



CITY OF MCHENRY FAÇADE GRANT PROGRAM

FREQUENTLY ASKED QUESTIONS

2024 FAÇADE GRANT GUIDELINES

FAÇADE GRANT APPLICATION

FAÇADE GRANT RUBRIC



Toast and Roast (1250 N Green)



After the Fox (1406 N Riverside Drive)

CITY OF MCHENRY

ECONOMIC DEVELOPMENT DEPARTMENT

333 S GREEN STREET

MCHENRY, IL 60050

815.363.2110

815.363.2175



Department of
Economic Development
McHenry Municipal Center
333 Green Street
McHenry, Illinois 60050
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Fax: (815) 363-2128
dmartin@cityofmchenry.org

FREQUENTLY ASKED QUESTIONS

CITY OF MCHENRY FAÇADE GRANT PROGRAM

What projects qualify under the Façade Grant Program?

Examples (non-inclusive) of eligible projects:

Exterior demolition; exterior lighting; exterior construction including electric, materials, labor; pressure washing; tuckpointing; painting; decorative awnings; shopping center façade renovations/painting; permanent exterior site work; landscape, hardscape (not parking lots), pedestrian amenities, pergolas, etc; signage (if included as part of a more extensive façade renovation project); restoration of historical identifying features that may not be relevant to the current building use; other projects as approved by the City Council.

What projects do not qualify under the Façade Grant Program?

Examples (non-inclusive) of ineligible projects:

Signage as a standalone request; parking lot improvements; security cameras; interior improvements; design/engineering/professional fees; roof repair/replacement; any improvement that could be removed from the building as personal property.

How does a matching Façade Grant work?

Under the program, the City will provide matching funds \$.50 for every \$1.00 spent up to a maximum of \$15,000 for eligible projects. Applicant labor and time contributions to the project or "sweat equity" cannot be included as matching expenditures required from applicant. All labor costs paid through the Façade Grant Program must comply with the Prevailing Wage Act/Requirements.



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Will the City of McHenry offer this every year?

The City Council approved \$100,000 in Façade Grant funding for FY 24-25. The Program is available until funds have been expended.

When is the application filing period?

The City will accept applications for Façade Grants for the first round from May 15, 2024-June 30, 2024, and then do a second round (dates yet to be determined) if necessary, and not all the funds are expended, until funds are no longer available.

How long do I have to complete the approved project?

A building permit must be issued within 60 days of notification of grant being awarded. Businesses have twelve (12) months from the issuance of a building permit to complete the approved project.

Is there an application fee?

There is no application fee.

What is the maximum I can apply for?

Businesses may request reimbursement of 50% of eligible expenses up to maximum of \$15,000 dependent on the lineal frontage of the building. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way/McHenry Riverwalk frontage, up to \$15,000 per property.

1 to 40 feet	\$5,000
41 to 80 feet	\$10,000
81 feet +	\$15,000



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What is the time frame on a decision once an application is submitted?

Staff recommendations will usually be made within 30 days after the closing of the application filing period, prior to the application being taken to the City Council for final consideration.

What criteria are used to review the applications?

Applications are reviewed based on the following evaluation criteria:

- Visually improves storefronts and streetscapes.
- Enhances business locations.
- Fills a previously vacant storefront.
- Rehabilitates or replaces historic features.
- Supports the rehabilitation and renovation of exterior building facades of existing non-residential buildings in McHenry.
- Supports the improvement of exterior facades facing the McHenry Riverwalk.
- Enhances the pedestrian aspect/usage of the business.

When are funds awarded?

Funds are awarded after a final inspection upon completion of the project(s), as long as the proper documentation is provided, which must include the following documents:

- W-9.
- Paid receipts.
- Contactor's affidavit affirming project completion and payment.



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What type of businesses qualify under the Program?

Eligible businesses must meet the following conditions.

- Be the current Property Owner, and/or
- Hold a current Certificate of Occupancy in the City of McHenry or be in the process of obtaining a Certificate of Occupancy on the property, and
- Must be licensed in all other respects if applicable (excludes home occupations), and
- Must be compliant with all obligations and in good standing with the City of McHenry.

