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Village of Mount Prospect

50 S. Emerson Street, Mount Prospect, Illinois 60056

MOUNT PROSPECT GREEN BUILDINGS GRANT PROGRAM

(Grant Program Administrative Rules - Updated April 2024)

The Village of Mount Prospect Board of Trustees unanimously approved a proposed budget to utilize over \$7 million in American Rescue Plan funds allocated to the Village. Of the funds, \$425,000 were allocated to support economic development initiatives. Three grant programs were created to help local businesses and commercial and industrial property owners recover from the ongoing COVID-19 pandemic.

The **Green Buildings Grant Program** (grant program) will help support sustainable, renewable, and 'green' growth and development in the Village. \$150,000 has been allocated to this program through the end of 2024. The grant program will distribute a grant matching up to 50% of the cost of the project, or \$10,000, whichever is less, to eligible businesses and/or commercial and industrial property owners to help cover a portion of the cost of the designated installation.

Eligible Businesses to Receive Grant

To be considered an eligible business to receive a grant, applicants (for the purposes of this program in implementing a more sustainable Mount Prospect, 'applicants' may include, non-profit organizations, businesses, commercial/industrial property owners, or institutions) must meet the following requirements:

1. Have and maintain a current and valid Village of Mount Prospect Business License (depending on type of applicant);
2. Have no outstanding code enforcement violations or liens on the property (depending on type of applicant)
3. Applicants shall not be a home occupation;
4. Applicant must show evidence that the designated installation will result in a net decrease of total energy consumption on the property or meet other sustainability benchmarks;
5. Applications must be intended for a specific renewable/green project. Priority may be given to projects which aren't available for grants or rebates through Cook County or an associated utility;

6. Only one grant per calendar year per applicant may be funded;
7. It is the responsibility of the grant recipient to complete any and all necessary permits or applications to the Village of Mount Prospect (Any relief requested to Village Code must be approved through the public hearing process), and;
8. Changes to a project once a grant has been awarded will necessitate a formal written request as well as a revised budget and energy assessment calculations or other sustainability benchmarks.
9. Projects and subsequent applications cannot be retroactive prior to the start date of the grant program (July 25, 2022).

Timeline

Applications will be reviewed on a rolling basis. Grant reimbursement will be issued one month after installation to verify the energy/sustainability impact. Construction delays due to material supply or weather will be considered given the 2024 calendar year funding period end date. Applications will be considered up to the end of 2024, however the applicant must commit to completing the project to receive funding prior to project installation within the grant program period.

Terms and Conditions

The grant program shall be administered in the sole discretion of the Village of Mount Prospect and nothing in this program creates a right to any business to receive any funds or creates an obligation of the Village to expend any funds. The Village is offering, through an application, the ability of eligible Mount Prospect businesses to receive a portion of allocated monies.

All Grants by the Village are expressly conditioned upon the satisfactory completion of an on-line Application and adherence to these Administrative Rules.

Forms

The application for the Grant Program must be filled out and submitted electronically via email to Jason Shallcross (jshallcross@mountprospect.org). A federal tax form W-9 must also be submitted in accordance with federal and state law.

Expenditure Requirements/Timing

A grant distributed to a business and/or property owner shall be used solely for the installation of the approved 'green building' project. The grant check will be issued once installation has been completed, and the permit closed out by the Building Department.

Not Transferable

If a grant is approved, it will be awarded via check in the name of the business submitted on the Application. Grant awards are not transferable to another person, owner, or business.

Refund of Grant

If at any point these Administrative Rules are not strictly adhered to, the grant funds provided shall be returned to the Village in full amount within ten (10) calendar days of receiving notice of a breach of the grant program. Each owner of at least 5% of the business shall submit the application to the Village, shall sign said application and shall jointly and severally personally guarantee the refund of the grant proceeds should the administrative rules and timeline not be strictly adhered to.

Taxes

The Village will issue Form 1099-G at the end of the year for any grant amount of \$600.00 or more. The tax responsibilities of this Grant Program will be the responsibility of the recipient business.

Proprietary Information and General Release

Applicants shall permit Village of Mount Prospect representatives to make all reasonable inspections and investigations of the business' financial and proprietary information during the process period of the application. Applicants, as a necessary part of the application process, shall provide to the Village or otherwise allow the Village to obtain and use all financial and proprietary information, including all applicable tax of the business and/or property owner. Such information shall no longer be deemed proprietary and confidential for purposes of this grant program. All payments under the grant program will be made public and will contain the amount of the grant funds awarded to the applicant and the applicants' name and information. Applicants, upon submission of an application, release the Village from any and all liability, waive any rights in regards to the proprietary information's confidentiality, and covenant not to sue the Village for the release of said proprietary information and from any other claim arising from this application and the grant program. Village, for this section shall mean their officers, directors, employees, agents, affiliates, and representatives. Submission of an application is an express consent and agreement to the above.