

ANDERSONVILLE SSA #22 - GREEN BUILDING INCENTIVE PROGRAM

WHAT YOU NEED TO KNOW BEFORE YOU START THE APPLICATION

For an application to be considered complete, it must include:

- Completed** application form
- \$30 processing fee
- Photo (s) of existing project area and surrounding project area
- Written approval from the property owner
- Detailed plans, drawings, or specifications
- Detailed cost estimates from two different contractors

Final Steps to Getting Your Rebate

- Inspection of project to ensure compliance with plans
- Copies of all paid invoices and canceled checks or credit card receipts for all eligible work

For more information, questions, or referrals please contact the Andersonville Chamber of Commerce at info@andersonville.org or by phone at 773-728-2995.

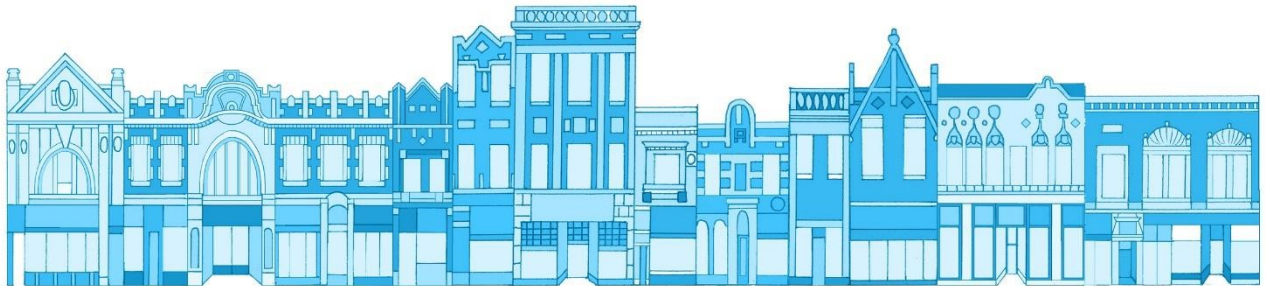
Applications are reviewed on a first come, first serve basis as this program has finite annual funding. All submissions will be reviewed within a 7-10 day time frame.

You MUST submit a completed application and NO work may begin before approval to receive the Green Building Incentive Program rebate funded by SSA #22.



Green Building Incentive Program

Guidelines and Application



A Program of the Andersonville Special Service Area #22

5217 N. Clark St., #3 • Chicago, Illinois 60640

Phone: 773-728-2995

www.andersonville.org

Introduction

The Andersonville Green Building Incentive Program is intended to provide funds to assist commercial property owners and businesses with green building projects for their business, space, building, property, and/or business operations. The program will help the Andersonville business community achieve greater sustainability through:

- energy efficiency improvements to buildings and business operations
- natural resource use reduction
- use of green and eco-friendly building materials and smart technologies
- innovative green building and operations design and installation
- promoting health and wellness on a local level
- adding bike or pedestrian infrastructure
- contributing towards the City of Chicago's greenhouse gas emission reduction goals

Funding is intended to help Andersonville's business community remain economically sustainable in a marketplace that is becoming increasingly customer-conscious to environmental and social business practices, and in which energy costs grow ever more burdensome for small businesses. It is further intended to help the Andersonville commercial district be environmentally sustainable in the long term, limiting its environmental footprint and contributing to the well-being of the planet.

The Green Building Incentive Program provides financial assistance to owners, developers, and tenants of buildings that have street-level and second-floor commercial space within the published Andersonville Special Service Area #22 boundaries. The program is managed by the Andersonville Chamber of Commerce and funded solely by the Andersonville Special Service Area #22.

