means debt instrument proceeds or incremental revenues in relation to the Eligible TIF Districts.

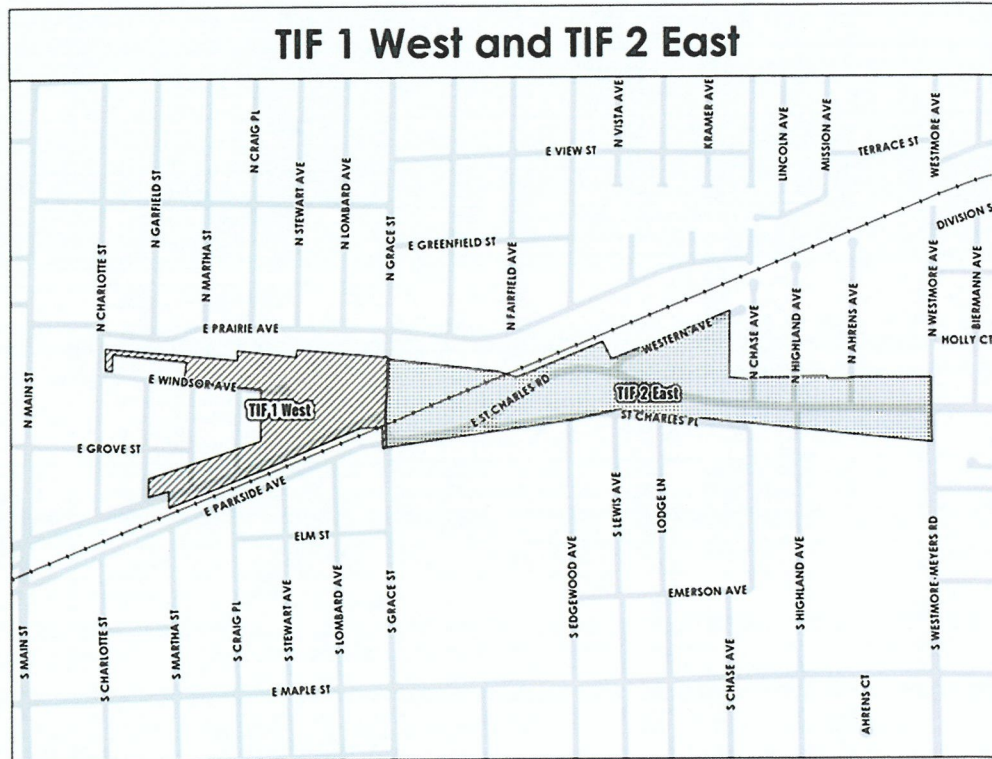
Work(s) of art means any work of visual art, including but not limited to, a mural, fresco, sculpture, mosaic, works in clay, textile, fiber, wood, metal, plastic, glass, and like materials, or mixed media. For projects which involve no structure, "Work of Art" may include a combination of landscaping and landscape design (including some natural and manufactured materials such as rock, fountains, reflecting pools, sculpture, screens, benches, and other types of street furniture). Except as provided herein, the term "Work of Art" does not include environmental landscaping or ephemeral arts such as dance, voice, music or poetry unless expressed in a manner defined above.

Grant Eligibility

In order to Qualify for the Program, the location of the applicable Works of Art must be located within one of the following Tax Increment Financing Districts (TIF) in Lombard:

Lombard St. Charles Road TIF 1- West District

Lombard St. Charles Road TIF 2- East District



Funding

Each fiscal year and continuing until the termination of the eligible TIF Districts or until TIF funds are no longer available, the Village Board may, as part of the approved Village Budget, allocate a certain amount from the TIF funds to be expended for the purchase of Works of Art to be placed on property owned by the Village or property in relation to which the Village has rights for use, in the eligible TIF districts.

Other funds—Public sector: Additional sources for funding the acquisitions of Works of Art may be identified, and additional funds solicited, from sources other than TIF funds. In this regard:

- (1) The Program may seek private or public donations of funds or other services including in-kind services or items necessary for the development of the Program.
- (2) The ECDC shall make recommendations to the Village Board relative to pursuing, or accepting assistance/contributions from, said other sources of funds.

Based on funding available, staff will bring proposals for the purchase of Works of Art to the ECDC, who shall recommend purchases to the Village Board.

Funds shall be granted for amounts up to fifty percent (50%) of the project cost to a maximum to be established yearly, based on the total funds available.

