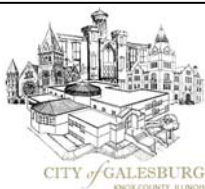


Downtown Private Alley Improvement Grant Program Handbook

For Information Contact:

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Galesburg, IL 61401
(309) 345-3623 Fax: (309) 345-5704
www.ci.galesburg.il.us



This program is a collaborative effort between
the City of Galesburg and Galesburg Downtown Council.





Downtown Private Alley Improvement Grant Program



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PROGRAM OVERVIEW

OVERVIEW: The Downtown Alley Improvement Grant Program is a collaborative effort between the City of Galesburg (City) and the Galesburg Downtown Council (GDC). The Program is administered by the City, with review authority provided by the Facade Advisory Committee (FAC) and final approval through the Galesburg City Council. The City accepts no ownership of the private alleys and shall not be responsible for future maintenance.

OBJECTIVES: The Downtown Alley Improvement Grant Program has been designed to encourage improvement of private alleys to facilitate deliveries, solid waste and recycling collection, improve alley drainage, cleanliness and attractiveness and assist pedestrian use to further support the growth and development of downtown Galesburg.

ELIGIBILITY: All property owners with an interest in private alley improvement can participate in the program. The private alley must be a platted private alley and be within the designated geographical area known as the Downtown Private Alley Improvement Area (see Appendix B). Property insurance, real estate taxes and City service accounts must be current at the time of application for funding. A Downtown Private Alley Improvement Agreement, signed by all property owners with an interest in the private alley, will be required if the application is approved by City Council.

FUNDING LIMITATIONS: The City and the GDC have agreed to each budget \$20,000 per calendar year toward the program. The City and GDC are willing to participate in a reimbursement of up to 50% (25% City and 25% GDC) of eligible project costs, up to a maximum of \$40,000 (\$20,000 City and \$20,000 GDC) per calendar year and subject to availability of funds.

ELIGIBLE EXPENDITURES: Design work by an Illinois licensed design professional, removal of existing alley surface, installation of storm sewer lines or related work to improve drainage, installation of new alley surface. Additional design criteria mentioned in Appendix A may also be eligible subject to approval by City Council.

INELIGIBLE EXPENDITURES:

- Any project activities started prior to signing to the Downtown Alley Agreement with the exception of Illinois licensed design professional fees as recommended by the FAC and approved by City Council;
- “Sweat equity” work performed by the applicant, family members of the applicant(s) or employees of the applicant(s), unless the work is done as an agent of a construction company which has provided a quote included in the original application and recommended for approval by the FAC and approved by City Council. General construction oversight and project administration work performed by the applicant, family members of the applicant or employees of the applicant are not eligible;
- The cost of regular maintenance work, unless it is an essential part of a larger project. Examples include: filling/patching potholes, sealcoating.
- Refinancing existing debt and non-fixed improvements;
- Design elements changed during the project in which the applicant did not seek review and approval of the City Engineer, Facade Advisory Committee and/or City Council will not be reimbursed.
- No structures, benches, plantings, trash cans, or similar items.
- Gravel will not be allowed as a finished alley surface

GRANT PROCEDURE

TITLE SEARCH: Property owners must have a title search done by an Illinois license title search agent to determine all entities with ownership interest in the private alley.

PETITION: A petition signed by 100% of the property owners with ownership interest in the private alley that indicates they agree with the proposed improvement and their specific share of the cost toward improvement.

PRELIMINARY REVIEW: All projects must have the initial concept of the alley work reviewed by the City Engineer. The applicant shall submit Form A – Downtown Private Alley Improvement Application, with all information known at the time of submittal and a copy of the signed petition mentioned above to the City Engineer. Attachments are listed on the application, some items may not be available at this stage, but at a minimum should include: concept plans, narrative project description, photographs and estimated project cost. The City Engineer will review the proposed design and offer suggestions to the applicant.

GRANT APPLICATION SUBMISSION: After the preliminary review is done and requested changes are incorporated into the project, submit an updated and complete Form A – Downtown Private Alley Improvement Application and all required attachments, including construction drawings as required by the City Engineer, to the Public Works Department. The purpose of the application and attachments is to provide the Facade Advisory Committee with all relevant information needed to make an appropriate recommendation to the City Council concerning funding. Incomplete applications will not be considered, and in fact, should not be submitted. If applications are complete, it will be placed on the agenda for the next regularly scheduled meeting of the Facade Advisory Committee.