Do I qualify if my business is located in unincorporated McHenry/McHenry County?

No, businesses located outside of the corporate limits of McHenry do not qualify.

Do I qualify if my business closed for a short duration during COVID-19?

Many businesses had to shut down temporarily during the height of the COVID-19 pandemic. If the closure was temporary, and the eligible business is now open, it can qualify for the grant.

I own multiple businesses in the City. Can each qualify?

Yes, grants are funded per eligible business. Therefore, if you hold multiple City of McHenry business licenses/certificates of occupancy, each of those businesses may apply assuming it meets the program criteria. However, there is no guarantee all or any of the businesses would be funded.

Who needs to sign the application as "Applicant"?

The business owner or authorized agent for the business must sign on behalf of the business/applicant.



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I own a business, but not the property, can my business still qualify?

Businesses can qualify with property owner consent, which needs to be indicated on the application.

I already received a commercial tenant incentive grant, am I eligible for a façade grant also?

Each physical address may be awarded a single City grant within a five-year period, including, but not limited to, façade grants, commercial tenant incentive grants, vacant building incentive grants, and Tax Increment Finance (TIF) incentive grants. Exceptions may be made at City Council's discretion.

If my business leases its location, can my landlord contribute matching funds for the project?

Yes, the landlord can provide some or all of the required matching funding for the project.

I own a shopping center in the City of McHenry, can I apply?

Eligible shopping center landowners, in the applicable grant areas, can apply to fund a proposed project for the entire shopping center, such as painting or improving of an entire shopping center façade, however parking lot improvements are not covered under the grant.

I received other grant funds for improvements. Do I still qualify?

If other public funding has been received for the same project expenses, then those particular expenses will not qualify for the grant. If there are other project expenses that were not covered, then those could be eligible under the grant program.



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Do I have to get permits if the City approved grant funding?

Yes, although the City has approved matching funds for the project, the applicant is still responsible for obtaining all necessary permits.

Can I use grant funds for permit fees?

No, permit fees do not qualify as an eligible expense.

How do I submit my application for the grant?

All Façade Grant applications, and any supporting documentation, must be submitted to dmartin@cityofmchenry.org or alternatively dropped off at the Municipal Center, 333 S Green Street, McHenry, IL 60050, 2nd Floor ATTN: Douglas Martin, Director of Economic Development.

How would I be notified if I am awarded grant funds?

City staff will provide written notification to the applicant stating whether the application was approved as submitted, approved with changes, or not approved.

How do I make sure payment of the grant goes to the right place?

A W-9 will be required upon notification of grant award.

Whom can I contact with questions?

All questions can be directed to Douglas Martin at dmartin@cityofmchenry.org or call 815.363.2110 or alternatively Dorothy Wolf at dwolf@cityofmchenry.org or call at 815.363.2175.



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Where can I find the application?

The Façade Grant application can be found here: <https://www.thinkmchenry.com/wp-content/uploads/2024/04/Facade-Grant-Application-City-of-McHenry.pdf>

If I received Façade Grant funds under the original program, can I apply a second time?

Previous awardees may reapply, with new projects at the same address, five (5) years after their original award.



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City of McHenry

2024 Facade Grant Program Guidelines

PROGRAM OBJECTIVES

- Support the rehabilitation and renovation of exterior building facades on existing non-residential buildings in McHenry.
- Support job creation and business development in McHenry.
- Support the renovation of older and historic buildings in McHenry.
- Support the improvement of exterior facades facing the McHenry Riverwalk.
- Support the improvement and renovation of older shopping centers in the community.
- To assist small businesses in improving older facades along public streets, the McHenry Riverwalk and in other areas of the City.
- To assist small business' economic growth by making capital investments they may not have been able to accomplish otherwise.

PROGRAM FUNDING REQUIREMENTS

Maximum Grant Amount	% of Total	Grantee Must Spend
\$5,000	50%	\$10,000
\$10,000	50%	\$20,000
\$15,000	50%	\$30,000

Grants provide \$.50 of City funds for every \$1 of private funds for eligible expenses. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way/McHenry Riverwalk frontage, up to \$15,000 per property.



