



Citywide Adopt-a-Landmark Fund Application For Projects \$30,000 or More

In 2016, Mayor Rahm Emanuel implemented reforms to the City's Zoning Code that provide opportunity for downtown projects to achieve increases in floor area by paying into Neighborhood Opportunity Bonus Fund. Payments to this fund will be allocated into three areas; the Citywide Adopt-a-Landmark Fund will receive 10% of these funds.

Applicants may apply for Citywide Adopt-a-Landmark Fund grants:

- Uncompleted Projects \$30,000 or more (this application)
- Completed Projects up to \$30,000 (not available in 2017)

Project Eligibility

Properties that qualify for Adopt-a-Landmark Fund grants include (i) individually designated landmarks and (ii) contributing buildings in designated landmark districts (excluding single-family homes and residential buildings of 6 units or less).

Adopt-a-Landmark Fund projects must meet the following conditions:

- Restoration projects must be consistent with Commission standards and guidelines
- Scope of work must be substantial exterior renovation work that is visible from a public street or interior work within a portion of the interior that is open to the public. Such work must exceed normal maintenance work.
- The Commission on Chicago Landmarks (CCL) must approve the scope of work and associated budget for the restoration project pursuant to its standard review and approval process.

The Department of Planning and Development (DPD) will give priority to projects that meet the greatest number of funding priorities (see page 4 of this application for list of priorities).

Review Process

DPD will review all complete applications. Qualified projects (pending availability of funds) that meet the greatest number of listed funding priorities shall be presented to CCL for review and approval of the scope of work and associated budget. Projects needing Adopt-a-Landmark Fund grants over \$250,000 will require approval of the City Council. The property owner of the landmark receiving the funds must enter into an agreement with the City and the Commission on Chicago Landmarks regarding the manner in which the funds will be used. Any funds that have not been used upon completion of the restoration project shall be returned to the Citywide Adopt-a-Landmark Fund and applied to other eligible landmark restoration projects.

Application Deadlines

Funding for the year is authorized by City Council in November of the preceding year.

For information regarding funding rounds and application deadlines please visit <http://bit.ly/adoptalandmark> or <https://www.cityofchicago.org/dpd>.

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Project Address: _____ Application Round (Mo./Year): _____
Landmark/Landmark District: _____ Total Funds Requested: _____

PART I

Please complete the following:

PROJECT DESCRIPTION

PROPERTY OWNER

Name _____
Address _____
City/State/Zip Code _____
Phone _____ Email _____

APPLICANT (if different from Owner)

Name _____
Address _____
City/State/Zip Code _____
Phone _____ Email _____

PRIMARY CONTACT

Name _____
Address _____
City/State/Zip Code _____
Phone _____ Email _____

PART II

Please submit the following required materials:

APPLICATION FOR PROJECTS \$30,000 OR MORE

Funding will be based on availability of funds and priorities established by Department of Planning and Development. See page 4 for list of funding priorities.

Please submit a hard copy and CD digital file of the following with the application:

- Letter requesting the funds and a narrative of the project that describes: (a) overall project; (b) project timeline, including start/end dates and any time constraints affecting the project; and (c) why Adopt-a-Landmark funds are needed.
- 11" x 17" existing and proposed plans, elevations and details of the project; 3D color renderings as applicable.
- Itemized project budget and written scope of work. The budget should separate hard costs from soft costs and should include line items for title company escrow fee and third party A/E firm to monitor disbursements of escrow funds. Please also identify the basis of the cost estimates for the proposed work (e.g. A/E estimates, contractor's estimate, bids, etc.). Projects needing Adopt-a-Landmark Fund grants over \$250,000 must comply with the City's M/WBE and local hiring requirements and applicable Illinois prevailing wage requirements.
- Evidence of sources of funds (as applicable) for:
 - Project costs not covered by the Adopt-a-Landmark funds
 - Other project phases if the project requesting Adopt-a-Landmark funds is one phase of a multi-phase project.
- Photographs of the property and areas of the proposed work.
- Exterior wall condition assessment report and DOB violations as applicable.
- List of consultants/contractors/professionals to be retained and their credentials, relevant past experience with historic buildings projects, etc.
- List of any other financial incentives received, or that may be received (application submitted or to be submitted) for the project.
- Economic Disclosure Statement and Affidavit (EDS) - please submit hard copies. Please note on pages 1-2 of the EDS that the applicant as well as each entity holding a beneficial ownership interest, as defined therein, must complete an EDS. EDS forms can be found on the City's website at http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/economic_disclosurestatementseds.html.
- Documentation/information to address the funding priorities (see page 4).



Funding Priorities

The Department of Planning and Development will consider the following funding priorities (not listed in order of importance). Please note that recipients may be awarded less than total funds requested in application.

- Projects that have not been completed and that address exterior envelope issues.
- Properties that are individually designated as Chicago Landmarks.
- Projects that leverage additional project investment such that the requested Adopt-a-Landmark funds fill financing gaps.
- Projects that will have a positive, catalytic impact on the community in which they are located. The impact may be in the form of new permanent jobs created, commercial leasing to new businesses, providing new services (e.g. soup kitchen, adult education/training, after school programs, child care services), etc.
- Projects that address /prevent further deterioration of the subject property's structural and architectural integrity caused by natural misfortune (storm damage, fire, flooding, etc.), or buildings that are situationally threatened as determined on a case-by-case basis.
- Projects that will rehabilitate vacant or underutilized buildings to make them ready for occupancy or improve their occupancy. This may include an interior and exterior scope of work with Adopt-a-Landmark funds to be used for qualified exterior work.
- Projects that are "shovel ready" and will be completed in 2 years.
- Projects that are located within special Qualified Investment Areas.
- Adopt-a-Landmark Fund requests that do not exceed \$250,000 (2017 applications).

PART III

Application Submission

Complete applications should be bound, include a disc or flash drive containing all application materials, and be submitted to:

City of Chicago | Dept. of Planning and Development
Planning, Design & Historic Preservation Division
121 North LaSalle Street, Room 1000
Chicago, Illinois 60602

Incomplete applications will be returned and may be resubmitted the following application period. Questions about the submittal requirements should be directed to the Planning, Design and Historic Preservation office at 312-744-3200.