REVIEW OF GRANT APPLICATION: The Facade Advisory Committee is made up of three members of the Galesburg Downtown Council, one member of the Revolving Loan Committee, one member of the Galesburg Landmark Commission and two members at-large. Applicants are encouraged to attend the meeting when the application will be considered.

The Committee will review applications to assure compliance with program guidelines and make a recommendation to the City Council.

FINAL REVIEW BY CITY COUNCIL: Recommendations of the Facade Advisory Committee will be forwarded to the City Council for final review and decision.

DOWNTOWN PRIVATE ALLEY IMPROVEMENT GRANT AGREEMENT AND CONSTRUCTION: If the grant request is approved by City Council, the applicant shall sign an Agreement, which is a legal agreement between the applicant and the City that outlines the conditions under which the grant will be received and administered. After the Agreement has been executed by all parties and the applicant has secured all required permits, the project may proceed with the obligation of the City to reimburse costs as approved in the Agreement. In order to assure funds are available, improvements to be made under this grant must be initiated within one-hundred-eighty (180) calendar days after executing of the Agreement. Extensions may be granted at the discretion of the Director of Public Works for documented just cause.

MODIFICATION OF APPROVED PLANS: If at any time during the course of carrying out the project work, the applicant finds he/she is unable to substantially adhere to the work as described in the application, work should be halted as soon as is reasonable and the City Engineer should be informed immediately. Work should not be resumed until the City Engineer has had time to review the changes and, depending upon the extent of the changes, it may require written permission of the City Council.

GRANT REIMBURSEMENT PROCESS

INITIAL DOLLARS: Since the Downtown Private Alley Improvement Grant funding assistance is provided through the reimbursement of eligible project costs, the applicant(s) must have available the financial resources necessary to complete the total project. Prior to any grant dollars being released, all other dollars associated with the Alley project (owner's equity, private bank loan, etc.) must be expended on the project. These are referred to as "Initial Dollars".

REQUEST FOR REIMBURSEMENT: The applicant(s) shall submit a reimbursement request to the City Engineer either at the end of the project or for each pay period that occurs during the project. These forms will be used by the City to track the expenditure of Initial Dollars.

Such requests shall include:

- A detailed breakdown of any costs associated with the Project showing amounts expensed to date and the amounts then due and unpaid;
- Receipts and invoices;
- Lien Waivers from each material dealer, contractor and subcontractor who has done work or has furnished materials for the Project; and
- Certified Transcript of Payroll by all contractors and subcontractors indicating compliance with the Illinois Prevailing Wage Act for those pay periods covered by each reimbursement request.

DISBURSEMENT: After the city engineer has reviewed the reimbursement request and the completed alley improvement work, the City will, to the maximum extent possible, reimburse each individual owner their portion of the reimbursement within 30 business days.

ADDITIONAL COMMENTS: No funds will be dispersed without the above mentioned documents. No funds will be disbursed if completed work does not accurately reflect the Project as submitted for approval by the Facade Advisory Committee and/or City Council. No funds will be disbursed if the work which requires permits were not issued. No funds will be disbursed if the Project is not reviewed and approved during construction by the City Engineer and does not meet all applicable codes.

ADDITIONAL REQUIREMENTS

ILLINOIS LICENSED DESIGN PROFESSIONAL: Few people realize how complicated a construction process is, until they find themselves lost in the maze of design options, codes, laws, contractors and so on. No two projects are exactly alike, so there is no single clear-cut path to follow. *It is for that reason that an Illinois licensed design professional shall be required for the following aspects of each Alley Improvement project:*

- Construction documents. Drawings and specifications are the graphic and text descriptions of the project. Having a single, complete set of drawings and specifications to present to a number of prospective contractors allows an applicant to choose among comparable bids that are based upon the same expectations. Clear construction documents can also minimize costly delays and change orders. These documents also assist the Facade Advisory Committee when reviewing your project for potential grant funding.
- Contractor bidding process. A design professional shall assist the applicant through a process of selecting a contractor through a competitive bidding process. Since labor costs vary according to skill, experience and the contractor's overhead, a competitive bidding process allows an applicant to select a contractor on the basis of cost and schedule as well as reputation and approach.

- **Administer the Construction Contract.** The design professional shall make sure the project is built as it was designed, specified and approved by the Facade Advisory Committee and City Council. The design professional analyzes and helps you make decisions about "change orders", which could affect your Private Alley Grant eligibility and your costs. Change orders are any changes proposed by the client or the contractor or changes required to address conditions that could not have been foreseen. Change orders that affect the approved design must be brought to the attention of the City Engineer for review prior to that work being done.
- **Project Administration.** The design professional shall be responsible for authorizing payments to all contractors and subcontractors, giving you added assurance that both you and your design professional are satisfied with the contractor's performance and product. The design professional shall also receive all Prevailing Wage documents and lien waivers on the project. The design professional shall then submit all pay certifications, prevailing wage documents and lien waivers to the City Engineer. Without these documents, the City Engineer will not authorize any release of grant funds.

