



Downtown Residential Fire Sprinkler Grant Program Handbook

For Information Contact:

City of Galesburg
Community Development Department
55 W. Tompkins St. P.O. Box 1387
Galesburg, IL 61401
(309) 345-3619 Fax: (309) 345-5704
www.ci.galesburg.il.us

TABLE OF CONTENTS

SECTION 1 – DOWNTOWN RESIDENTIAL FIRE SPRINKLER GRANT PROGRAM

PROGRAM OVERVIEW

<i>PURPOSE</i>	3
<i>QUALIFYING STRUCTURES</i>	3
<i>FUNDING LIMITATIONS</i>	3
<i>ELIGIBLE ACTIVITIES</i>	3
<i>INELIGIBLE ACTIVITIES</i>	4

GRANT PROCEDURE

<i>GRANT APPLICATION SUBMISSION</i>	4
<i>LOCAL HISTORIC DISTRICT OR LOCAL LANDMARK</i>	4
<i>REVIEW OF GRANT APPLICATION</i>	4
<i>FINAL REVIEW BY CITY COUNCIL</i>	4
<i>FIRE ALARM SYSTEM AND FIRE SPRINKLER GRANT AGREEMENT AND CONSTRUCTION</i>	4
<i>MODIFICATION OF APPROVED PLANS</i>	4

GRANT REIMBURSEMENT PROCESS

<i>REQUEST FOR REIMBURSEMENT</i>	5
<i>DISBURSEMENT</i>	5
<i>ADDITIONAL COMMENTS</i>	5

ADDITIONAL INFORMATION

<i>ILLINOIS LICENSED DESIGN PROFESSIONAL</i>	5
<i>CONTRACTORS AND BID DOCUMENTS</i>	6
<i>QUALITY OF WORK</i>	6
<i>POST AWARD PROJECT ALTERATIONS</i>	6
<i>POST AWARD PROJECT MAINTENANCE AND SITE REDEVELOPMENT</i>	6
<i>DOWNTOWN FIRE ALARM SYSTEM AND FIRE SPRINKLER GRANT PROGRAM</i>	6
<i>FEDERAL INCOME TAX PROVISIONS</i>	7
<i>DISCLAIMER</i>	7

SECTION 2 - APPENDIX

APPENDIX A – DOWNTOWN AREA MAP	8
--------------------------------	---

SECTION 3 - FORMS

FORM A – FIRE ALARM SYSTEM AND FIRE SPRINKLER GRANT APPLICATION	9
FORM B – OWNER CONSENT	12
FORM C – LIEN ON REAL ESTATE	13

PROGRAM OVERVIEW

PURPOSE: The City of Galesburg Downtown Residential Fire Sprinkler Grant Program has been designed to assist and encourage an increase in residential units available in the Downtown while meeting adopted Construction Codes. It is believed this grant program will promote the safety, well-being, and retention of business operations by increasing residential occupants, and thereby enhance interest in visiting downtown.

QUALIFYING STRUCTURES: Qualifying structures include only those properties within the geographically defined Downtown Area as shown in Appendix A. Mixed use buildings containing combinations of retail, office and upper story residential apartments are encouraged, but recognizing apartment buildings within the defined Downtown area will also be beneficial. Building owners are eligible to apply.

FUNDING LIMITATIONS:

- Fire Alarm System & Fire Sprinkler installation is eligible for reimbursement from the City
- The City is willing to participate in a reimbursement of 50% of the total project cost, up to a maximum of \$20,000, subject to availability of funds.
- This grant is acceptable on the condition that the owner does not sell or transfer the property or any interest in the property for three (3) years from the date that the grant reimbursement payment was issued. If property owner sells building during the first three (3) years following completion of the work, property owner shall be obligated to reimburse City in the following amounts:
 - Year One: 100% of lien amount to be repaid
 - Year Two: 75% of lien amount to be repaid
 - Year Three: 50% of lien amount to be repaid
 - Year Four: 0% of lien amount to be repaid
- The Owner shall execute the attached lien as security in the event the property or any interest in the property is sold or transferred during the first three (3) years from the grant reimbursement payment.
- The city is authorized to record the lien with the Knox County Recorder's Office.
- The applicant is required to inject a minimum of 10% owner's equity into the project.

