

# City of Hoopeston

301 W. Main St.  
Hoopeston, IL 60942  
(217) 283-5320  
Fax: (217) 283-7965

Hoopeston Municipal Building

## CITY OF HOOPESTON FACADE IMPROVEMENT APPLICATION

Date: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Property Owner(s): \_\_\_\_\_  
Name of Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Address of Improvements: \_\_\_\_\_  
Total Cost of Project: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_  
Has the property or owner been awarded a façade grant in the past 5 years? Y/N

**Written Detailed Description of Proposed Façade Improvements:**(Please include before photos of the proposed area, drawings or design plans and a cost estimate of proposed project)

---

---

(Attached a separate sheet if more space is needed)

I agree to comply with the guidelines and standards set forth by the City of Hoopeston Façade program. I understand this is a voluntary program under which the City has the right to approve or deny any project or proposal or portion thereof.

---

---

(Signature of Owner(s))

***Return completed application to:***

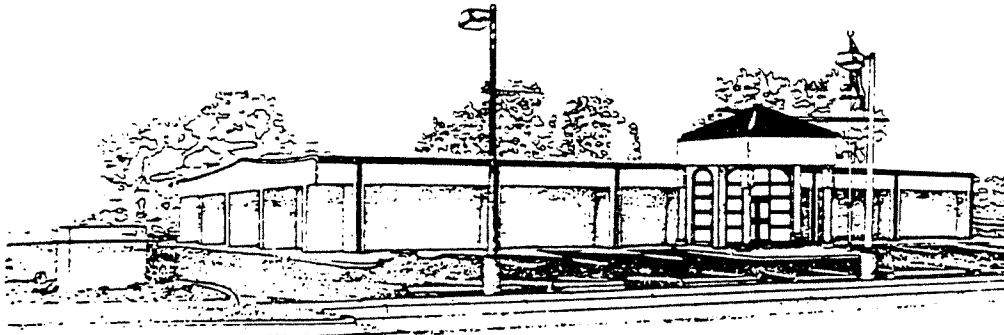
Hoopeston City Hall  
301 W Main Street  
Hoopeston, IL 60942

**FOR OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_ Date Application Approved: \_\_\_\_\_  
Date Work Commenced: \_\_\_\_\_ Date Work Completed: \_\_\_\_\_  
Date Invoices Submitted for Re-imbusement: \_\_\_\_\_  
Date Invoices Reviewed and Paid: \_\_\_\_\_

Approval: Y / N

\_\_\_\_\_  
(Signature of Façade Committee Representative & Date)



Hoopeton Municipal Building

## City of Hoopeton

301 W. Main St.  
Hoopeton, IL 60942  
(217) 283-5320  
Fax: (217) 283-7965

### **Hoopeton Façade Improvement Grant Program Administered by The City of Hoopeton**

#### **Program Description:**

The Hoopeton Façade Improvement Grant is a program designed to assist the owner(s) of commercial properties in the City of Hoopeton, improving the façade appearance of their property. For this program, the term façade is described as the upper and lower stories of the front of a business and may include the sides of a corner building, which are visible from the street. This program will work to promote and improve the beauty and image of Hoopeton's commercial properties. Grants will be awarded to those buildings which will provide the greatest visual impact on Hoopeton's business appearance.

The funding for the program has been made available by the City of Hoopeton, with businesses located in a TIF District being funded by TIF Funds. All other businesses will be funded through the budget of the Civic Committee. The City of Hoopeton will designate \$10,000 in TIF Funds and \$5,000 from Civic budget to fund this program.

The Façade Program will be administered by Façade Committee. The mayor will make appointments to the committee with the approval of the City Council. The committee may include, but not limited to:

1. One city Council member
2. One city employee
3. A Chamber of Commerce representative
4. A Historical Society member
5. Two business owners

The grant may match up to 50% of qualifying costs, with the maximum reimbursement of \$5,000 to a qualifying project. The project will need to obtain committee approval before initiating any work related to the project listed on the application. Following the completion of the project the building owner must pay all costs of the project then submit paid receipts accompanied by lien wavers from the contractors and suppliers, to receive reimbursement of the eligible expenses.

#### **DESIGN REVIEW:**

All applications for proposed façade improvements will be reviewed by the Hoopeton Façade Committee. The committee reserves the right to approve or deny the proposed changes. Any work not approved as eligible by the committee will not be reimbursed. The committee reserves the right to propose changes or additions to the plans that have been submitted.

## **ELIGIBILITY:**

To be eligible for the façade program, and have expenses reimbursed at the end of the renovation process, a person must:

1. Own a commercial building within the city limits of Hoopeston.
2. Must be operating as a business: defined for this program as any building from which goods or services are being marketed to the public.
3. Follow the application process as specified.
4. The building must be in sound structural condition prior to being considered for funding.
5. Have funds approved by the Hoopeston Façade Committee.
6. Complete the renovation process within the designated time frame (beginning within 3 months and completing the project in 12 months). Complete all renovations as originally approved.
7. The program will not reimburse owner for his or other in-kind labor.

Projects that include improvements from the following list are more likely to be considered for approval. Simply replacing lighting, an awning or a sign will not meet the desired goals of the program. Allowable costs that will be reimbursed include but are not limited to:

- Door and window repair or replacement, exterior paint removal or repainting, awning installation, cornice restoration, exterior lighting, storefront refurbishment, and removal of false fronts.

## **APPLICATION PROCESS:**

Only fully completed application packets will be considered. Grants will be awarded based on the degree in which desired criteria is met. Applications packets are available at the Hoopeston City Hall located at 301 West Main Street and are accepted throughout the year.

Step 1: Submit a completed application, an estimate, a current photo of the building and a sketch or drawings of the proposed changes to the property listed on the application.

Step 2: The Hoopeston Façade Committee will review the application and proposed changes.

Step 3: Within thirty days of the committee review, a meeting will be set with the property owner if needed. This meeting the property owner should be prepared to answer questions and submit a detailed design and cost estimate or bids for the submitted project.

Step 4: Façade Committee will submit their recommendations to the Hoopeston City Council.

Step 5: If approved the notification will include all aspects of the project that qualify for the reimbursement through the program. Work must begin within 3 months of approval unless otherwise approved by the committee and work completed within 12 months of approval to be eligible for reimbursement. Applicant is responsible to obtain any required permits.

## **COMPLETION AND REIMBURSEMENT:**

Upon completion of the project the following items are required:

1. A financial summary of the total project expenses
2. Copies of all invoices to be reviewed for reimbursement
3. Waivers of lien from the contractor(s)
4. Photographs of building before and after of the improvements. Funds will be dispersed only after verification that work has been completed in accordance with the contract. The Hoopeston Façade Committee reserves the right to withhold funding if work was not completed according to the approved application. The Façade Committee will submit certificate of project completion to the City Council for approval of payment.

Program funding may be limited and will be dispersed at the discretion of the committee for projects that meet the qualifying criteria. Grants will be awarded to those projects which best meet the enclosed criteria of improved visual appearance. While Historic Preservation is not a requirement of this program, it is strongly encouraged whenever possible. Applicants who do not receive funding during a budget year may reapply the following year provided the project has not been implemented without committee approval. The owner must match the program's grant at a one-for-one ratio. There is no bank participation required. Competitive bids or written proposals are required.