CONTRACTORS AND BID DOCUMENTS: Applicants are expected to make sound financial decisions. Evidence of two or more contractor bids or a statement of non-availability of contractors or services shall be submitted with the application. Bids from local contractors are encouraged. If an applicant finds the submitted bids are not satisfactory, a new bid process shall be initiated.

An applicant who is also a registered/licensed contractor and intends on doing some of the alley improvement work must submit a complete bid during the bid process. If the bid is higher than other bids and the applicant intends on picking their own bid, there must be documented reasons provided as to why the bid is higher. The Facade Advisory Committee will review all documentation in order to make their recommendation.

QUALITY OF WORK: All work under the Downtown Private Alley Improvement Program shall be performed in a professional and workmanlike manner. Prior to the work commencing, award recipients must secure applicable Federal, State, County and City permits. All proposed and actual work must conform to all applicable rules and regulations of all regulatory agencies and bodies of Federal, State, County and City governments. All completed work must pass appropriate inspection(s) of applicable reviewing agency. The Director of Public Works reserves the right to withhold the grant reimbursement payment should the final inspection reveal that work performed was not completed in a professional and workmanlike manner and/or has not successfully passed all applicable inspections.

POST AWARD PROJECT ALTERATIONS: Grant recipients shall agree not to alter, modify, or remove the improvements made in accordance with the Downtown Private Alley Improvement Grant Agreement for a period of five (5) years from the date the grant is disbursed without recommendation by the Facade Advisory Committee and written permission of the City Council. The Facade Advisory Committee may recommend approval of such alterations, modifications, or removal of the improvements when it determines that the proposed work would not undermine the goals, objectives and policies of the grant program. If changes are made without seeking approval of the Facade Advisory Committee and City Council, the City may take legal action to recoup some of the grant dollars.

POST AWARD PROJECT MAINTENANCE AND SITE REDEVELOPMENT: In accordance with the Alley Grant Agreement, the award recipient shall agree to maintain the improvements for a period of five (5) years from the date of grant disbursement. In the event that the owner (s) of the alley seek to redevelop the alley within the five (5) year period, and such redevelopment would include the removal of improvements funded by the program, the grantee must come before the Facade Advisory Committee to present the planned development. The Facade Advisory Committee shall review to assure compliance with program guidelines and make a recommendation to City Council for final review and decision.

DOWNTOWN PRIVATE ALLEY REDEVELOPMENT PROGRAM: The City Council has authorized funding for the Downtown Alley Improvement Program, it shall be at their sole discretion to review and determine whether there is a need to reauthorize the continuation of this program. It shall be the shared responsibility of the City, the Galesburg Downtown Council and the Facade Advisory Committee to notify property owners and tenants within the grant area of the program. Grant area boundaries initially designated herein shall be reviewed on an annual basis, and shall be subject to modification upon the action of the City Council. As alleys are improved, the grant area boundaries may be reduced, expanded, deleted or otherwise changed by the City Council as justified and recommended by the Facade Advisory Committee.

PREVAILING WAGE: The Illinois Prevailing Wage Act requires all laborers, workers and mechanics employed by contractors and subcontractors on publicly funded projects earn fair wages and benefits based on the "prevailing wage" for similar work performed in the area. The prevailing wage rate is determined by the Illinois Department of Labor. Contractors must comply with provisions of the Illinois Prevailing Wage Act, which requires certain language pertaining to prevailing wage be inserted into subcontracts.

FEDERAL INCOME TAX PROVISIONS: This grant may be treated as income subject to Federal Income Tax provisions. The City of Galesburg and the Galesburg Downtown Council are not liable for any tax implications resulting from the grant. Applicants should consult a tax advisor for clarification.

DISCLAIMER: The Facade Advisory Committee, City of Galesburg and Galesburg Downtown Council shall not be responsible for the planning, design, or construction of improvements to subject property. No warranties or guarantees are expressed or implied by the description of, application for or participation in the Downtown Alley Improvement Grant Program. The applicant is advised to consult with licensed architects, engineers, contractors and attorneys before proceeding with final plans or construction.