- Each property (i.e. each parcel) is eligible for 1 grant reimbursement every 3 years. If there is a new property owner within 3 years of a previous grant on the property, they may apply if it is a different project that does not remove items approved under the previous grant.

ELIGIBLE ACTIVITIES:

- Fire alarm system installation
- Fire alarm system repairs and or update of outdated alarm systems
- Fire sprinkler system installation
- Fire sprinkler system repairs and or update of outdated sprinkler systems

INELIGIBLE ACTIVITIES:

Specifically, ineligible activities include the following types:

- Expenses not directly related to the fire alarm system or fire sprinkler system.
- Removal of architectural details or covering of stable architectural details
- Parking lot paving or sidewalks
- Installation of seasonal planting or seasonal landscaping
- Refinancing existing debt and non-fixed improvements
- Facades
- Roof repairs
- Any project started prior to the signing of the fire alarm system/fire sprinkler system grant agreement except for architectural fees as recommended by city council
- "Sweat equity" work performed by the applicant, family members of the applicant or employees of the applicant, unless the work is done as an agent of a construction company which has provided a quote included in the original application 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;
- Design elements changed during the project in which the applicant did not seek review and approval of the City Council will not be reimbursed.
- Nothing herein is intended to limit, restrict, or prohibit the OWNER(s) from undertaking any other work in or about the subject premises which is unrelated to the improvement provided for in this Agreement.

GRANT PROCEDURE

GRANT APPLICATION SUBMISSION: Submit Form A –Downtown Residential Fire Sprinkler Grant Program Application and all required attachments. 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.

LOCAL HISTORIC DISTRICT OR LOCAL LANDMARK: A project within a Local Historic District or if it is a Local Landmark, may require a request for a Certificate of Appropriateness from the Galesburg Landmark Commission. Applicants are encouraged to attend the meeting when the application is considered.

REVIEW OF GRANT APPLICATION: The Facade Advisory Committee is made up of three members of the Galesburg Downtown Council, one member of the Galesburg Landmark Commission and three members at-large. Applicants are encouraged to attend the meeting when the application is considered. The Committee will review applications and make a recommendation to the City Council.

FINAL REVIEW BY CITY COUNCIL: Recommendations will be sent to the City Council for final consideration.

FIRE ALARM SYSTEM AND FIRE SPRINKLER GRANT AGREEMENT AND CONSTRUCTION: If the grant is approved by City Council, a Redevelopment Agreement will be signed and recorded. Improvements must be initiated within ninety (90) calendar days and completed by the date specified in the Redeveloper Agreement.

MODIFICATION OF APPROVED PLANS: If unable to substantially adhere to the work as described in the application, work should be halted as soon as is reasonable and the Community Development Department notified immediately. Work should not resume until the City has reviewed changes and, depending upon the extent of changes, it may require written permission of the City Council.

GRANT REIMBURSEMENT PROCESS

REQUEST FOR REIMBURSEMENT: Upon completion of the project, provide the following documentation:

1. Provide a letter requesting reimbursement and spreadsheet listing expenses.
2. Gather all paid receipts for the eligible project costs, including proof of payment (i.e. canceled check, vendor receipt, etc) making sure receipts match above mentioned spreadsheet.
3. Lien Waivers from each material dealer, contractor and subcontractor who has done work or has furnished materials for the Project
4. Provide photographs of completed project

DISBURSEMENT: The City shall, within forty-five (45) days of receipt of the contractor's statement and proof of payment issue a check to the OWNER(s) in amount as indicated herein.

ADDITIONAL COMMENTS: No funds will be disbursed 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 City Council. No funds will be disbursed if the work which requires permits were not issued. No funds will be disbursed if the project does not meet all applicable codes.

