



Village of Lincolnwood Green Improvements for Tomorrow For Business Properties

General GIFT Program Information

The Village of Lincolnwood has established Green Improvements for Tomorrow (GIFT) 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 GIFT, owners can receive from the Village, up to 50% of the cost of making eligible green improvements to their property, up to a maximum of \$10,000 from the Village. 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 GIFT, 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, alternate 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 must be in accordance with Village plans and codes and shall meet the 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 under GIFT.

Under GIFT, once approved for participation, the owner selects contractors for the work and all contractors for the improvements are between the owner and contractor. To ensure competitive pricing, project bidding is required by the Village. GIFT operates on a rebate basis with Village funds provided once all the approved work is completed. GIFT funds are grants from the Village and not loans.

Only a limited amount of Village funds are available through GIFT 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.



Village of Lincolnwood

A Special GIFT Program Limited to the Lincolnwood Business Park

With major road improvements recently completed, the arrival of Lowe's Home Improvement Center to the neighborhood, and additional area 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), and funded through the tax increment finance (TIF) district fund, the Village is specifically making available the GIFT Program 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 that 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 Blvd. 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 About GIFT

What is the GIFT Program?

It is a Village of Lincolnwood program to encourage business property owners 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 GIFT, 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 in an approved scope of work for the project, 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 project done. Under GIFT, the owner selects all contractors for the work and contracts are between the owner and contractor. To ensure competitive pricing, project bidding is required. When completed, the Village will inspect the property to confirm that the agreed upon improvements have been made. To collect GIFT funds, evidence of project bidding, copies of all contracts, bills and evidence of their payment are then submitted 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 you complete the project as agreed, and provide evidence that you have paid for it, a check will be issued by the Village at 50% of the actual cost, up to the maximum grant award established for the project. The only time when Village GIFT funds must be repaid is, if within 3 years after making the improvements, they are subsequently removed or destroyed. In this instance repayment of the grant is required and repayment calculated on a pro-rata 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

Timothy M. Clarke, AICP
Community Development Director
Lincolnwood Village Hall
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

Phone: 847-745-4710
e-mail: TClarke@lwd.org



Village of Lincolnwood

GIFT: In Four Easy Steps

Step 1

Submit Application to Village

An application which proposes comprehensive green improvements (and which comply with all Village ordinances), stands the best chance of being funded by the Village. Prior to submission, it is highly recommended that 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 forwarded 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 for participation 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) selected by the owner. 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 work commencing.

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. A Village check to the owner then will be processed for 50% 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.



VILLAGE OF LINCOLNWOOD

Green Initiatives For Tomorrow

Application for Participation

Applicant Information

Applicant's Name: _____

Applicant's Address: _____

E-Mail Address: _____

Contact Person for Project: _____

Daytime Phone Numbers: Voice: _____ FAX _____

Applicant is (check all that apply) Tenant Property Owner

Number of Year's in Lincolnwood: _____

Contact Name/Contact Information for Applicant's Agent or Architect (if any) _____

(Note: if applicant is only a tenant, attach a letter from the property owner granting permission for project)

Property Information

Project Property Location/Address: _____

This Property is: Retail Office Industrial Other (explain) _____

Number of businesses on-site: _____

Name of All Businesses/Tenants on site: _____

Size of Building (dimensions or total square feet) _____ Number of stories in Building _____

Size of Property (dimensions or total square feet) _____

Number of Parking Spaces on Property _____

Last Year Property was Sold: _____ Last Real Estates Taxes Paid \$ _____

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

(Note: Attach a photo 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 proposed project and proposed improvements)

If approved, estimated project completion date: _____

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

-OVER-

Application Statement
(Read and Sign Below)

I hereby make application to participate in Lincolnwood's Green Initiatives For Tomorrow (GIFT). In making this application I understand that the purpose of GIFT 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 for the project. I understand that all improvements made through GIFT 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 I am proposing. 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 that the GIFT program is highly competitive, funds are limited and selection for participation is at the sole discretion of the Village. I understand that the Village will review my application and at the Village's discretion may reject or approve my participation in the program. As part of any Village approval, I understand that the Village may require changes or additions to my plans and intended scope of work. I recognize that a project that will meet Village "green" requirements and/or requires less Village matching funds, stands a greater chance of being funded by the Village.

I also understand that if selected for this program, the Village will establish a maximum grant award for the project and this may be at an amount lower than requested or less than half of the anticipated cost of the project. I further understand that GIFT operates as a rebate grant 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 their payment. I understand that the actual rebate amount will be calculated at 50% 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 for the project.

Although GIFT is considered a grant program, I understand that the Village has an interest in the longevity of the improvements made and therefore, if within 5 years of the completion of GIFT funded improvements, said improvements are subsequently removed or damaged, (except by an Act of God), I shall have an obligation to reimburse to the Village, grant funds provided and I will repay the Village, on a pro-rata basis, the GIFT Grant amount provided me. To ensure the Village's interest and repayment, I agree to carry property insurance on the subject property, name the Village 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 TO THIS APPLICATION

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

Return this completed application with attachments to:

Community Development Department
Village of Lincolnwood
6900 Lincoln Avenue
Lincolnwood Illinois 60712

If you have any questions regarding this program, please phone 847/745-4710