Guideline Table of Contents:

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- Rebate Amounts
- Eligible Applicants
- Applicant Prioritization
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- Ineligible Projects
- Ineligible Costs
- Project Sequence
- Chicago City of Building Permit and Contact Information
- Application Checklist

Location

The Green Building Incentive Program is applicable to properties located within the SSA #22 boundaries: **North Clark Street between Ainslie and Victoria.**

Map of SSA #22

(Clark Street between Victoria and Ainslie Street)

Extends to Ashland:

Victoria Street
Edgewater Avenue
Hollywood Avenue
Olive Avenue
Catalpa Avenue
Balmoral Avenue
Foster Avenue

Extends to the Alley between Glenwood and Ashland:

Summerdale Avenue
Berwyn Avenue
Winona Street
Carmen Avenue
Winnemac Avenue
Argyle Street
Ainslie Street

Rebate Amounts

Business and property owners who meet all program requirements are eligible to apply every 2 calendar years and may receive a rebate of up to 75% of eligible project costs with a maximum of \$1,000. **In order to be eligible for a rebate, no purchases or work can begin before project approval from ADC.** Funds are distributed only after all work has been approved and completed and a receipt or paid invoice is presented. Three-quarters of any rebate amount is paid once the work is completed. The remaining one-quarter of any rebate is paid once the following 12 months' energy or resource use data has been provided to Andersonville Chamber of Commerce (so the environmental outcomes of the project can be tracked.)

Eligible Applicants

- Property owners of commercial properties
- Business owner tenants. They must have a leasehold interest in the property according to a lease agreement for at least 2 years from the date of funding application, and have written property owner approval for any project that changes the exterior of the building or the interior of the business space, as dictated by the lease and by law. Some projects may not need property owner approval (e.g. weather stripping for doors and windows).

Applicant Prioritization

Applicants will be prioritized in the following order:

- Property owners and developers of commercial and mixed use who are implementing a project that is realistically tied to positive and measurable outcomes.
- Owners or landlords of locally owned, independent businesses.

Green Building Categories

Projects eligible for consideration under Andersonville's Green Building Incentive Program focus on achieving positive and measurable outcomes in at least one of the following green building categories:

1. Water conservation
2. Hazardous & toxic material reduction and green building materials use
3. Energy efficiency
4. Air quality
5. Renewable energy
6. Innovative green building project

Eligible Projects

- Building interior or exterior projects including business common areas, legal business operations, and business storage areas that fit in at least one Green Building Category and can predict a quantifiable or indirect positive outcome.
- Green building projects that use outstanding, unique, and creative new designs; technologies, systems, and projects that are still to be invented, designed, or come available on the market that could not have been anticipated as part of these guidelines.
- Projects that are in compliance with City of Chicago zoning, building code, and ADA requirements and any other local, state and federal laws and ordinances, if applicable.
- Exterior renovations that:
 - have taken the impact on surrounding properties into consideration
 - have taken the original historic character of the building into consideration
- Exterior renovations must be in compliance with the Andersonville Design Guidelines
- Please see separate PDF of project examples that may be considered for funding through the program. Projects are not limited to this list but may include innovative and smart designs or technologies that fall under the Green Building Categories.

Cost Estimates

Applicants are required to submit one set of cost estimates for review and the Green Building Incentive Review Committee reserves the right to request a second cost estimate or reject questionable or unreasonably high cost estimate projects.

If the applicant plans to independently complete the work and has the expertise to do so without professional contractor, the committee reserves the right to request a second cost estimate or to reject questionable or unreasonably high cost estimate projects.

Eligible Costs

- Improvements, installations, products, systems, accessories, and material costs that are considered linked to the building space.
- Related professional, legal, architectural and City permit fees. In order to maximize the number of eligible projects that receive assistance and because of the small amount of funding available in the current fund (subject to change), the Green Building Review Committee reserves the right to award a rebate at an amount less than the allowable maximum.

Ineligible Projects

- Improvements that are not eligible include:
 - Recycling, composting, or other monthly/annual rental or pick-up fees
 - Replacements of CFL screw-in bulbs to LED screw-in bulbs
 - Routine maintenance (touch-up painting, mending leaks, annual HVAC maintenance, minor repairs, etc.)
 - Use of low-VOC paints for routine painting of interior or exterior, unless proven to be substantially higher cost for applicant
 - Design elements including awnings, canopies, windows, and flower boxes/front of store greenery will not be funded through the Green Building Incentive Program. These are viable improvements funded under the Andersonville Façade Incentive Program.
 - Energy-efficient window replacements that aren't part of a larger facade improvement project and/or don't have a design element are only eligible for the Green Building Incentive Program.
 - Energy-efficient window replacements that are part of a larger facade improvement project and/or have a design element may be eligible for both the Green Building Incentive Program and the Andersonville Façade Incentive Program.
 - New construction and new additions. Additions that are buildouts or improvements of existing spaces are not excluded (Example:

- expanding business into a neighboring storefront)
- Billboards or advertising promoting energy efficiency
 - New and/or replacement equipment that is not considered linked to the building space. Examples include computers, printers, televisions, or other items that can be easily moved if a business is relocating.