Applications for Grants

Any individual may apply for a matching, reimbursement grant under this Program by completing an application supplied by the Director. Applications shall be eligible for consideration if received by a date established by the Director and if they meet the following eligibility criteria:

1. The project location must be located within the limits of the Eligible TIF Districts;
2. The project location must be either on the public right-of-way or adjacent to the public right-of-way so that the artwork would be clearly visible from the public right-of-way;
3. The cost of the project must be no less than five hundred and no/100 dollars (\$500.00);
4. The project applicant and/or creator agrees that the Village of Lombard shall be sole owner of all works of art receiving funds under this Grant Program and that he/she will enter into reciprocal agreements with the Village concerning use of the copyright of the work; and
5. The project is either a sculpture, frieze, fountain, mosaic, monument, or similar form of fixed artwork as determined by the Village Board of Trustees.

B. Applications shall contain the following information:

1. Name(s) and address(es) of the applicant(s);
2. An estimate of the project costs;
3. A detailed description of the project;
4. A description of the proposed project site (including ownership information, if applicable); and
5. Any supplemental information necessary and applicable to the grant application is needed in order to process the request by staff, the ECDC and/or the Village Board.

Recipients of grants shall be chosen by the Village Board from eligible applicants based on the characteristics of the project as described in the grant application and submitted materials.

Disbursement of Grant Funds

No grant funds shall be disbursed unless all improvements are undertaken in compliance with all applicable provisions of the Village Code and until the Village receives an affidavit from the grant recipient containing his or her sworn statement that he or she has paid at least fifty percent (50%) of the approved cost of the project. Original paid receipts amounting to at least fifty percent (50%) of the approved project cost must be attached to the affidavit and no disbursement of grant funds shall

be made until such receipts are received. The Village will then release 50% of the approved grant with proper documentation. No further disbursement shall be made thereafter until an affidavit containing a sworn statement that the project is complete is received together with attached paid receipts for the remaining project costs. Upon filing of such affidavit and receipts, the grant percentage of the amounts which will result in payment of no more than the originally approved grant amount shall be disbursed.

Restrictions

For any project location not on a public right-of-way, recipients of funds obtained through this Grant Program may not alter, relocate, or substantially change the approved project for two (2) years after completion of the project without written approval from the Director. Failure to comply with the Program shall require full repayment of grant funds to the Village. This requirement may be waived by the Director of Community Development on a case-by-case basis.

Additional Information

Additional information may be requested from:

Village of Lombard

Community Development Department

255 E. Wilson Avenue, Lombard, Illinois 60148

(630) 620-5750

DOWNTOWN GRANT PROGRAM POLICY

2024

The purpose of the Downtown Grant Program (DGP) Policy is to increase the economic viability of the identified area by improving the aesthetics of the buildings and properties, improving signage, accessibility, exterior site enhancements and increase the availability and ease of parking. It is also intended to provide a partial funding source for selected Retail Business Establishments and Sit-Down Restaurants seeking to open or expand their operations in the Downtown area. The Village also reserves the right and ability to utilize the DGP as a funding source for capital improvements for public government entities.

The DGP is intended to create a more attractive downtown area through a private/public partnership, based upon past grant funding principles and adopted Village Board policies. The DGP is administered through the Department of Community Development, with grant review and approval authority by the Economic and Community Development Committee (ECDC) and the Village Board.