APPENDIX - A

DESIGN CRITERIA

- The alley shall provide a clear width of at least 10 feet to be eligible.
- Higher priority for grant funds will be based upon actual/projected vehicular traffic
- Asphalt or concrete, or combination thereof, are acceptable surface materials
- All materials incorporated in the private alley improvement shall be approved by the Illinois Department of Transportation
- Alley lighting will be considered on a case-by-case basis
- Proposed pavement design has to be adequate for the intended loading in the alley and must be approved by the City Engineer
- Property owners shall review and consider options to consolidate dumpsters to improve alley appearance and reduce owner's expenses
- An evaluation of alley drainage for surface water shall be a part of the alley improvement design
- An evaluation of all pedestrian access points into the alley shall be considered to assure proper ADA compliance to and from the alley and building entrances

CITY OF GALESBURG
Community Development Department
Operating Under Council-Manager Government Since 1957

Downtown Alley Improvement Grant Program Boundaries



The information included in this map is intended to be advisory only and is NOT designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor, to determine precise property location.

Imagery date: 2015
Division 305 created: November 17, 2016



Downtown Private Alley Improvement Grant Program



FORM - A

APPLICATION

Please print or type requested information and submit it to the Department of Public Works

Read carefully and complete all items. **Please be aware, once information is submitted, it is considered public information.**

ATTACHMENTS (READ CAREFULLY – ALL ITEMS ARE REQUIRED AND MUST BE ATTACHED)

- ☐ **PRELIMINARY REVIEW** – INITIAL PROJECT HAS BEEN DISCUSSED AND REVIEWED WITH THE CITY ENGINEER.
- ☐ **PROOF OF PROPERTY OWNERSHIP AND FULL LEGAL DESCRIPTION OF ALLEY**
- ☐ **TITLE SEARCH** – By an Illinois licensed title search agent showing all owners with an interest in the private alley to be improved
- ☐ **PETITION** – Signed by 100% of the property owners with ownership interest in the alley that indicates they agree with the proposed improvement and their specific share of the cost toward improvement
- ☐ **REAL ESTATE TAXES** - Statement there are no delinquent or unpaid taxes or special assessments, no unpaid forfeited taxes, and no redeemable tax sales are against the property
- ☐ **PROPERTY INSURANCE** - Proof of current property and casualty insurance
- ☐ **NARRATIVE PROJECT DESCRIPTION:** A typed statement of what the alley improvement project will involve. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, and how the drainage will be accommodated.
- ☐ **PHOTOGRAPH(S) OF EXISTING PRIVATE ALLEY** – Submit several photos of the alley in its current condition. Be sure to label each photo and indicate what improvements you are proposing to make in each.
- ☐ **DRAWINGS OF PROPOSED PRIVATE ALLEY IMPROVEMENTS** - Conceptual elevation plans and construction drawings required by the City Engineer shall be prepared by an Illinois licensed Design Professional who has conducted an on-site inspection and personal interviews with the applicant.
- ☐ **DETAILED COST ESTIMATES/BIDS FOR PROPOSED PRIVATE ALLEY IMPROVEMENTS** - A minimum of two (2) qualified bids for all work to be performed, or a statement of non-availability of contractors or services. Indicate what contractors you are proposing to use on the project. Bids should provide enough detail to make the proposed scope of work clear (quantity, cost and type of work). If an applicant finds the submitted bids are not satisfactory, a new bid process may be required.
- ☐ **LETTER OF COMMITMENT.** A letter of commitment shall be provided from all entities providing funds to assure adequate funds are available to complete the project. This is a reimbursement program in which the City and GDC are willing to participate in a reimbursement of up to 50% (25% City and 25% GDC) of eligible project costs, up to a maximum of \$40,000 (\$20,000 City and \$20,000 GDC) per calendar year and subject to availability of funds.

PROJECT INFORMATION

ANTICIPATED PROJECT START DATE:

**Proposed private alley improvements shall begin within 180 days of signing the Private Alley Grant Agreement*

ANTICIPATED PROJECT COMPLETION DATE:

APPLICANT/PRIMARY CONTACT INFORMATION

Primary contact name

Mailing address

City, State, Zip

OWNER INFORMATION

On a separate sheet, provide the name of each owner with interest in the private alley, the address of the building that contains the portion of the private alley, the acres or square footage of private alley they own, the name of their business, their mailing address, phone number, email and how much each owner is contributing to the cost of the private alley improvement. Indicate the source of funds from each owner as well, such as savings or a loan, and if it is from a bank loan provide a letter of commitment.

