



VILLAGE OF LINCOLNWOOD

Green Improvements for Tomorrow Program For Business Properties

General GIFT Program Information

The Village of Lincolnwood has established the Green Improvements for Tomorrow (GIFT) program to help business owners implement green initiatives that will benefit the environment. All business properties in the Village are eligible to be considered for this program.

By participating in the GIFT program, owners can receive up to 50 percent of the cost for eligible green improvements to their property, up to a maximum of \$10,000. All work and participation in the program must be ***pre-approved*** by the Village. Business owners may only receive one GIFT grant per property per calendar year. As a condition of approval, the Village may require changes to the design or scope of work proposed. Village funds may be used in conjunction with other funding opportunities.

Under the GIFT program, the following improvements are eligible: energy-efficient lighting (CFL, LED, or solar); green roofs; rain barrels; rain gardens and native plantings; dual-flush toilets; aerated faucets; alternative parking and pedestrian surfaces; passive solar for heating and cooling; and Energy Star[®] windows, doors, and furnaces. Windows, doors, and furnaces ***must*** be installed in accordance with the federal income tax credit regulations. All improvements made with GIFT funds must be in accordance with Village plans and codes and shall meet minimum LEED (Leadership in Energy and Environmental Design) building standards. General building maintenance such as painting, cleaning solvents, and floors/tiling, as well as refrigerators, washing machines, and dryers are not eligible.

Once approved for participation, the owner selects their own contractor(s) for the work, and all contracts are between the owner and contractor(s). To ensure competitive pricing, project bidding is required. The GIFT program operates on a rebate basis with Village funds provided once all the approved work is completed and inspected. GIFT funds are grants from the Village, not loans.

Only a limited amount of Village funds are available, and participation in the program is limited. Project selection and approval is determined on a case-by-case and first-come first-served basis. Village selection and funding criteria includes: the project's impact on the environment; comprehensive nature of the improvements; visual impact and the project's attractiveness; and amount of private reinvestment proposed and ability of the owner to proceed with the project.



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A Special GIFT Program Limited to the Lincolnwood Business Park

With major road improvements recently completed, arrival of the Lowe's Home Improvement Center to the neighborhood, and additional public improvements planned, the Village of Lincolnwood has established a special fund to help further improve business properties in the Lincolnwood Business Park. Through a special set-aside under the Village's Green Improvements for Tomorrow (GIFT) program, and funded through tax increment (TIF) district funds, the Village is specifically making available GIFT funds to Lincolnwood Business Park properties to help owners with greening, improving, and beautifying their business property.

This special set-aside GIFT program for the Lincolnwood Business Park operates just like the Village-wide GIFT program, except there are special designated funds available only for properties in the Lincolnwood Business Park. Like the Village-wide program, Lincolnwood Business Park businesses/property owners can receive up to half of the cost of making approved green enhancements to their property, up to a maximum grant from the Village of \$10,000.

The Lincolnwood Business Park is located in the northeast section of the Village and is generally bounded on the south by Pratt Avenue, on the west by Hamlin Avenue, on the north by Touhy Avenue, and on the east by McCormick Boulevard. Excluded from this area is the Lincolnwood Town Center development.

With a special fund established, and public improvements occurring in the area, now is the time to take advantage of this great program and participate in the improvement of the Lincolnwood Business Park!



VILLAGE OF LINCOLNWOOD

Frequently Asked Questions

What is the GIFT program?

It is a program to encourage business property owners in the Village to implement green initiatives at their Lincolnwood property.

Who is eligible?

Generally, all business properties in the Village are eligible. Projects that are comprehensive in nature and have the greatest environmental impact stand the best chance of being approved. In addition to a “Village-wide” GIFT program, a specific GIFT program that targets properties in the Lincolnwood Business Park has been established.

What kind of enhancements can be made under the GIFT program?

Under the GIFT plan, eligible improvements include the installation of energy-efficient lighting, green roofs, rain barrels, rain gardens and native plantings, dual-flush toilets, aerated faucets, alternate parking and pedestrian surfaces, passive solar for heating and cooling, and energy-efficient windows, doors, and furnaces. Costs associated with routine building or property maintenance as well as appliances, unless incidental to the project, are not eligible. Also not eligible are improvements that are required by the Village, such as those that may be part of a zoning approval.