DGP Authority

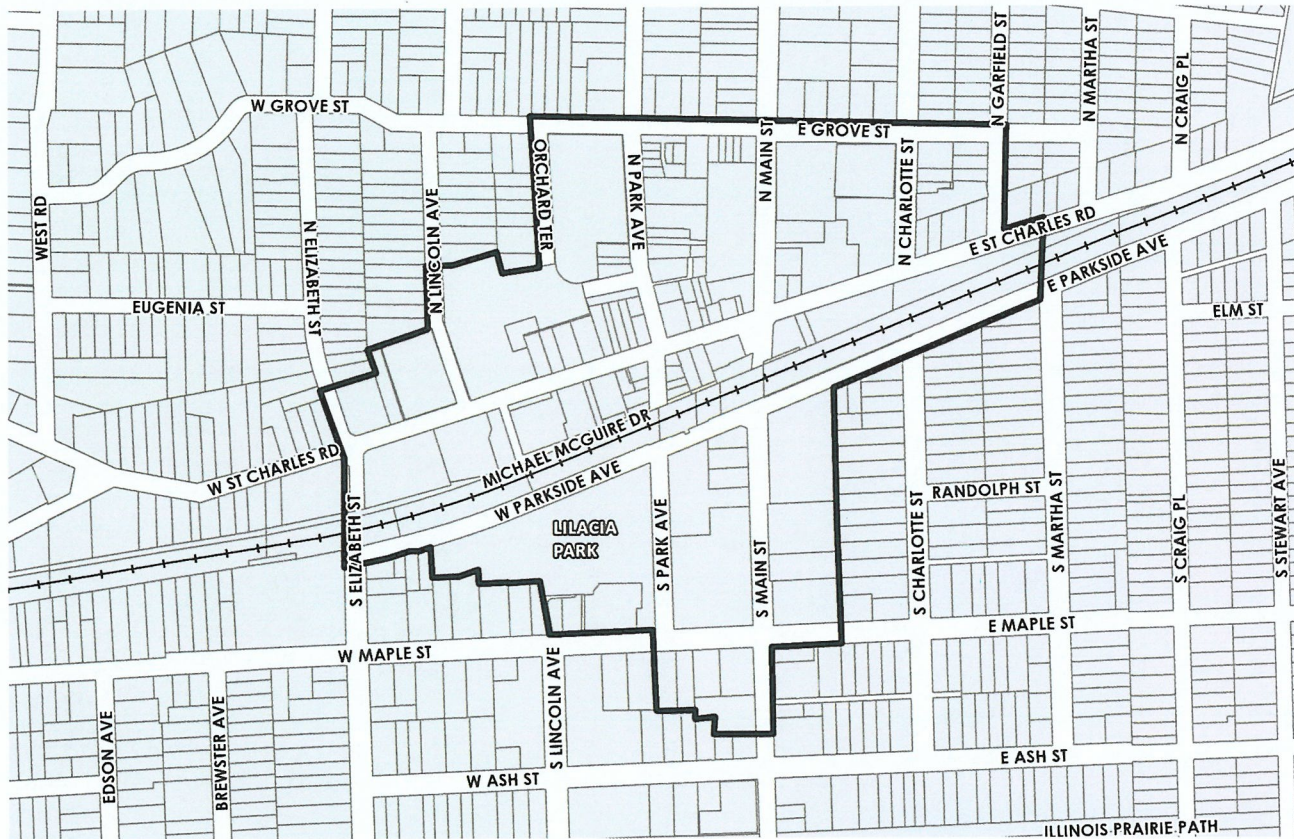
The Village has previously adopted a Business Retention Economic Incentive Policy and a companion Economic Development Fund (EDF), which would be used as a funding source for any Village source revenues for approved projects and activities. The EDF is subject to annual appropriations as set forth within the Village Board's annual Budget process. As such, the Policy does not make any representations that funding is guaranteed beyond the calendar year, or subsequent calendar year in which the grant funds are sought. Additionally, if designated EDF allocations have been expended within a calendar year, the Village reserves the exclusive right to suspend further grant application awards unless and/or until such funds are available for dispersal purposes.

The Village recognizes that properties located within the geographical limits of the Downtown Key Development Sites area are unique based upon their historical nature and are frequently comprised of property owners and/or business establishments without significant capital assets or projected revenues to undertake improvements to an extent that addresses code provisions, requires capital investment in the applicable buildings and/or properties, and meets the desired goal of creating and enhancing a vibrant downtown area.

Recognizing this distinction from other key development sites previously incorporated into the Policy, and that the Downtown Grant Program properties are not eligible for tax increment financing funding, these properties and businesses, individually and as a whole, can meet the "transformative projects" standard set forth within the Policy. However, in these limited cases, the "but-for" or sales tax generation provisions do not need to be met for any project which would meet criteria and parameters of the Downtown Grant Program Policy.

DGP Eligibility

1. **Qualifications.** In order to Qualify for the DGP, the subject property must be located within the geographical area identified within the graphic below:



2. **Eligible Improvements.** While the properties located within the geographical extent of the DGP are not located within the limits of the Lombard St. Charles Road TIF 1- West nor the St. Charles Road TIF 2 – East Districts, the eligibility criteria and provisions set forth within the following grant policies shall also be applicable to properties located within the DGP:

- Renovation & Improvement Grant Program
- Retail Business Grant Program
- Restaurant Forgivable Loan Program
- Business Relocation Grant Program
- Art Grant Program

Capital Improvements made and expenses incurred prior to approval of the application by the ECDC or Village Board, whichever is applicable, are not eligible for an award, unless specifically authorized by the Village Board.

3. **Eligible Funding Amounts.** DGP funds and matching grants are capped at the grant funding amounts established as set forth within the aforementioned programs. For public capital

improvement projects being undertaken by a governmental entity, the funding amounts and limitation would be subject to available amounts within the EDF for a given applicable year. An applicant can apply for more than one grant, subject to available funding, grant review by the ECDC and approval by the Village Board.