ADDITIONAL INFORMATION

ILLINOIS LICENSED DESIGN PROFESSIONAL: Few people realize how complicated a construction process is, until they find themselves lost in the maze of design options, building codes, zoning laws, contractors and so on. No two building 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 is recommended for the following:*

- Construction documents. Drawings and specifications are the graphic and text descriptions of the project. Having a single, complete set of professional drawings and specifications to present to several 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.
- Contractor bidding process. A design professional can assist the applicant through the process of selecting a contractor. Since labor costs vary according to skill, experience and the contractor's overhead, a competitive bidding process allows an applicant to select a contractor based on cost and schedule as well as reputation and approach.
- Administer the Construction Contract. A design professional can make sure the project is built as it was designed, specified, and approved. The design professional analyzes and helps you make decisions about "change orders", which could affect your 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 Downtown Residential Fire Sprinkler Grant Program design must be brought to the attention of the City for review prior to that work being done.
- Project Administration. The design professional can be responsible for authorizing payments and receiving lien waivers to/from all contractors and subcontractors, giving you added assurance that both you and your architect are satisfied with the contractor's performance and product. The design professional may then submit all pay certifications, prevailing wage documents and lien waivers to the Community Development Department. Without these documents, the grant funds will not be released.

CONTRACTORS AND BID DOCUMENTS: Applicants are expected to make sound financial decisions. Evidence of three 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. The City of Galesburg requires all General Contractors to be registered and all Electrical contractors to be licensed to perform work within the City.

An applicant who is also a registered/licensed contractor and intends on doing some of the renovation 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 City Council will review all documentation to make their recommendation.

QUALITY OF WORK: All work under the Downtown Residential Fire Sprinkler Grant 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 the applicable reviewing agency. The City 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 Residential Fire Sprinkler Grant Program for a period of three (3) years from the date the grant is disbursed without recommendation by the City Council 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 City Council, the City may take legal action to recoup the grant dollars.