Ineligible Costs

- If the applicant is the contractor or supplier for any portion of the project, then any profits, contractor fees, and/or overhead are not eligible expenditures.
- If the full costs of a project have already been awarded by another entity (Examples: Small Business Improvement Fund, ComEd, Peoples Gas), the project is not eligible for additional funding through the Green Building Incentive Program.

Project Sequence

Step 1: Application

The project application must be submitted. If submitting via e-mail, should be in PDF format. **Project must receive approval before any work begins in order to be eligible for funding. The project application includes at least:**

- A complete application form signed by the applicant
- \$30 non-refundable processing fee payable by credit card (provide number on application) or in the form of a check or money order made payable to the Andersonville Chamber of Commerce.
- Signature approval in application from the property owner for the proposed work if property owner's approval is necessary for designated work (depending on lease, law, and project).

- Detailed plans, drawings, digital photos, and specifications for the project, as appropriate for project, including projected outcomes. Include all elevations, dimensions, colors, and other appropriate measurements and information.
- Detailed cost estimates from at least one contractor. Specify which of the contractors you wish to use. The Committee reserves the right to reject questionable estimates.
- The applicant must furnish energy or resource use data (if applicable) for the previous 12 -15 months in the application that is directly related to the project before any rebate is issued. The applicant will also sign an agreement to furnish at least the following 12 months' energy or resource use data so that the environmental outcomes of the project can be tracked. The applicant further understands that positive outcomes of the business' project may be marketed to the community as part of promotion of the Green Building Incentive Program. The applicant waives the right to pursue litigation against Andersonville Chamber of Commerce or other parties for promoting the positive outcomes of a business' project.

Step 2: Project Review & Pre-Approval

The Green Building Review Committee is made up of representatives from the Special Service Area #22 commission, the Andersonville business community, or design and environmental professionals who have full understanding of the eco-Andersonville programs offered. The committee will:

- Review all applications according to the schedule stated above and consider the project's value to the business or property owner.
- Consider the applicant's explanation of why his/her project is appropriate for this program.

- Consider an applicant's financial need to bring a green building project to completion (however, financial need will not be required to receive funding towards a green building or operations project).

The applicant may be asked to address any questions/concerns the Committee has regarding the project and will have the opportunity to meet with the Committee to answer/ask any questions. If the project is eligible, the applicant will be told the amount approved. If the project is not eligible, a comprehensive explanation will be given to the applicant. The applicant may then reapply with a revised application or another project in the same year or in subsequent years, based on funding availability.

Depending on number of applicants and amount of funding available, the Committee reserves the right to reject projects and give preference to businesses and properties that have not recently received funds from the program or are in greater financial need.

Step 3: Construction

Once the designs and cost estimates have been received and approved, the applicant will proceed with the project in accordance with the plans and specifications submitted to the Green Building Review Committee. All work must be completed within 180 days of receiving a design approval from the Committee. If there are logical reasons and unforeseen circumstances that delay the project and the committee has been furnished with and approved a request for a new completion deadline, the applicant may have up to an additional 60 days to finish the project. If the work is not complete by either deadline, the rebate will be directed toward another applicant.

Step 4: Issuance of Rebate

Upon completion of the project, a member of the Green Building Incentive Program Review Committee will inspect the project to ensure compliance with the approved plans and cost estimates.

If the project is complete and considered compliant, then the initial rebate (3/4 of total rebate) will be sent as quickly as possible within four weeks after the following documentation has been submitted:

- Written verification that all of the agreed upon work has been completed correctly.
- Copies of all paid invoices, cancelled checks, or credit card receipts for all eligible work, and product and supply purchases.

The final rebate (1/4 of total rebate) will be released once the applicant has provided at least the following 12 months' energy or resource use data.