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A façade project is a project which enhances the exterior face of the building facing a public way and/or McHenry Riverwalk. It can include enhancements, renovations, and any improvements which generally make the exterior appearance more aesthetically pleasing.

The intent of this program is to help fund improvements or repairs of a permanent nature that will remain with the property. Projects are typically defined as new construction, expansion, or renovations of a property.

BUILDING WIDTH MAXIMUM GRANT AMOUNT

1 to 40 feet	\$5,000
41 to 80 feet	\$10,000
81 feet +	\$15,000

Property owners are limited to the grant maximum amount (\$15,000) every five years as of these amended program guidelines.

PROGRAM GUIDELINES

- Program administered through the City of McHenry Economic Development Department.
- Grant is applicable within the following geographical areas: McHenry TIF District (see attached map); on Elm Street/Illinois Route 120 from Chapel Hill Road to Ringwood Road; on Main Street from Crystal Lake Road to Front Street; on Front Street from Illinois Route 120 to Bull Valley/Charles Miller Road and along Richmond Road from Illinois Route 120 to the City's northern boundary.
- Applications for façade grants will be reviewed at the end of the application filing period, which opens May 15, 2024 and closes June 30, 2024. If additional funding remains after the first application period, a second application filing period will be opened.
- Staff recommendations to the City Council will usually made within 30 days after the close of receipt of applications or June 30, 2024.
- Retroactive funding requests for work completed before an application submittal will not be considered, unless prior approval from the City has been granted.
- Grant funds may be used for a façade which is defined as any building or structural elevation fronting a public roadway or viewable from a right-of-way (including alley, rear of a building and courtyard facades), for the purposes of this program. Grant funds may also be utilized for facades fronting on/facing the McHenry Riverwalk.
- Funds are distributed only after receipts are submitted and a City building inspector reviews the



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work.

- National franchises and chains are excluded from this program except those located within a designated tax increment financing (TIF) district.
- Funds may be utilized on an entire shopping center, which may include national franchises, if the extent of the façade improvements includes the entire center façade or covers the complete frontage of the entire shopping center. Parking lots are excluded from receiving Façade Grant funding.
- All labor costs paid through the Façade Grant Program must comply with the Prevailing Wage Act/Requirements.
- Applicant labor and time contributions to the project or "sweat equity" cannot be included as matching expenditures required from applicant.
- Each physical address may be awarded a single City grant within a five-year period, including, but not limited to, façade grants, commercial tenant incentive grants, vacant building incentive grants, and Tax Increment Finance (TIF) incentive grants. Exceptions may be made at City Council's discretion.

EXAMPLES OF ELIGIBLE EXPENSES (NON-INCLUSIVE)

- Exterior demolition
- Exterior lighting.
- Exterior construction including electric, materials, labor.
- Pressure washing; tuckpointing; painting.
- Decorative awnings.
- Shopping center façade renovations/painting.
- Permanent exterior site work; landscape, hardscape (not parking lots).
- Pedestrian amenities, pergolas, etc; signage (if included as part of a more extensive façade renovation project only).
- Restoration of historical identifying features that may not be relevant to the current building use.
- Other expenses as approved by the City Council.



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EXAMPLES OF INELIGIBLE EXPENSES (NON-INCLUSIVE)

- Signage as a standalone request
- Parking lot improvements.
- Security cameras
- Interior improvements
- Design/engineering/professional fees.
- Roof repair/replacement.
- Any improvement that could be removed from the building as personal property.

APPLICATION SUBMITTAL PROCESS

- Property owner to complete and submit grant application between May 15, 2024 and June 30, 2024.
- Property owner to attach a photo of the existing façade/area to be improved and rendering, sketch or other depiction of the proposed façade or other improvement.
- Property owner to submit the proposed project design and project plans.
- Property owner to submit the project cost estimates by major category (design, material, labor, etc.).
- Any other relevant information you believe will better complete your application, such as historical information and photos are welcome.

