



## 2016 PROPERTY IMPROVEMENT GRANT PROGRAM

### SUBSTITUTE SIDING REMOVAL GRANT

#### GUIDELINES



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#### I. ELIGIBLE PROPERTIES

The Substitute Siding Removal Grant Program provides grant assistance to property owners who wish to remove the substitute siding from their homes and repair or restore the original wood siding. Substitute siding is defined as a siding material that has been placed over the original wood siding of a building. This can include aluminum, vinyl, or asphalt shingle. **When the substitute siding has been removed, the original wood siding must be repaired and restored.**

If more than fifty percent (50%) of the original wood siding is damaged and must be replaced then replacement of the original wood siding will be permitted.

- **Historic District Homes:** For properties located within the historic district, a Certificate of Appropriateness is required for the removal of and replacement of siding. The repair and/or replacement of the siding must comply with the city's Historic District Guidelines. Restoration of original historic architectural features (i.e., window trim, window hoods, water table, corner boards, etc.) as depicted by any existing building shadow lines may be required.
- **All Other Houses:** Replacement materials for all buildings outside of the historic district must comply with the city's 2005 Comprehensive Plan and Design Guidelines for the City's West Area including wood, stone, brick, stucco, fiber cement board (e.g. hardy board or weather board), and such other traditional building materials hereinafter approved by the City Council for the West Area construction.

A grant of \$4,000 is available when the substitute siding is removed from the main building. An additional grant of \$1,000 is available if substitute siding is also removed from an existing accessory structure such as a detached garage.

Properties are eligible to apply for the Substitute Siding Removal Grant Program if they meet the following qualifications:

1. The property must be a residential property.
2. The property must have substitute siding covering the existing original wood siding.
3. The property must contain no more than four dwelling units. Properties where the proposed work will convert the use to a lawful, conforming status and be made compliant with all applicable codes will also be considered.
4. The property owner must be at least eighteen (18) years of age.

## II. APPLICATION PROCESS

Applications will be scored and ranked according to the criteria for selection process. Grants will be awarded to those applications that have scored the highest. If funding remains after initial application deadlines, funds will be distributed for a period of 6 months on a first come first serve basis or until funds run out.

An initial inspection will be conducted to confirm that the property is eligible for the grant.

Attach supporting documentation to the application form including the following:

- Verification of Property Ownership including the following:
  - Property Warranty Deed
  - Most recent Property Tax Form
  - Land Contract registered with the County
- Two detailed cost estimates provided by licensed contractors. If you plan to complete the project on your own, please submit a cost estimate for materials proposed to be used. (Note: Funding will be reimbursed only for material costs if you complete the project on your own.)
- Certificate of Appropriateness (COA) application completely filled out and signed if property is part of a locally designated historic district or designated as an individual landmark.
- Photographs of the features and/or entire building on the property.

## III. REVIEW OF APPLICATIONS

On receipt of the application form by the submission deadline, the property and proposed work will be evaluated by City staff. Review will be carried out based on the following criteria for selection. (Note: based on 100 point rating system, with 100 points being the highest rating and 40 points being the minimum threshold for consideration of eligibility):

1. Building Ownership
  - a. Owner Occupied – Single Family (25 points)
  - b. Owner Occupied – Multi- Family (15 points)
  - c. Rental (10 points)

2. Code Compliance
  - a. Property has been cited for a violation (25)
  - b. Property has not been cited for a violation (15)
3. Age of Structure
  - a. Constructed prior to 1945 (25 points)
  - b. Constructed between 1946 and 1978 (15 points)
  - c. Constructed after 1979 (10 points)
4. Visual Impact of Proposed Project
  - a. Issues such as visibility, location within the neighborhood, and anticipated change in appearance after completion of work will be considered. (1 to 25 points)

#### IV. INSPECTIONS

One of the requirements of the grant program is that properties participating in the grant program be fully compliant on the exterior of the property with all applicable codes prior to final payment. To facilitate the awareness of any code violations on properties, inspections by the Community Development – Code Enforcement Department will be carried out as outlined below.