How much of an approved project will the Village fund?

Half of the cost of making the approved improvements, up to the maximum amount that has been specifically approved for the project, whichever is less. The maximum grant award amount for any project is \$10,000.

Is there a lot of government red tape involved in this GIFT program?

No, not really. Once the property owner and Village agree on an approved scope of work, a formal letter of approval detailing the Village’s funding participation and commitment is issued. Then, it’s up to the property owner to get the work completed. Under the GIFT program, the owner selects their contractors, and all contracts are between the owner and contractor(s). To ensure competitive pricing, project bidding is required. When completed, the Village will inspect the property to confirm the agreed-upon improvements have been made. To collect GIFT funds, evidence of project bidding, copies of all contracts, bills, and evidence of payment are then submitted to the Village to support issuance of the rebate check.

I just made improvements to my property. Can I still get a GIFT grant?

No. All improvements for a GIFT grant must be **pre-approved** prior to initiation of any work. The GIFT program is intended to encourage improvements to business properties, not simply pay for them. Additionally, often in the review of proposed plans for the GIFT grant, changes or adjustments are made to enhance the project. If work is completed, this review is impossible.

When do I need to pay back the GIFT funds?

Generally, never. This is a grant program which operates on a rebate basis. After the project is completed, as agreed, and evidence of payment provided, a check will be issued by the Village at fifty percent of the actual cost, up to the maximum grant award established for the project. The only time Village GIFT funds must be repaid is, if within **three** years after making the improvements, they are subsequently removed or destroyed. In this instance, repayment of the grant is required and repayment is calculated on a **pro-rate** basis.

This sounds like a great program. How do I get started?

Take a fresh look at your business property and consider what needs to be done to make it more environmentally sound. Fill out a GIFT application and contact the Community Development Department with your improvement ideas! Hurry though, funds are limited!

For further information regarding the Green Improvements for Tomorrow program contact

***Scott Mangum
Community Development Director
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712***

***Phone: (847)745-4710
Email: smangum@lwd.org***



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GIFT: In Four Easy Steps

STEP 1 – Submit Application to the Village

Submit an application outlining the proposed comprehensive green improvements (and comply with all Village Ordinances), stands the best chance of being funded. Prior to submission, it is highly recommended the applicant meet with Village staff to discuss the scope of the contemplated improvements.

STEP 2 – Project Review and Participation Approval

Initially, staff will review the application for consistency with Village plans and GIFT program goals and objectives. After the staff comment and review phase, the application is forward to the Economic Development Commission (EDC) for consideration. After consideration by the EDC, a recommendation regarding approval and participation is then forwarded to the Village Board for action. The applicant is advised that, as a result of staff, Commission, or Village Board review, changes to the project's scope of work may be required as part of any approval. Typically, an improvement completion deadline is set for all GIFT grants awarded.

STEP 3 – Finalizing Plans, Securing Bids, Contractors, and Permits

Once approved for participation, a formal approval letter is issued. This letter will indicate what improvements and scope of work has been approved and the maximum dollar contribution which will be made for the project by the Village. Once formal approval is given, it is time to finalize the plans. All work in connection with this program is between the owner and contractor(s). In order to ensure competitive pricing, the Village requires, in advance of the work, evidence of bids for the project. Any and all Village permits necessary for the project must also be secured prior to commencement of the work.

STEP 4 – Completing the Project and Collecting Village Funds

Once the agreed-upon improvements are completed, the Village will inspect the site to verify completion. Upon completion, copies of all bills and evidence of their payment are submitted to the Village. Payment to the owner then will be processed for fifty percent of the actual cost of the approved and eligible improvements, up to the maximum earmarked by the Village for the project. The maximum dollar amount for any project is \$10,000.



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Green Improvements for Tomorrow

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____
Applicant Address: _____ Email: _____
Contact Name: _____ Phone: _____
Contact Email: _____

Applicant is (check all that apply) Property Owner Tenant

Number of Years in Lincolnwood: _____

Note: If tenant is the applicant, a letter from the property owner granting permission is required.