REVIEW PROCESS

- Internal staff committee review and recommendation of completed applications based on evaluation criteria.
- Staff will notify applicants of missing information.
- Staff recommendations to the City Council will usually made within 30 days after the close of receipt of applications or June 30, 2024.
- City Council review and approval.



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EVALUATION CRITERIA

- Visually improves storefronts and streetscapes.
- Enhances business locations.
- Fills a previously vacant storefront.
- Rehabilitates or replaces historic features.
- Supports the rehabilitation and renovation of exterior building facades of existing non-residential buildings in McHenry.
- Supports the improvement of exterior facades facing the McHenry Riverwalk.
- Enhances the pedestrian aspect/usage of the business.

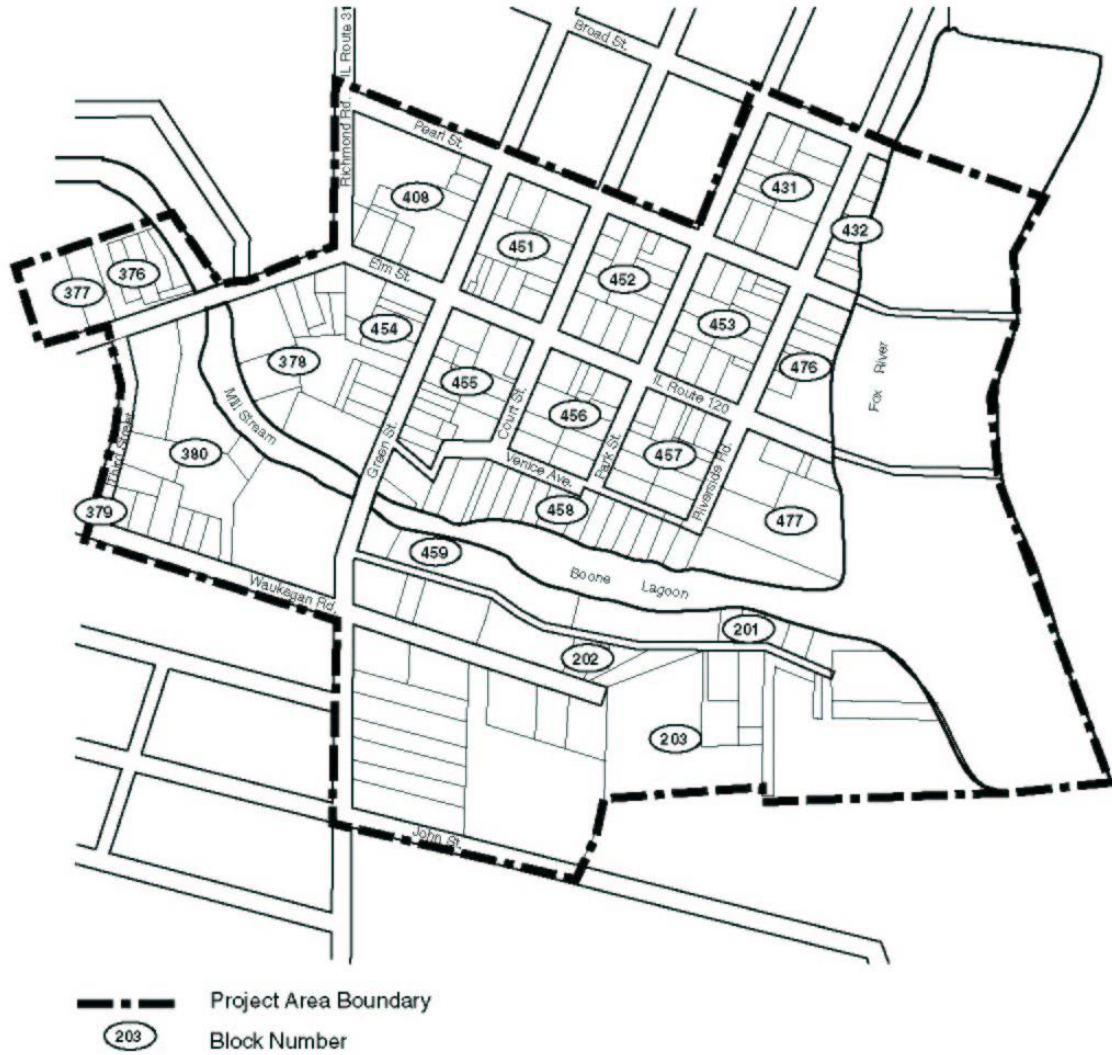
PAYMENT PROCESS

- Applicants to submit a W-9.
- Applicant to submit Paid receipts.
- Contactor's affidavit affirming project completion and payment.
- A building inspection is conducted to ensure that the work has been completed according to plans submitted.
- All labor costs paid through the Façade Grant Program must comply with the Prevailing Wage Act/Requirements.
- Payment reimbursement request is completed and issued to applicant.



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CITY OF MCHENRY TIF DISTRICT BOUNDARIES





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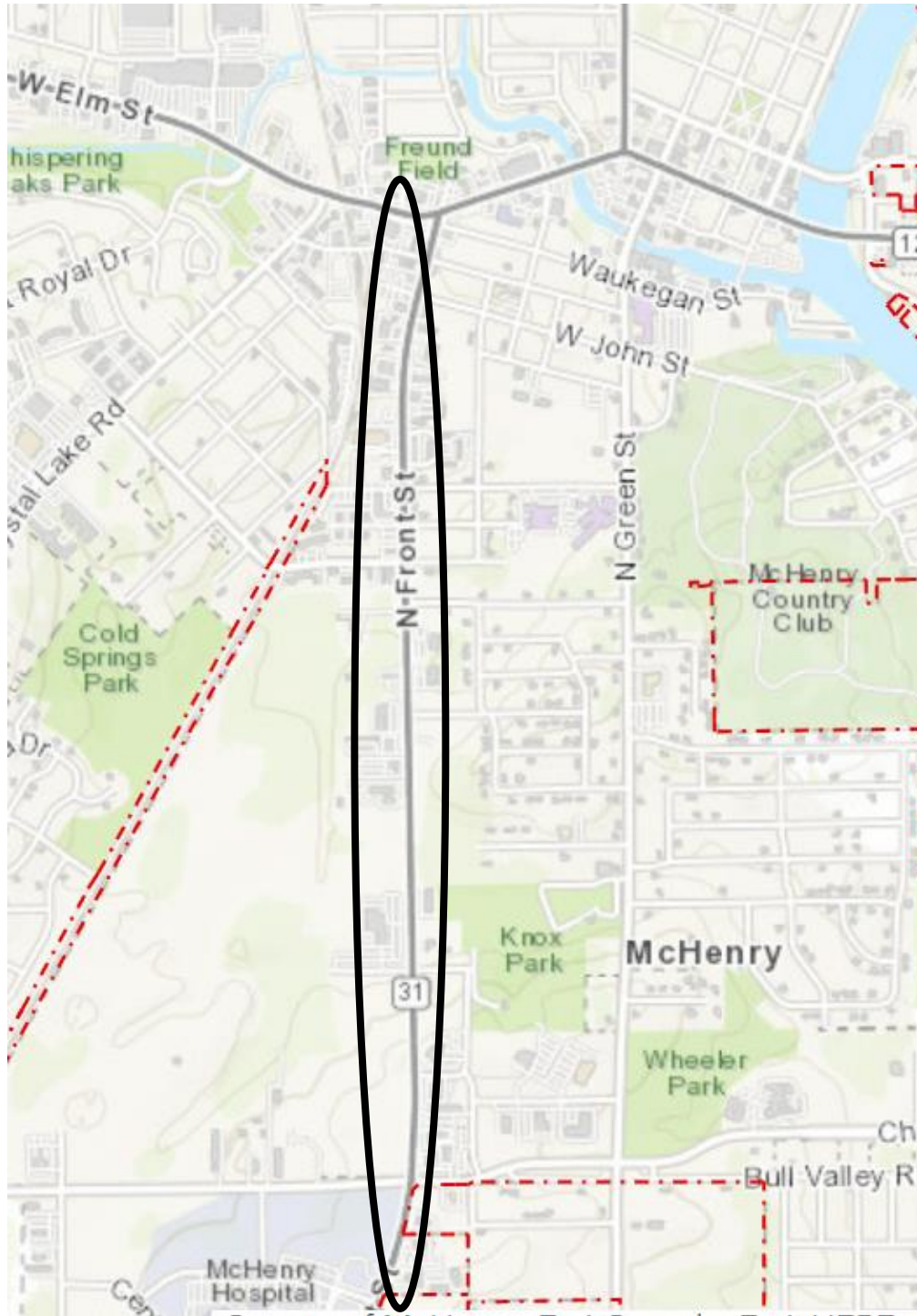
MAIN STREET FROM CRYSTAL LAKE ROAD TO FRONT STREET





