

VILLAGE OF GLEN ELLYN

Fire Prevention Award Program  
Application Packet



Village Manager's Office  
535 Duane Street — Glen Ellyn, IL 60137 — Telephone 630.547.5345 — Fax 630.547.8849

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**VILLAGE OF GLEN ELLYN**  
**Fire Prevention Award Program**  
**As of May 14, 2018**

**Purpose**

The goal of the Village of Glen Ellyn Fire Prevention Award Program is to assist businesses and property owners with meeting life safety code improvements and assisting in preserving the unique building stock within the downtown. The program supports the installation of fire alarm and sprinkler systems in buildings located in the C5A and C5B business districts and Roosevelt Road Tax Increment Financing (TIF) District. The Village Board reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

**Assistance Available**

Approved projects are eligible to receive Fire Prevention Award in an amount not to exceed \$15,000, as determined by the Village Board. Awards will be formally issued after the fire safety improvements are completed and all requested documentation is received and reviewed by the Village to verify completion.

**Eligibility Requirements**

- Commercial property owners or business owners in the Central Business Districts (C5A or C5B) or Roosevelt Road TIF District who meet the application requirements are invited to submit applications.
- Projects must have a minimum budget of \$2,000.

Financial awards are available to business owners or property owners, for no more than \$15,000, per building, per unit, and is paid based on the following award scale:

| <b>Investment</b> |       |              | <b>Award</b> |
|-------------------|-------|--------------|--------------|
| <b>Low</b>        |       | <b>High</b>  |              |
| \$ 2,000.00       | up to | \$ 3,499.00  | \$ 1,000.00  |
| \$ 3,500.00       | up to | \$ 4,999.00  | \$ 1,750.00  |
| \$ 5,000.00       | up to | \$ 7,499.00  | \$ 2,500.00  |
| \$ 7,500.00       | up to | \$ 9,999.00  | \$ 3,750.00  |
| \$ 10,000.00      | up to | \$ 12,499.00 | \$ 5,000.00  |
| \$ 12,500.00      | up to | \$ 14,999.00 | \$ 6,250.00  |
| \$ 15,000.00      | up to | \$ 17,499.00 | \$ 7,500.00  |
| \$ 17,500.00      | up to | \$ 19,999.00 | \$ 8,750.00  |
| \$ 20,000.00      | up to | \$ 24,999.00 | \$10,000.00  |
| \$ 25,000.00      | up to | \$ 27,499.00 | \$12,500.00  |
| \$ 27,500.00      | up to | \$ 29,999.00 | \$13,750.00  |
| \$ 30,000.00      | up to | +            | \$15,000.00  |

- All contractors working on the project must be registered with the Village Planning and Development Department prior to building permits being issued.
- Award applicants will be reviewed on a case by case basis.
- The determination of eligibility and priority for awards is at the discretion of the Village Board, is subject to the scope of the work completed and is subject to funds availability. The Village Board may approve awards up to \$15,000.
- Roosevelt Road TIF businesses must also be making façade improvements to the property to be eligible for the program.
- Roosevelt Road businesses not in the TIF District may be considered under a supplemental funding program. (meet with Village Staff to discuss)

### **Eligible Improvements**

This program provides awards for installation of fire safety and suppression systems. Types of improvements include but are not limited to:

- Fire Alarm systems , including any needed electrical service improvements;
- Fire sprinkler system installations or upgrade, including any needed water service improvements;

In general, changes to the project scope will not be considered for supplemental assistance after award approval is obtained. Unforeseeable changes will be considered on a case by case basis.

The Fire Prevention Award is not a reimbursement or direct payment for the costs of fire safety improvements. Rather, the award is designed to encourage business to make their own investment into fire prevention. Awards are only valid if the fire prevention improvements in question are completed within a year of the date of the Award approval. Written requests for time extensions may be considered by the Village Manager.

### **Required Submittals With Application:**

- Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).

- Signed vendor contract(s) with detailed costs for each proposed improvement. Any selected contractor(s) must be registered with the Village's Planning and Development Department prior to beginning any work on site.
- Consent from the building owner for proposed improvements, by signature on the attached form.
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

### **Application and Approval Process**

Submission and approval of a complete award application is required PRIOR to the start of any improvements eligible for assistance. The applicant must submit all required documents as outlined on the first page of the application. Applicants should expect the review and approval process to take approximately 4 weeks. The applicant must secure any required Village approvals, licenses or permits prior to starting improvements. The application process is outlined below:

- Contact the Economic Development Coordinator for program information and to determine project eligibility.
- Submit an award application, including all required submittals, to the Economic Development Coordinator.
- The Economic Development Coordinator will review the application and make a recommendation of approval, partial approval or denial of the award application to the Village Board. Village staff will attempt to review applications within 4 weeks of submittal.
- The application will be considered by the Village Board. The applicant's attendance is required at Village Board meeting as part of the application review process. The Village Board typically meets on the 2nd and 4th Monday evenings of every month.