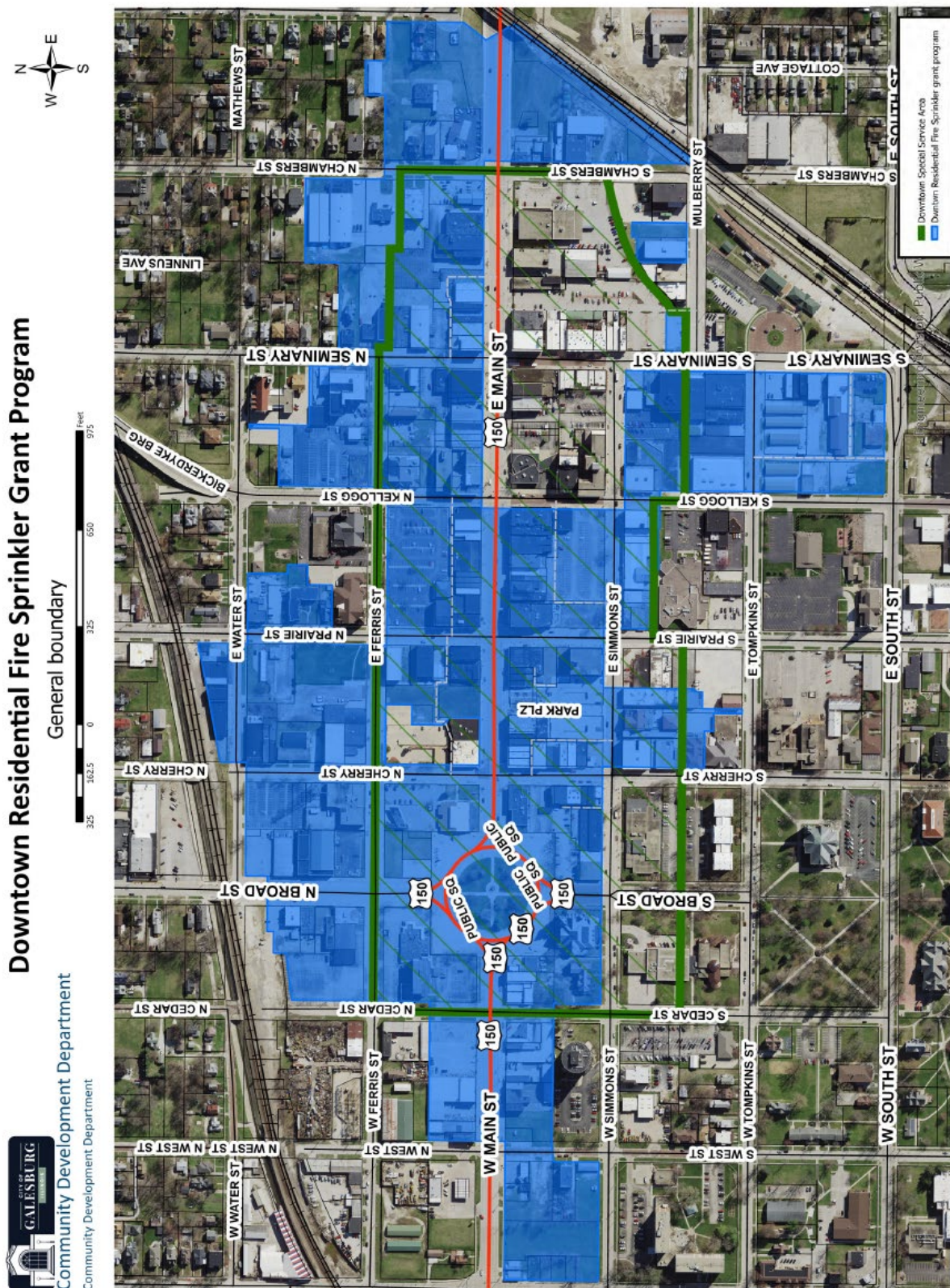
POST AWARD PROJECT MAINTENANCE AND SITE REDEVELOPMENT: In accordance with the Downtown Residential Fire Sprinkler Grant Program Agreement, the award recipient shall agree to maintain the improvements for a period of three (3) years from the date of grant disbursement. If the owner of the building seeks to redevelop the building site within the three (3) year period, and such redevelopment would include the removal of the Downtown Residential Fire Sprinkler Grant Program improvements, the grantee must come before the City Council to present the planned development. The City Council shall review to assure compliance with program guidelines, and make a final decision.

DOWNTOWN FIRE ALARM SYSTEM AND FIRE SPRINKLER GRANT PROGRAM: If the City Council has authorized funding for the Downtown Residential Fire Sprinkler Grant, it shall be at their sole discretion to review and determine whether there is a need to reauthorize the continuation of this program. Grant area is subject to modification upon the action of the City Council. As properties are improved, the grant area boundaries may be reduced, expanded or otherwise changed by the City Council as justified and recommended by the City Council.

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

DISCLAIMER: The City Council and/or City of Galesburg 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 Residential Fire Sprinkler Grant Program. The applicant is advised to consult with licensed architects, engineers, building contractors and attorneys before proceeding with final plans or construction.

DOWNTOWN AREA MAP



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

November 09, 2023

FORM - A

Please print or type requested information and submit it to the Community Development Department. **Please be aware, once information is submitted, it is considered public information.**