APPLICANT INFORMATION

Property Address: _____

This Property is: Retail Office Industrial Other _____

Number of Businesses On-Site: _____

Name of All Businesses/Tenants On-Site: _____

Size of Building (dimensions or total s.f.): _____ Number of Stories: _____

Size of Property (dimensions or total s.f.): _____ Number of Parking Spaces: _____

Last Year Property was Sold: _____ Last Real Estate Taxes Paid: _____

Property Tax Index Number(s) (PIN): _____

Note: Attach a photograph of this property, land survey, title report, legal description, and information regarding property insurance.

PROJECT INFORMATION

Total Anticipated Project Cost: _____ Amount Requested from Village: _____

Project Scope: Describe and identify all the exterior improvements proposed for this property. (Use additional paper if necessary to fully describe the proposed project and proposed improvements: _____

If approved, estimated project completion date: _____

Note: Attach line item cost estimates, site plan, landscape plan or drawings, or any additional information to fully describe this project.



VILLAGE OF LINCOLNWOOD

Green Improvements for Tomorrow

Application Statement

(Read and Sign Below)

I hereby make application to participate in Lincolnwood’s Green Improvements for Tomorrow (GIFT). In making this application, I understand the purpose of the GIFT Program is to help encourage more environmentally-friendly practices in the Village’s business community and help my business become a more environmentally-responsible corporate citizen. I understand that prior to commencing any work, the Village must first approve both my participation and proposed scope of work. I understand that all improvements made through the GIFT Program must be in accordance with Village Plans and Codes. Moreover, as a condition of approval, I understand the Village may require changes to the scope of work proposed. I also understand that any work started or completed prior to approval of the project and my participation in the GIFT Program, is not eligible for reimbursement.

In making this application, I understand the GIFT Program is highly competitive, funds are limited, and selection for participation is at the Village’s sole discretion. I understand the Village will review my application and, at their discretion, may reject or approve my participation in the GIFT Program. As part of any Village approval, I understand the Village may require changes or additions to the plans and intended scope of work. I recognize that a project that meets the Village’s “green” requirements and/or requires less Village matching funds, stands a greater chance of being funded.

I also understand if selected for this GIFT Program, the Village will establish a maximum grant award for the project. This amount may be lower than requested or less than half of the anticipated cost of the project. I further understand the GIFT Program operates as a rebate program, and, therefore, if selected for participation, Village funds will be paid to me at the conclusion of the work, after submittal by me of copies of all bills and satisfactory evidence of payment. I understand the actual rebate amount will be calculated at fifty percent of the documented actual costs incurred by me for eligible expenses to complete the agreed-upon improvements, up to the maximum grant amount awarded by the Village.

Although considered a grant program, I understand the Village has an interest in the longevity of the improvements made, and, therefore, if within **five** years of the completion of the GIFT-funded improvements, said improvements are subsequently removed or damaged (except by an Act of God), I shall have an obligation to reimburse the Village grant funds provided, and I will repay the Village, on a **pro-rata** basis, the GIFT grant amount provided to me. To ensure the Village’s interest and repayment, I agree to carry property insurance on the subject property, name the Village of Lincolnwood as an additional insured, and I further consent to this reimbursement obligation being recorded as a covenant on the subject property. In making this application, I understand and agree that if selected for GIFT participation, I must follow any and all program requirements (including securing all Village permits as may be required), in order to remain eligible for the rebate grant.

By signing this application, I hereby acknowledge that I have read the above statement and understand these important features about the GIFT Program.

Applicant Signature: _____ Date: _____

THE FOLLOWING REQUIRED APPLICATION ITEMS ARE ATTACHED

- | | |
|--|---|
| _____ Land Survey for Subject Property | _____ Proposed Site/Landscape/Elevation Plan(s) |
| _____ Title Report for Subject Property | _____ Photo(s) of Subject Property |
| _____ Legal Description for Subject Property | _____ Name/Address/Policy Number of Insurance |
- Company
_____ Line Item Estimate of Proposed Improvement(s)

RETURN THIS COMPLETED APPLICATION WITH ATTACHMENTS TO:

Scott Mangum
Community Development Director
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

Phone: 847.745.4710
Email: smangum@lwd.org