4. **Ownership.** Eligible applicants include:
 - a. Owners of commercial, office, mixed-use buildings or property (excluding single-family residences);
 - b. Business owners of a commercial or office tenant space. Business owners who are tenants of commercial buildings must provide written consent from the building owner for all proposed improvements; or
 - c. Governmental entities.
5. **Fees.** Professional, architectural, engineering, and Village building permit fees may be included in the total improvement costs and are subject to funding parameters within the respective grant programs. There are no application fees to apply for the DGP. However, if a business or property owner has outstanding debts owed to the Village, all accounts must be current before any portion of the grant is disbursed.
6. **Conformance.** All improvements must be prepared to comply with all federal and local laws, ordinances, and regulations.
7. **Process.** The applicant must apply for the DGP to the Community of Development Department. A separate request for companion permits shall be submitted to the Community Development Department for review. The Director of Community Development or their designees, shall review the application and all supporting documentation. The applicant, or their designee, shall be present at the ECDC meeting to make a brief presentation on the request.
8. **Timing.** If approved, the applicant has twelve (12) months from the date of the final grant approval by the ECDC or the Village Board, whichever is applicable, to start the project and eighteen (18) months from the grant approval date to complete the project. If the project has not started within twelve (12) months or completed within the eighteen (18) months from the approval of the grant, the applicant must reapply to either the ECDC or Village Board (whichever entity provided approval) for a time extension. If the applicant does not reapply, the grant approval shall automatically expire.
9. **Appeals.** If the grant was not recommended for approval by the ECDC, the applicant may resubmit the application after addressing the application deficiencies or appeal the decision to the Village Board. If the applicant chooses to appeal the decision, a letter of appeal and supporting documentation must be sent to the Director of Community Development stating the reason for the appeal. The letter of appeal and supporting documents will then be forwarded to the Village Board. The Village Board will review the appeal and make the final determination of the grant application.

If the application is denied by the Village Board, the applicant may resubmit after addressing the concerns of the Board.

Design and Selection Process Criteria

The design and selection process will follow the recommendations of the Downtown Lombard Revitalization Guidebook, dated March 23, 2011 as well as any other applicable adopted Village Plans. The improvement plan provides recommendations for the enhancement of building facades, efficient and appropriate land use, parking, and traffic circulation. A copy of the aforementioned documents are available at the Community Development Department and on the Village's website.

Procedural Requirements

Participants in the Program must accomplish the following steps:

1. An applicant must first meet with the Director of Community Development, or their designee(s), to review the proposal. Upon completion of the initial review, the applicant shall submit the following documents to the Community Development Department:
 - a. Completed application form(s);
 - b. Preliminary renovation and improvement plans (the Village reserves the right to request additional plans, drawings or exhibits that may be necessary in order to process the request(s));
 - c. Three detailed and uniformly quoted contractor cost estimates. This provision may also be waived by the ECDC upon submittal of a formal request and justification to waive a review of the quote, along with a review by the Village's Building Director determining that the submitted quotes or estimates are deemed to be reasonable for grant submittal purposes.
 - d. Proof of ownership, lease, and/or owner's approval.
2. After review and approval by the ECDC and/or Village Board, the applicant shall proceed as follows:
 - a. The applicant shall submit final plans and cost estimates to the Department of Community Development and apply for building permits.
 - b. Upon issuance of the building permit improvements and renovations may start. All necessary inspections should be coordinated through the Village's Building Division.
 - c. All improvements and renovation plans must follow current code requirements.

- d. Upon completion of the project and after all final inspections have been approved, the eligible and approved grant elements will be inspected by the Village for conformance with the grant application. The applicant shall provide the Village with a copy of final receipt(s) showing that the approved grant project was paid in full, a waiver of lien from the contractor(s), and a completed Internal Revenue Service (IRS) W-9 form. Upon receipt and final review, the Village shall issue a reimbursement check in an amount not to exceed the approved grant request.
- e. In exchange for a grant approval, the business owner and any subsequent owner agrees to maintain the business in accordance with local codes, and agrees not to substantially change the use of the building for three (3) years after completion of the improvements without written approval from the Director. Grant recipients shall be obligated to notify the Village should the property be placed on the real estate market for sale.
- f. Upon a request by the Village, and after the grant funds are paid, the owner/applicant shall display the Village window sign acknowledging they received a grant for the requested improvements.

Please call (630) 620-5750, or email cd@villageoflombard.org, for further information or to schedule an appointment.

Village of Lombard
Community Development Department
255 E. Wilson Avenue
Lombard, IL 60148