



# Facade Grant Program

## INFORMATION-CONTRACTOR



### Introduction

The City of East Chicago will fund **up to 80%** of the cost for facade improvements for properties in designated areas within the North Harbor District. Property owners are eligible to receive **grants not to exceed \$25,000** for facade improvements, funding permitting. Building Owners - Landlords who have Commercial Tenants with at least a two year leasehold may apply for funds. Commercial Tenants however cannot initiate an application without the express written permission of the building owner and the owner's approval of the project described in the application. The grant applies to the **street facing facades only**. Grants will only be awarded to projects that are approved by the Economic Development Commission (EDC) by recommendation of the City Planner or **designee prior to the start of work**. A written confirmation from the Economic Development Commission must be provided prior to construction or installation. Please see the Facade Grant information packet and East Chicago Common Council Resolution No. 13-004 for program details and specifics.

The following list illustrates the types of projects that may be funded by this grant program.

1. Exterior street facing walls of eligible buildings.
2. Exterior renovation, restoration, or reconstruction, including but not limited to the following:
  - a. Facade washing/Brick cleaning.
  - b. Removal of historically inappropriate materials from facades.
  - c. Sign repair if sign is integral to building facade.
  - d. New signs if the proposed sign is a high-quality representation of signs displayed in the historic era generally found in Downtown East Chicago.
  - e. Lighting
  - f. Awnings/canopies
  - g. Window restoration and replacement
  - h. Painting
  - i. Door replacement
  - j. Restoration of original architectural features
  - k. Window display area remodeling
  - l. Exterior lighting
  - m. Parapet repair

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- n. Tuck-pointing or Repointing to repair and restore weathered or damaged masonry
3. Architectural design fees up to \$1,500.00
4. Engineering services of up to \$1,500.00
5. Landscaping immediately adjacent to the building.

Grants will not be awarded for projects that may cause damage to the building facade. Specifically, sandblasting of brick will not be funded under the program nor will the program participate in projects that include sandblasting of brick. In general, grant funds may not be used for improvements completed or in progress prior to notification of grant approval; however, the DPED/EDC may waive this requirement on a case-by-case basis on the recommendation of the City Planner or his designee.

### Grant Awards and Disbursements

Once the applicant has submitted all required/requested application forms and supporting documentation and has otherwise demonstrated full compliance with grant criteria, the EDC will make a determination as follows:

1. Determine the exact dollar amount being awarded to the successful grant applicant/grantee.
2. Determine the scope of the project being awarded, including which specific improvements are approved; or determine that the application is approved in its entirety.
3. Reject the grant due applicant's failure to comply with requirements or goals of the program, lack of availability of funds, or other reason.
4. Once the EDC has awarded the contractor who will be working to improve the facade rendering with the scope-of-work referenced in the estimates/quotes presented to the EDC. **The contractor who was awarded the Facade Contractor Agreement will need to provide a signed copy of the Façade Grant Program Information Contractor Application, Notice to Proceed form, W-9 and contact details.** All the above will need to be provided to the City of East Chicago Planning and Economic Development Department.

**EDC Review of Documentation** - The EDC will review requests for payment, along with copies of supporting documentation and photographs. The EDC shall then review all documents, and evaluate them in light of the project plan contained in the application. Once the EDC has reviewed all relevant documentation.

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1. The EDC may then approve payment for work performed on the project, and provide the Grantee notice of its approval of payment to the Contractor.
2. **Payment of Grant Awards** - Once awarded, grants under this program shall be disbursed as direct payments to contractors. Such grant funds will be paid to qualified, licensed contractors only after the applicant, and his or her selected contractor demonstrates full compliance with the program requirements. Disbursements will only be made upon project completion.
3. The EDC may reject requests for payment of work that is outside of the scope of the project plan, or not otherwise contemplated in the application approved by the EDC, or for work that does not meet the City Building Code.
4. No advance payment will be made to contractors for work that has not yet been performed, or other expenses that have not actually been incurred.

### **Payment for work performed by Contractor**

1. Grantees shall be responsible for submitting requests for payment to the EDC for their contractor and vendors. Such request shall be submitted on the required form(s) signed by the grantee, including supporting documentation such as original invoices and photographs of work performed.
2. **Payment of Grant Awards** - Once awarded, grants under this program shall be disbursed as direct payments to contractors. Such grant funds will be paid to qualified, licensed contractors only after the applicant, and his or her selected contractor demonstrates full compliance with the program requirements. Disbursements will only be made upon project completion.
3. **Requirement for Grantee Payment of 20%** - Grantee must provide to the EDC, proof of payment of **20%** of the eligible costs associated with the project under this program. The Grantee's payment of the matching funds and proof thereof must be provided to the EDC before any disbursements under this program will be made by the EDC. Such proof shall include, but not be limited to ~~Number 4: See Final Payment Checklist~~.
4. **Final Payment Checklist**. Grantees must submit the required payment request forms describing work performed to date, along with the following documentation to the EDC:
  - a. Original receipts for all materials purchased, or supplied by the contractor.
  - b. Original contractor invoices for any expenses paid directly to contractors or vendors.

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- c. Copy (front and back) of cancelled checks where applicable.
  - d. Original receipts for any tools or equipment rented specifically for the project.
  - e. Photographs (before and after) of the completed project, or phases thereof, Photographs must be of a sufficient quality and resolution that the work performed can be reasonably ascertained from the photographs.
  - f. Building inspector's inspection report of the project, in conjunction with building permits to demonstrate that the work was being performed pursuant to the permit and applicable building standards, or to demonstrate that the project is complete.
  - g. Other documentation/business records which prove payment of eligible costs has been made directly by grantee.
4. **Signatures Required.** The EDC may require the grantee, and/or the contractor to sign the payment request form, any or all documentations on the payment, checklist, and any other document that is submitted in support of the request for payment. Refusal to sign or attest to such documents on the part of the grantee, contractor or other vendor of the grantee may result in all or part of a payment request to be rejected by the EDC.

### **Statement of Understanding**

The Contractor agrees to comply with the guidelines and procedures of the City's Facade Grant Program and the conceptual design and outline specifications as agreed to by the Applicant and the Department of Planning and Economic Development.

The Contractor understands that he/she must submit detailed cost documentation, copies of building/sign permits, invoices and contractor's final waivers of lien upon completion of the approved improvements.

The Contractor agrees to hold harmless the City and the Economic Development Commission, City Planner or his designee for any damage to the building or personal injury that occur as a result of work funded by this grant.

Recipients of any facade grant funds must agree to observe all applicable federal, state, and local laws pertaining to the use of grant funds.

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Applicant Signature

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Date

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**NOTICE TO PROCEED  
FACADE NORTH HARBOR PROGRAM**

%o \_\_\_\_\_ authorize permission to \_\_\_\_\_  
(Business and Building Owner) (Lease Holder Name)

Owner of \_\_\_\_\_ as of \_\_\_\_/\_\_\_\_/\_\_\_\_ to allow the  
(Lease Holder Business Name) (Month / Date / Year)

accepted certified contractor to perform Facade work on building address

\_\_\_\_\_ through the City of East Chicago Facade Program. I  
(Facade Building Address)

approve the scope-of-work as followed:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_ (Building Owner) \_\_\_\_\_/\_\_\_\_/\_\_\_\_ (Owner)  
Printed Name Date Signature Date

\_\_\_\_\_/\_\_\_\_/\_\_\_\_ (Lease Holder) \_\_\_\_\_/\_\_\_\_/\_\_\_\_ (Lease Holder)  
Printed Name Date Signature Date

(NOTARY SEAL)

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_