1. Initial code inspection: After receipt of application an initial code inspection of the exterior will be carried out by a Code Enforcement Officer of the Community Development – Code Enforcement Department to determine existing code violations. This inspection will be carried out in addition to the evaluation of the proposed work and be conducted prior to undertaking the Grant Agreement. **An inspection permission slip is included and must be signed and returned with the grant application.**
2. The property owner will be notified of outstanding code violations on the property. The violations will need to be corrected within the time allocated by the Community Development – Code Enforcement Department. If an extension is required, please contact the Code Enforcement Officer that conducted the inspection.
3. After completion of the project, a follow-up code inspection will be carried out on the property prior to disbursing the funds to ensure that violations are corrected.

In the event the grant work is completed, but other code violations exist which were not identified during the first inspection, additional time may be provided. The time for compliance will be determined by the Director of the Community Development – Code Enforcement Department, or designee, not to exceed a maximum of 90 days.

**Note: If a project is not completed in the stipulated amount of time or withdrawn by the applicant, all the code violations on the exterior of the property determined at the initial code inspection and/or any subsequent inspection will need to be corrected. The time limit allowed for compliance with the property maintenance codes will be determined by the Code Enforcement Officer.**

## V. AGREEMENTS

1. Grant Agreement: The selected participants of the grant program will be required to enter into a Grant Agreement with the City of Elgin in a form as specified by the Corporation Counsel to complete the proposed grant project. Grant Agreements must be signed and returned within 30 days, or it will constitute a forfeiture of the grant awarded, and funds will be transferred to the next project on the waiting list. The Director of the Community Development Department is authorized to execute the grant agreement on behalf of the City in a form approved by the City's Corporation Counsel.
2. Term of Grant Agreement: Property owners participating in the grant program have 12 months from the date of signing the agreement to complete the grant project.

## VI. GRANT PROJECT WORK

1. Beginning the project: Grant project work as reviewed and approved by City Staff may commence after the Grant Agreement has been signed.
2. Building Permits are required for all grant project work carried out to the exterior of the structures on the property. Properties located in a locally designated Historic District must conform to the *Elgin Design Guideline Manual for Landmarks and Historic Districts* and be approved through a Certificate of Appropriateness. Grant participants have 3 months from the date of signing the Grant Agreement to receive the required permits.
3. Time period to complete grant project: Grant participants have 12 months to complete all the work as originally approved under the agreement. If the grant work has not been completed within the 12 month time period, the grant funds will be forfeited unless additional time, not to exceed 90 days, is granted by the Community Development Group Director or designee due to unreasonable or unforeseen circumstances.

**Note: All outstanding code violations will need to be corrected in the time allotted for the completion of the project regardless of whether the project has been completed or withdrawn by the applicant.**

4. Progress reports will be mailed out to grant recipients on a quarterly basis to track the progress of the project and to identify any potential timing problems before they arise.
5. Final evaluation of grant project: On completion of the grant project, an evaluation of the work will be carried out by the appropriate City Staff together with any additional code inspections.

## VII. PAYMENT OF GRANT FUNDS

1. Payment of grant funds will only be made once the grant project is completed and approved within the stipulated 12 months and the property is made fully code compliant on the exterior of the property. Payments will only be processed after submission of

proper proof of payment to the contractors/vendors, together with statements of completion or waivers of lien. Payment will not exceed the original amount allocated at the time of approval of the project.

2. This is a reimbursement grant. The grant is paid out after the project is completed.

Please note that grant funds received are considered taxable income and the grant recipient will receive a 1099G Form.

**Additional Information**

Please call the City of Elgin, Community Development Department at 847-931-5920 should you have further questions.

Office Use Only:  
Permit No. \_\_\_\_\_



## SUBSTITUTE SIDING REMOVAL GRANT PROGRAM 2016 GRANT APPLICATION

*This is a reimbursement grant. The grant is paid out after the project is completed.*

Name of Applicant \_\_\_\_\_ Applicant's SS# \_\_\_\_\_

Property Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Proposed project completion date: \_\_\_\_\_

### **Application Checklist**

***THIS IS A TAXABLE GRANT.***

**The following items must be submitted with your application.** Please mark all boxes to assure that you have provided all documents. ***Applications will be deemed incomplete and returned to the applicant if information is missing.***

Please note that permits will be required for the grant project and the property owner is responsible for payment of any and all associated fees before the project begins.