If the applicant prefers that the initial rebate and/or final rebate should be paid to the contractor (s) involved in the project, the applicant must confirm this in writing to Andersonville Chamber of Commerce.

Compliance

Applicants must certify that they will not either sell or leave the property or do not have intention to sell the business for two years from the date of the application. If an applicant sells or leaves the property before receiving the final rebate, they will forfeit the final rebate.

City of Chicago Contact Information

Department of Buildings, Construction, and Permits

Address: 121 N LA SALLE STREET

ROOM 800

CHICAGO, IL 60602

Business #: 312-744-3400

www.cityofchicago.org/buildings

Customer Service regarding permits for the City of Chicago:

Permitfeed@cityofchicago.org

Building Permits

- Permits are required for all additions, alterations and new construction, as well as most types of repairs.
- Applicant is expected to acquire necessary permits and contractors, as needed for building and business improvements.
- Because some Green Building improvements may be simple and not require permits, they are only necessary as laws, rules, and regulations require.
- If they are required, permits must be clearly displayed at the construction site.

For large green construction renovations, there is a special Green Permit program. For more information, contact: buildinggreen@cityofchicago.org

Types of Building Projects That Require Permits

(Check with City of Chicago for all Projects)

- Additions – room, upper floor, expansion
- Basement – finish, renovate
- Boiler – install, replace
- Electrical system – alteration, expansion
- Furnace – install, replace
- Gut rehab – complete modernization
- Hot Water Heater – install, replace
- Natural light and ventilation – skylight
- Plumbing system – construct, alteration
- Roof – slope less than 5-in-12
- Ventilation system – mechanical, supply
- Windows and Exterior Doors

The new web site for Buildings, Construction, and Permits is:
www.cityofchicago.org/buildings

Customer Service regarding permits for the City of Chicago:
Permitfeed@cityofchicago.org

APPLICATION CHECKLIST

_____ Complete application

_____ \$30 non-refundable processing fee

_____ Photos of existing building and surrounding the proposed project, as appropriate

_____ Detailed plans, drawings, or specifications for the project, as appropriate

_____ Detailed cost estimates from one contractor (fill in worksheet)

Applications are reviewed on a first come, first serve basis as this program has finite annual funding. All submissions will be reviewed within a 7-10 day time frame.

You MUST submit a completed application and NO work may begin before approval to receive the Green Building Incentive funded by SSA #22.

**ANDERSONVILLE SSA #22 - GREEN BUILDING INCENTIVE PROGRAM
APPLICATION**

Project Address

Street Address _____ City _____ State _____ Zip _____

Applicant Information

Business/organization name or property owner (i.e., entity to which rebate check should be made)

Street Address _____ City _____ State _____ Zip _____

Contact Person

Name _____

Home telephone _____

Work telephone _____

Fax number _____

E-mail _____

Individual

General Partnership

Business Corporation

Limited Partnership

Not-for-Profit Corporation

Limited Liability Company

Other Entity (please specify) _____

State of incorporation of organization, if applicable _____

If Applicant is a private corporation, partnership or limited liability company, list below the name, business address and percentage of ownership interest or control of each partner, member or owner.

Name	Business Address	% Interest or Control
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If Applicant is a public or non-profit corporation, list names and titles of the executive officers and directors/board members of the corporation.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

Property Owner Information (if Applicant is not the Property Owner)

Individual or company

Street Address	City	State	Zip
_____	_____	_____	_____

Contact Person (if a company)

Home telephone	Work telephone
_____	_____

Fax number	E-mail
_____	_____

Tenant Information (If Applicant is property owner but not business owner)

Business name

Owner's name

Type of business

Monthly rent (net of taxes, insurance, etc.)

Project Description

Describe proposed improvements (attach additional sheets if necessary).

Needs Statement

Describe why you need funding from the Andersonville Green Building Incentive Program to complete the proposed project (attach additional sheets if necessary).

Has the property received a rebate through this program before?

___yes ___no If yes, when _____

Have you or your company received a rebate through this program for another property?

___yes ___no If yes, when _____

The Applicant (print your name) _____ asserts that the preceding information is true and correct.

