



Business Assistance Programs

CLIMATE READY BUSINESS (CRB) GRANT PROGRAM & FIRE SAFETY GRANT (FS) PROGRAM Guidelines

Grant Program – Purpose

The Climate Ready Business (CRB) grant and the Fire Safety grant are intended to support licensed Oak Park businesses located within any of the 12 established business districts (“District”). The grant programs both promote reinvestment in the amenities of first-floor Village of Oak Park (“Village”) commercial buildings/businesses and support all the district’s licensed businesses in increased use of sustainability efforts, for the benefit of said business and, thus, the community.

Grant Program – Eligibility and Reimbursement

Eligibility - The **CRB and FS Grant Programs** will be made available to qualified commercial property owners or Oak Park licensed business commercial tenants who have documented permission from the property owner to complete the work proposed.

Reimbursement – These 50/50 CRB Grant and FS Programs are reimbursement-based.

As an example, the commercial building property owner or commercial tenant must pay their architect, contractors, suppliers, etc., prior to being reimbursed by the Village for the qualified and approved work up to the total grant reimbursement amount. The minimum **Grant Program** reimbursement request to the Village shall be \$1,000.00, meaning the total cost of that improvement was \$2,000.00. There will be no more than one grant recipient per qualified address. See the chart below.

For illustrative purposes, a reimbursement chart with various scenarios is provided below.

(Grant Program) Total Expenditure	Property Owner/Business Tenant Cost	Potential Grant Reimbursement
(CRB) \$4,000.00	\$2,000.00	\$2,000.00 (1)
(CRB) \$6,000.00	\$3,000.00	\$3,000.00
(CRB) \$8,000.00	\$4,000.00	\$4,000.00
(CRB) \$12,000.00	\$6,000.00	\$6,000.00 (2)
(FSP) \$1,000.00	\$500.00	\$500.00 (3)
(FSP) \$2,000.00	\$1,000.00	\$1,000.00
(FSP) \$5,000.00	\$2,500.00	\$2,500.00
(FSP) \$7,000.00	\$3,500.00	\$3,500.00 (4)

(1) CRB - Minimum licensed business owner reimbursement request.

(2) CRB - Maximum licensed business owner grant payout.

(3) FSP – Minimum commercial property owner/licensed business owner reimbursement request.

(4) FSP – Maximum commercial property owner/licensed business owner grant payout.

CRB Grant Program – Examples of Grant Eligible Improvements

- Upgrading to energy-efficient lighting;
- Upgrading appliances (gas to electric conversion, increased SEER, ENERGY STAR);
- Materials or services to implement zero-waste initiatives;
- Installation of EV charging stations on property;
- Installation of solar panels on property;
- Installation of insulation or ENERGY STAR windows or doors;
- Upgrade of electrical service to support electrification and/or EV charger installation;
- Fees associated with 3rd party green business certifications (e.g. Illinois Green Business, Bcorps. EVAL, Bike Friendly Business, Surfrider Ocean Friendly Restaurant)

Improvements that are not specifically listed as eligible are subject to review by the Development Services Director, with assistance from Development Services staff.

FS Program – Eligible Expenditures

- Installation of fire alarm or sprinkler system;
- Service to existing equipment to bring it up to code;
- Purchasing of fire extinguishers

Items that are not specifically listed as eligible are subject to review by the Development Services Director, with assistance from Development Services staff.

Grant Programs - Terms and Conditions

Both Grant Programs

- Grant applications will be considered in the order they are received.
- Reimbursement grants are subject to federal and state taxes, and are reported to the Internal Revenue Service on Form 1099. A property owner or tenant is required to provide their taxpayer identification number as part of the Grant Agreement. Property owners and tenants should consult their tax advisor for tax liability information.
- Not more than one grant recipient shall be approved for a specific address for each grant program, no matter how many reimbursement requests are submitted.
- The maximum amount of reimbursement grant for the grants will be set forth in a Grant Agreement between the Village and the commercial property owner or commercial tenant. If the actual costs of the improvements exceed the original final estimates that were submitted with the grant application and used to determine the final amount of reimbursement, the commercial property owner or commercial tenant will be responsible for the full amount of the excess. The Village cannot reimburse more than the total amount specified in the approved Agreement.
- A copy of the contractor or product estimate for the proposed work shall accompany the grant application.
- Work that has been initiated prior to the execution of the grant Agreement is NOT eligible for grant reimbursement, unless approved by the DS Director.
- As a reminder, the 50/50 Grant Programs are reimbursements based.

CRB Grant Program

- Grant is available to any Oak Park business or Commercial Property Owner.
- Businesses in buildings over 10,000 s.f. are eligible only if the building is in compliance with the Village's benchmarking ordinance.