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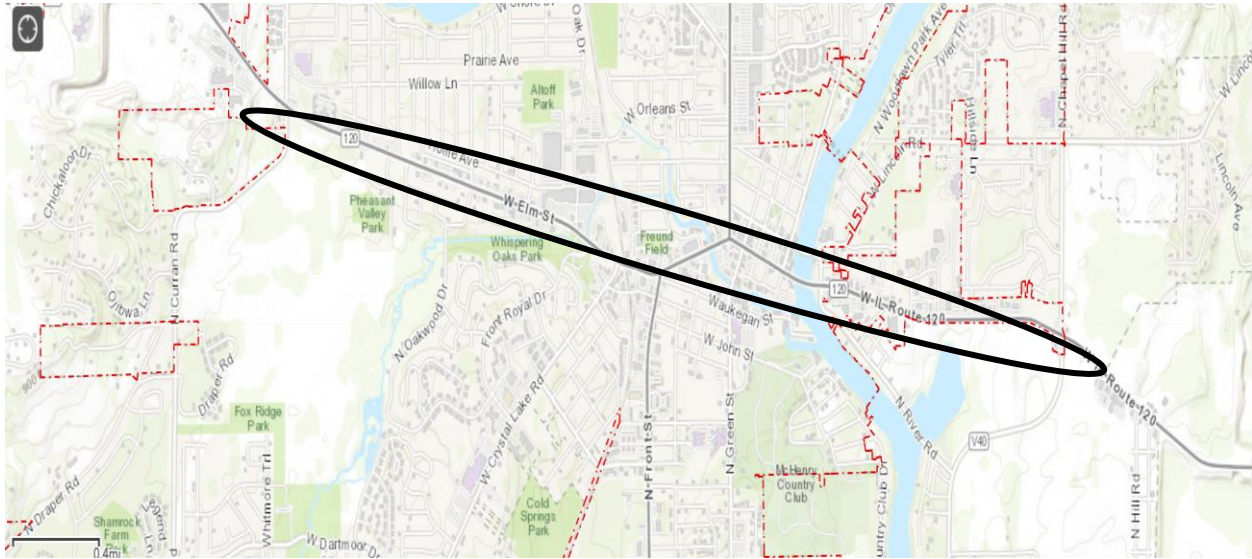
FRONT STREET FROM ELM STREET TO BULL VALLEY ROAD