### **Award Process**

- Once work is completed, applicant submits copies of paid invoices from all contractors, proof of payment (copies of canceled checks and/or credit card receipts), a signed Award Request Certification form (attached) and Applicant's Affidavit for Award (attached), a Contractor's Affidavit that the work was complete as outlined in their final invoices submitted and paid to the Economic Development Coordinator.
- The Economic Development Coordinator along with the Planning and Development Department reviews completed project and work for conformance to the application and the Village Code.
- Check is distributed.

**VILLAGE OF GLEN ELLYN**

**Fire Prevention Award**

**REQUIRED SUBMITTALS WITH APPLICATION:**

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- Signed vendor estimate(s) with detailed costs for each proposed improvement.
- Consent from the building owner for proposed improvements, by signature on the attached form.
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**BUSINESS OWNER INFORMATION:**

Business Owner Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If tenant, what is the expiration date of your current lease? \_\_\_\_\_

If buyer under contract or tenant, who is the property owner? \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Property Owner Fax: \_\_\_\_\_

Property Owner E-mail: \_\_\_\_\_

**DESCRIPTION OF PROPOSED IMPROVEMENTS**

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**ITEMIZED ACTIVITY DESCRIPTION**

**COST**

| ITEMIZED ACTIVITY DESCRIPTION | COST  |
|-------------------------------|-------|
| <hr/>                         | <hr/> |
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**TOTAL PROJECT COST:**

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**AMOUNT OF AWARD REQUESTED:**

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**APPLICATION CERTIFICATION**

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Fire Prevention Award Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction. I further understand all eligible improvements identified in support of the award are permanent fixtures and will remain with the building.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my award application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the award packet.

|                        |                     |
|------------------------|---------------------|
| Applicant Name (PRINT) | Applicant Signature |
|------------------------|---------------------|

Date: \_\_\_\_\_

**CONSENT FROM PROPERTY OWNER (Required if different from Applicant)**

|                             |                          |
|-----------------------------|--------------------------|
| Property Owner Name (PRINT) | Property Owner Signature |
|-----------------------------|--------------------------|

Date: \_\_\_\_\_

\*\*\*\*\*Office Use Only\*\*\*\*\*

Application is: \_\_\_\_\_Approved \_\_\_\_\_Denied

|                   |      |
|-------------------|------|
| Village President | Date |
|-------------------|------|

|                                  |      |
|----------------------------------|------|
| Economic Development Coordinator | Date |
|----------------------------------|------|

**VILLAGE OF GLEN ELLYN**  
**Fire Prevention Award**  
**Award Request Certification**

**SUBMITTAL FOR AWARD**

Please submit the following information to the Economic Development Coordinator once approved work is complete for award payment:

- This signed Award Request Certification
- Copies of invoices stamped “PAID” from all contractors, companies, individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- A signed and notarized Applicant’s Affidavit for Award form provided by the Village of Glen Ellyn
- Contractor’s Affidavit for Award (attached)

**CERTIFICATION**

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for Award under the program. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this award program or applicable Village Codes and Regulations.

\_\_\_\_\_  
Applicant Name (PRINT)

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_



**APPLICANT'S AFFIDAVIT FOR AWARD**

STATE OF ILLINOIS         )  
  ) SS  
COUNTY OF DUPAGE         )

TO:   The Village of Glen Ellyn

The undersigned, \_\_\_\_\_ (Name), being duly sworn, deposes and says that he or she is the Owner/Tenant (strike one) of the property located at \_\_\_\_\_ (the "Premises") and has applied for a Fire Prevention Award from the Village of Glen Ellyn, in the amount of \$ \_\_\_\_\_, for interior improvements to the following commercial structure: \_\_\_\_\_(the "Work.").

The attached proof of payment is true, correct, and genuine, and delivered unconditionally and the work set forth in said proof of payment has been completed and/or the materials set forth in the attached proof of payment has been used in connection with the Work in the Premises.

Upon payment of \$\_\_\_\_\_ from the Village of Glen Ellyn, there shall be nothing due or to become due from the Village of Glen Ellyn in connection with the disbursement of the approved award amount from the Village of Glen Ellyn based on the documentation submitted to the Village of Glen Ellyn for the Work set forth in said proof of payment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to  
before me this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

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