- Proof of ownership of the Subject Property.
  - Property Warranty Deed, mortgage statement, or title insurance document
- Copy of most recent property tax statement.

- Copy of most recent mortgage statement.
- Copy of homeowner's insurance statement.
- Verification of property owner's Social Security Number.
  - Copies Driver's License and Social Security Card
- Copy of current rental license. (If property is not single family owner-occupied.)
- Unless you intend to perform the project on your own, a minimum of two** detailed cost estimates from licensed contractors must be submitted. ***There will be no exceptions.***
- Copies of the following three items from the bidding contractors must be included with your application:
  1. Insurance.
  2. 3-year minimum warranty.
  3. If your building was constructed pre-1978, RRP certification (EPA lead safety certification requirement).
- Funding will be reimbursed only for material costs if you complete the project on your own. A receipt(s) will be required with your payment request.**
- Completed and signed Certificate of Appropriateness application (Required only if property is located within an historic district). This application can be obtained from the Community Development Department.
- Signed W-9 form.
- Signed Inspection Permission Slip.

I/We hereby represent that the information contained in this application and documentation provided is true and correct to the best of my/our knowledge.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name

# Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
Requester's name and address (optional)		
List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number
+

or

Employer identification number
+

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**

Signature of U.S. person ▶

Date ▶

## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you should use the requester's form. However, this form must meet the acceptable specifications described in **Pub. 1167, General Rules and Specifications for Substitute Tax Forms and Schedules.**

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities**).

## Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note:** *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

### Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note:** *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

**Exempt payees.** Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

9. A futures commission merchant registered with the Commodity Futures Trading Commission;
10. A real estate investment trust;
11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
12. A common trust fund operated by a bank under section 584(a);
13. A financial institution;
14. A middleman known in the investment community as a nominee or custodian; or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt recipients 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note:** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at [www.ssa.gov/online/ss5.html](http://www.ssa.gov/online/ss5.html). You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

**PERMISSION TO PERFORM INSPECTION OF PREMISES  
TO VERIFY COMPLIANCE WITH CITY OF ELGIN ORDINANCES**

**Property Address:** \_\_\_\_\_

Section PM-105.3, Section 1.16.010 and Section 6.37.110 of the *Elgin Municipal Code* authorize City of Elgin code enforcement officers to enter property at reasonable times to inspect the premises for the enforcement of city ordinances. If entry is refused, the code enforcement officer is authorized to apply to the court for an administrative search warrant authorizing an inspection of the property.

The undersigned owner or occupant of the dwelling referenced above has read and understands the content of this notice and voluntarily consents to an inspection of the premises by the City of Elgin code enforcement officers for the purpose of verifying compliance with the City of Elgin ordinances and also consents to any follow-up inspections that may be conducted by the code enforcement officers to confirm that any code violations identified during the initial inspection have been corrected.

**PERMISO PARA HACER INSPECCIÓN DE PROPIEDAD PARA VERIFICAR  
COMPLACENCIA CON ORDENAZAS DE LA CIUDAD DE ELGIN**

Sección PM-105.3, Sección 1.16.010 y Sección 6.37.110 del *Elgin Municipal Code* autorizan a los oficiales de códigos de la Ciudad de Elgin entrar a propiedades a horas razonables para inspeccionar el local para hacer cumplir las ordenanzas de la Ciudad. Si es negada la entrada, el oficial de códigos está autorizado aplicar a la corte para un orden administrativo de juez autorizando inspección interior de la vivienda.

El dueño u ocupante señalado aquí abajo de la vivienda referida arriba ha leído y comprende el contenido de esta noticia y voluntariamente da consentimiento a inspección de la propiedad por el oficial(es) de códigos de la Ciudad de Elgin para el propósito de verificar complacencia con ordenanzas de la Ciudad de Elgin y cualquier consiguientes inspecciones que sean conducidas por el oficial(es) de códigos para confirmar que cualquier violación identificada durante la inspección inicial se haya corregido.

**Owner or Occupant of Dwelling (Dueno u Ocupante de Vivienda)**

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

**Tenant Name**

\_\_\_\_\_