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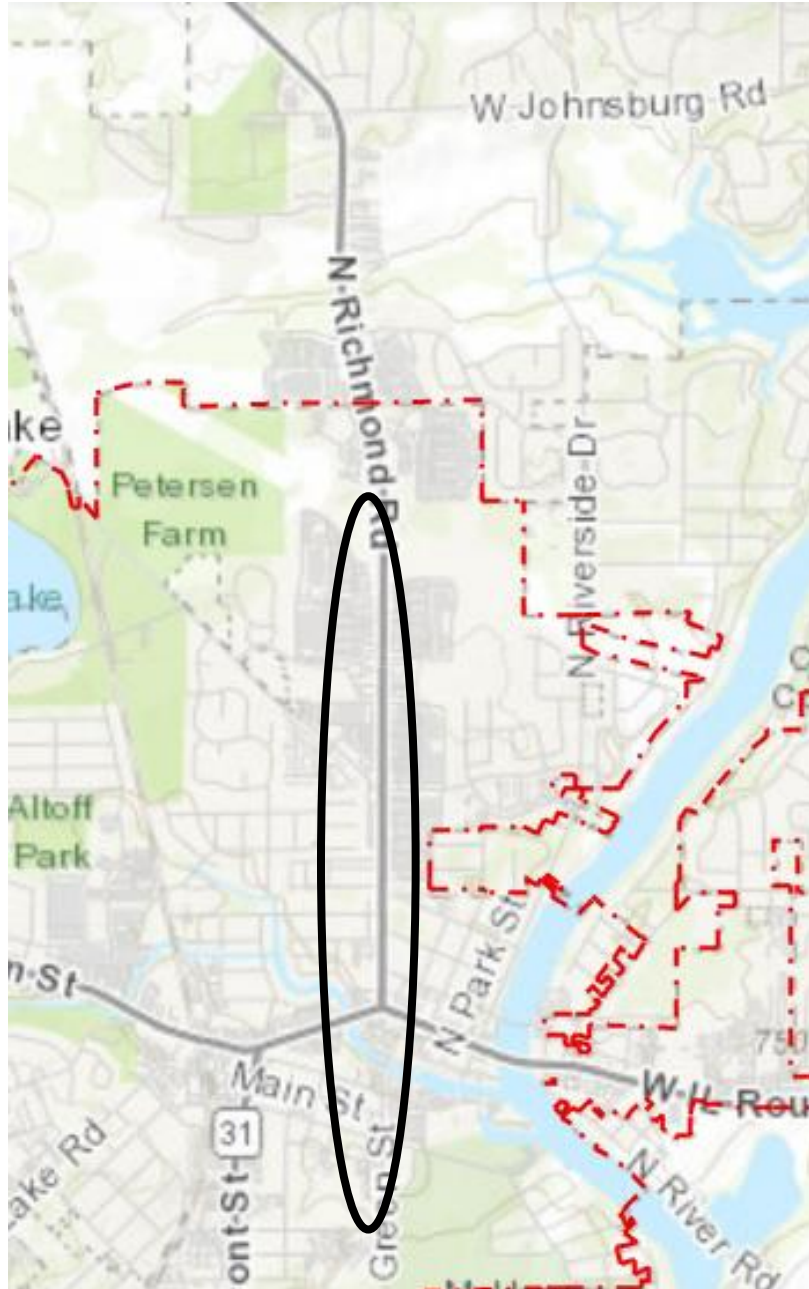
ELM STREET FROM RINGWOOD ROAD TO CHAPEL HILL ROAD





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RICHMOND ROAD FROM ELM STREET TO CITY'S NORTHERN BOUNDARY





CITY OF MCHENRY
APPLICATION FOR
FAÇADE GRANT

Date:

Program administered through the City of McHenry Economic Development Department.

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information			
Applicant Name (Ind., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	
SECTION 3: Project or Site Location			
Project Address/Description		Parcel No.	
SECTION 4: Project Information			
Project Description:			
Estimated Start Date:		Estimated Completion Date:	
Existing Façade Photo (attach):		Design Drawing (attach):	
<i>Fill in below form with cost estimates based on category. Attach quotes to this application.</i>			
Category	Cost Estimate	Category	Cost Estimate
Total Eligible Expenses:		Requested Grant Amount:	
SECTION 5: Certification and Permission			
<p>Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p> <p>Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print)	Title	Phone Number	
Signature of Applicant		Date Signed	

Façade Grant Rubric Components	Rating 1-4 (4 being the best/most desirable)				Scores
	1	2	3	4	
Visually improves storefronts and streetscape					
Enhances business location					
Fills a previously-vacant storefront					
Rehabilitates or replaces historic features					
Supports the rehabilitation and renovation of exterior building façade(s) of existing non-residential buildings In McHenry					
Enhances the pedestrian aspect/usage of the business					
Supports the improvement of exterior facades facing the McHenry Riverwalk					
Total Scores					