SOURCE OF FUNDS FOR PRIVATE PRIVATE ALLEY PROJECT

SOURCE/PROVIDER OF FUNDS	ANTICIPATED DATE OF RECEIVING FUNDS	ANTICIPATED AMOUNT OF FUNDS	PERCENT OF TOTAL SOURCES OF FUNDS
OWNER'S EQUITY (MINIMUM 50% OF PROJECT COST REQUIRED)			
PRIVATE ALLEY GRANT (SHOW AMOUNT BEING REQUESTED)			
TOTAL SOURCE OF FUNDS*			
NOTES: TOTAL SOURCE OF FUNDS SHOULD MATCH TOTAL ENGINEER'S ESTIMATE. LETTERS OF FUNDING COMMITMENTS SHALL BE SUBMITTED FROM ALL SOURCES			

DESIGN PROFESSIONAL'S ESTIMATE			
DESCRIPTION OF WORK AND/OR MATERIAL (PLEASE REFERENCE APPROPRIATE QUOTE)	QUANTITY	UNIT COST	EXTENSION
ALLEY PAVEMENT REMOVAL / DEMOLITION			
DRAINAGE/STORM SEWER			
EXTERIOR LIGHTING			
NEW PAVEMENT			
DUMPSTER ENCLOSURE WALLS/GATES			
<i>OTHER CONSTRUCTION COSTS:</i>			
CONTINGENCIES			
SOFT COSTS			
ARCHITECT/ENGINEERING FEES			
PERMITS			
<i>OTHER SOFT COSTS:</i>			
TOTAL PRIVATE ALLEY PROJECT COSTS			

ACKNOWLEDGEMENTS

INITIAL
BELOW

____ I/WE HAVE READ AND UNDERSTAND THE DOWNTOWN PRIVATE ALLEY IMPROVEMENT GRANT PROGRAM HANDBOOK AND AGREE, TO THE FULLEST EXTENT FEASIBLE, TO ABIDE BY SAID PROGRAM.

____ I/WE UNDERSTAND THAT MY/OUR PROJECT MUST BE COMPLETE AND ALL CONTRACTOR CERTIFIED PAYROLLS VERIFYING PREVAILING WAGES WERE PAID AND FINAL LIEN WAIVERS MUST BE SUBMITTED.

____ I/WE UNDERSTAND THE OWNER/APPLICANT WILL BE RESPONSIBLE FOR ASSURING ALL APPLICABLE FEDERAL, STATE, COUNTY AND CITY PERMITS ARE SECURED AND ASSOCIATED FEES ARE PAID PRIOR TO THE ONSET OF WORK.

____ DUE TO THE LIMITATION ON THE AMOUNT OF AVAILABLE PROGRAM FUNDS, I/WE UNDERSTAND THAT AN ELIGIBLE, COMPLETED APPLICATION IS NOT NECESSARILY A GUARANTEE OF PROJECT FUNDING.

____ I/WE UNDERSTAND THAT MY/OUR PROPERTY MUST BE LOCATED WITHIN THE GEOGRAPHICALLY DEFINED BOUNDARIES OF THE DOWNTOWN PRIVATE ALLEY GRANT PROGRAM AREA AND THE SUBJECT PROPERTY MUST ALSO BE SUBJECT TO REAL ESTATE TAXES.

____ I/WE UNDERSTAND THE OWNER OF THE PROPERTY IS CURRENT ON ALL REAL ESTATE TAXES AND MORTGAGE PAYMENTS.

____ I/WE UNDERSTAND THAT, BARRING THE OCCURRENCE OF UNFORESEEN CIRCUMSTANCES BEYOND THE CONTROL OF ME/US AS APPLICANT, I/WE WILL BE OBLIGATED TO SATISFACTORILY COMPLETE THE PRIVATE ALLEY IMPROVEMENTS.

APPLICANT SIGNATURE

I CERTIFY THAT ALL INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE, AND IF APPROVED, WORK WILL BE COMPLETED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE DOWNTOWN PRIVATE ALLEY REDEVELOPMENT GRANT PROGRAM HANDBOOK.

BY SIGNING BELOW, THE APPLICANT ACKNOWLEDGES THAT HE/SHE HAS RECEIVED AND READ THE PROGRAM GUIDELINES FOR THE DOWNTOWN PRIVATE ALLEY IMPROVEMENT GRANT PROGRAM. ALSO, THE APPLICANT ACKNOWLEDGES THAT HE/SHE IS DULY AUTHORIZED TO ACT ON BEHALF OF THE COMPANY AND/OR EACH PRINCIPAL OF THE COMPANY AND THAT THE COMPANY IS PROPERLY ORGANIZED AND LICENSED TO CONDUCT BUSINESS IN THE STATE OF ILLINOIS.

Applicant Signature

Date