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

- ☐ **PROOF OF BUILDING OWNERSHIP AND FULL LEGAL DESCRIPTION OF PROPERTY** - Such as a copy of the recorded deed
- ☐ **OWNER CONSENT FORM** – Required if the applicant/primary contact is not the owner of the project real estate
- ☐ **REAL ESTATE TAXES** - Proof that there are no unpaid or delinquent property taxes must be provided
- ☐ **PROPERTY INSURANCE** - Proof of current property and casualty insurance
- ☐ **NARRATIVE PROJECT DESCRIPTION:** A typed statement of what the renovation project will include. Please provide as much detail as possible.
- ☐ **PHOTOGRAPH(S) OF EXISTING FACADE** – Submit several photos of your building in its current condition. Be sure to label each photo and indicate what improvements you are proposing to make in each.
- ☐ **DRAWINGS OF PROPOSED IMPROVEMENTS** - Conceptual plans, including floor layouts, should be provided with the application. If the project is approved, Fire Alarm and Sprinkler plans will need to be submitted to the Galesburg Fire Department and Community Development Department for review and permits.
- ☐ **DETAILED COST ESTIMATES/BIDS FOR PROPOSED IMPROVEMENTS** - A minimum of three (3) qualified bids for all Fire Alarm System & Fire Sprinkler 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. This includes verification the owner has the required 10% owner's equity available for the project.

PROJECT INFORMATION

ANTICIPATED PROJECT START DATE: _____ (PROJECT MUST START WITHIN 180 DAYS OF SIGNING FACADE GRANT AGREEMENT)

ANTICIPATED PROJECT COMPLETION DATE: _____ (PROJECT MUST BE COMPLETE WITHIN 1 YEAR OF SIGNING GRANT AGREEMENT)

PROJECT ADDRESS: _____ PARCEL IDENTIFICATION NUMBER: 99-_____-_____-_____

BUSINESS TO BE AFFECTED BY THIS PROJECT:

HAVE YOU RECEIVED A FIRE ALARM & SPRINKLER GRANT IN THE PAST? YES ____ NO ____ WHAT YEAR? _____

CONTACT NAME: _____ DAY PHONE #: _____

MAILING ADDRESS: _____ EMAIL: _____

IS THE BUILDING LOCATED IN A LOCAL HISTORIC DISTRICT OR A LOCAL LANDMARK? YES ____ NO ____

TOTAL ESTIMATED PROJECT COST: \$ _____

OWNERS EQUITY (MUST BE AT LEAST 10% OF PROJECT COST): \$ _____ GRANT REQUEST: \$ _____

JOBS CREATED OR RETAINED AS A RESULT OF THIS FACADE PROJECT (USE SEPARATE SHEET IF NECESSARY):

		# Full-time	# Part-time
--	--	-------------	-------------

Job Classification	Salary Range	# Retained	# Created	# Retained	# Created

PROJECT COST ESTIMATE

DESCRIPTION OF WORK AND/OR MATERIAL (PLEASE REFERENCE APPROPRIATE QUOTE)	QUANTITY	UNIT COST	EXTENSION
FIRE SPRINKLER			
FIRE ALARM			
<i>OTHER CONSTRUCTION COSTS:</i>			
CONTINGENCIES			
SOFT COSTS			
ARCHITECT/ENGINEERING FEES			
CONSTRUCTION PERMITS			
<i>OTHER SOFT COSTS:</i>			
TOTAL FIRE ALARM SYSTEM AND FIRE SPRINKLER PROJECT COSTS			
<i>*Minimum of \$20,000 to be eligible for Downtown Residential Fire Sprinkler Grant funding</i>			

APPLICANT SIGNATURE

I UNDERSTAND THAT MY SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE A GUARANTEE FOR FUNDING UNDER THE DOWNTOWN FIRE ALARM SYSTEM & FIRES SPRINKLER GRANT PROGRAM. 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 RESIDENTIAL FIRE SPRINKLER GRANT PROGRAM HANDBOOK, ZONING PROVISIONS, AND CONSTRUCTION CODES.

BY SIGNING BELOW, THE APPLICANT ACKNOWLEDGES THAT HE/SHE HAS RECEIVED AND READ THE PROGRAM GUIDELINES FOR THE DOWNTOWN FACADE REDEVELOPMENT 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.

Please return the completed application to:

Community Development Department of Galesburg, Illinois:

Phone: (309) 345-3637

Fax: (309) 345-5704

Address: 55 W Tompkins St., Galesburg, IL 61401

If you need assistance with the application and/or have general inquiries, please call the Community and Development Department.