The Applicant fully understands that all work must comply with the Andersonville SSA #22 Green Building Incentive Guidelines and be approved by the SSA 22 Commission. Rebate is contingent upon completion of all facets of the project within six months of approval notification date. The project is not considered approved until the Applicant receives an Acceptance Letter. If the project changes after the Applicant has received an Acceptance Letter the Applicant will have to resubmit all changes and have them approved. **If changes are not approved, the applicant will not receive a rebate.**

The Applicant agrees to comply with all City of Chicago, OEMC, ADA, State of Illinois, Federal, and Andersonville SSA #22 Green Building Incentive Program guidelines and the specific recommendations of the SSA #22 Commission.

The Applicant agrees to pay a **\$30 non-refundable fee** payable to the Andersonville Chamber of Commerce to cover administrative costs.

If the Applicant is the property owner he/she certifies that he/she will not sell the property within three years of application date.

If the Applicant is a tenant he/she certifies that he/she will remain in the property for the next three years.

The Applicant understands that he/she must submit detailed cost documentation, including cancelled checks/credit card receipts and invoices once the project has been completed.

SSA # and the Andersonville Chamber of Commerce expect all applicants to be **fully responsible** in securing any applicable permits and licenses as part of this project proposal. The Organizations are not responsible for any failure on the part of the business to secure proper documentation for work to be completed.

Along with this application, the Applicant must submit:

- \$30 non-refundable processing fee
- Photos of the existing building and area surrounding the proposed project
- Written approval from the property owner for the proposed work (if the applicant is a tenant).
- Detailed plans, drawings, or specifications for the project.
- Detailed cost estimates from two different contractors (not including yourself if you intend to do the work).

Applicant (please print name)

Applicant's signature

Applicant's Social Security Number or Company Federal ID Number

The Applicant fully understands that all work must comply with the Andersonville SSA #22 Green Building Incentive Program Guidelines and be approved by the Green Building Incentive Review Committee. The project is not considered approved until the Applicant receives a Notice to Proceed letter. If the project changes after the Applicant has received a Notice to Proceed letter, the Applicant will have to resubmit all changes and have them approved. If changes are not approved, the applicant will not receive a rebate.

The Applicant agrees to comply with all City of Chicago, ADA, State of Illinois, Federal and Andersonville SSA #22 Green Building Incentive Program guidelines and the specific recommendations of the Green Building Incentive Fund Review Committee.

The Applicant must furnish energy or resource use data (if applicable) for the previous 12 -15 months in the application that is directly related to the project before any rebate is issued. The Applicant also agrees to furnish at least the following 12 months' energy or resource use data so that the environmental outcomes of the project can be tracked. The applicant further understands that positive outcomes of the business' project may be marketed to the community as part of promotion of the Green Building Incentive Program. The applicant waives the right to pursue litigation against Andersonville Chamber of Commerce or other parties for promoting the positive outcomes of a business' project.

The Applicant agrees to pay a \$30 non-refundable fee payable to the Andersonville Development Corporation to cover administrative costs.

If the Applicant is the property owner, he/she certifies that he/she will not sell the property within two years of application date.

If the Applicant is a tenant he/she certifies that he/she will remain in the property for the next two years.

The Applicant understands that he/she must submit detailed cost documentation, including cancelled checks/credit card receipts and invoices once the project has been completed.

Signature of Owner or Trustee

Print Owner's or Trustee's name and capacity

If applicable, bank/trust # _____

Address of Property

APPLICATION CHECKLIST

_____ Complete application

_____ \$30 non-refundable processing fee

_____ Photos of existing building and area surrounding the proposed project

_____ Detailed plans, drawings, or specifications for the project

_____ Detailed cost estimates from two different contractors (see attached work-sheet)

Remember, Do Not Start Work Until the Project is Approved!

GREEN BUILDING INCENTIVE PROGRAM BUDGET WORKSHEET

Name of Business _____

Address _____

Date of Submission _____

Please place an itemized budget in the table below. Remember you are required to obtain **two** bids before the Green Building Incentive Review Committee will consider your proposal.

Expense	Bid 1	Bid 2
TOTAL COST		
AMOUNT OF REBATE REQUESTED (up to 75% of total costs up to \$1000)		
REMAINING COST		