OWNER CONSENT FORM - B

If the applicant/primary contact does not own the property, this form must be completed by the property owner and submitted with the application. Read carefully and please print or type requested information.

The undersigned owner of the existing building located at: _____ **(Address)** hereby grant permission to _____ **(Applicant/Primary contact)** to act on behalf of the owner for this funding request and has the authority to deal with the property and Downtown Residential Fire Sprinkler Grant request in all aspects. I understand that I will be required to jointly (with the applicant/primary contact) enter into a Fire Alarm System & Fire Sprinkler Grant Agreement with the City of Galesburg.

I further grant my permission to _____ **(Applicant/Primary contact)** and his/her contractors or agents to implement the improvements listed on the Façade Application or associated attachments as approved through the City Council. The undersigned also agrees to work with the applicant/primary contact to adhere to the program requirements, which include maintaining the improvements authorized by the Fire Alarm System & Fire Sprinkler Grant Program for a period of three years from the date of grant disbursement. If the owner desires to redevelop the building within the three year period, they will come before the City Council to present the planned development.

I certify that I have received a copy of the Downtown Residential Fire Sprinkler Grant Program Handbook from the applicant/primary contact and am fully aware of what is being proposed. The undersigned agrees and understands it will be the applicant's/primary contact's responsibility to inform all other interested parties of any correspondence and the status of the Downtown Residential Fire Sprinkler Grant funding and program.

The undersigned hereby waives any claim against the City of Galesburg arising out of the use of said grant funds for the purposes set forth in the Fire Alarm System & Fire Sprinkler Grant Application. The undersigned agrees to hold the City harmless for any charges, damages, claims or liens arising out of the Applicant's participation in the Downtown Residential Fire Sprinkler Grant Program.

In witness whereof, the owner has hereunto set his hand and seal, or if a corporation, has caused this instrument to be signed in its corporate name by its duly authorized officer and its seal to e hereunto affixed by authority of its Board of Directors, if a Partnership by its Partners, if a LLC, by its Members/Managers, etc.

Company Name

Corporate Seal

By: _____ (Seal)

By: _____ (Seal)

Name: _____

Name: _____

Title: _____

Title: _____

LIEN ON REAL ESTATE FORM - C

Prepared by: Community Development
55 W Tompkins St
Galesburg, IL 61401

City of Galesburg

Mail to: Community Development
City of Galesburg
55 W Tompkins St
Galesburg, IL 61401

LIEN ON REAL ESTATE

Owner's Name:

Subject Property Address:

PIN:

Lien/Grant Amount:

Legal Description of the Subject Property is attached to this Lien as Exhibit A.

The Owner has received a grant through the Downtown Residential Fire Sprinkler Grant Program of the City of Galesburg. In accordance with that program, the Owner has consented to the City of Galesburg having a lien on the Subject Property in the amount of the grant under the terms and conditions set forth in the grant agreement. This lien secures that obligation to the City of Galesburg. The amount received by the Owner shall be repaid by the Owner if the Owner sells or otherwise disposes of the property during the first three (3) years of the award of the grant in accordance with the following schedule:

- Year One: 100% of lien amount to be repaid
- Year Two: 75% of lien amount to be repaid
- Year Three: 50% of lien amount to be repaid
- Year Four: 0% of lien amount to be repaid

If the Subject Property is not sold by the Owner within three (3) years of the payment of the grant, then this lien shall automatically be extinguished without further action by the City or the recording of a release. This lien is subject to foreclosure or collection through any legal remedy if the underlying obligation is not paid by the Owner.

City Official: _____ Title: _____

Owner Signature: _____ Date: _____

The undersigned Notary Public of Knox County, Illinois does hereby certify that the person(s) named above signed this document before me and that the signator(s) knew the nature of the document that was signed and did so as a free and voluntary act on the _____ day of _____, 20____.

Notary Public