



# **2021 Façade Improvement Grant Program Application Packet**

**Due by 5pm on February 26, 2021**

To the City of Freeport Community and Economic Development Department  
314 W. Stephenson Street Freeport, Illinois

Email: [cddirector@cityoffreeport.org](mailto:cddirector@cityoffreeport.org)

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# 2021 Façade Improvement Grant Program

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City of Freeport  
2021 FAÇADE IMPROGEMENT PROGRAM  
**Guidelines and Procedures**

The Façade Improvement Grant Program is designed to provide owners of properties financial incentives to **preserve, restore, and rehabilitate the exterior features of buildings located within the Downtown Tax Increment Redevelopment (TIF) Area**. The grants are provided by the City of Freeport, in partnership with Paint the Port, in recognition of the positive impact that individual facade rehabilitations can have on the overall appearance and quality of storefronts.

**Description**

The City has a proposed budget of \$10,000 for 2021. The Paint the Port event may generate \$10,000 in net proceeds that will be included in this year's Facade Improvement Grant Program. The total anticipated funds for 2021 will be \$20,000. Funds not expended within the given year may be carried over and available in future years.

The Façade Improvement Program is intended to assist with the costs of enhancing the outward appearance of downtown buildings. Under the program, property owners within the Downtown TIF area (as set forth in the Target Area section below) are eligible to apply for a primary facade grant. For purposes of this grant, a primary façade is defined as the front or main face of a building that is facing a public street.

The City of Freeport Community and Economic Development Director, with the assistance of the Historic Preservation Commission, will recommend applications to the City Council. The City Council approves grant awards under the program. Grant program compliance and the reimbursement of funds are overseen by the City of Freeport Community and Economic Development Department.

**Grant money will be payable as a reimbursement** after the Completion Report/Request for Reimbursement form and supporting documentation are submitted to the City of Freeport's Community and Economic Development Department. Pre-award costs (expenses for work done prior to Council approval) are not reimbursable.

Individual grant applications will be accepted for multiple buildings with the same owner. Multiple grants for phased rehabilitations will be considered and based on availability of funds. It is not the purpose of this program to finance ongoing improvements that may be considered part of a building's regular maintenance. Each eligible improvement will be funded by the program only once.

**Target Area**

The Target Area is the Downtown Tax Increment Financing (TIF) District and Historic Business District. A map indicating the Historic Business and Downtown Tax Increment Financing (TIF)

District is presented as Appendix B. The building for which grant assistance is sought is required to be located inside the TIF area.

### **Eligible Properties**

An eligible applicant must be the owner of the building for which the rehabilitation is planned; tenants are ineligible to apply. However, tenants are encouraged to work with the landlord/property owner to apply for a facade improvement grant on their behalf.

- All properties within the Downtown TIF District are eligible.
- Historic properties within the Downtown TIF District must adhere to the Secretary of the Interior Standards for Rehabilitation (see Appendix C).
- Applicants must be current on City and County property fees/taxes and have no outstanding liens or code violations on their properties.

### **Eligible Use of Funds**

- Soft costs including design work, architectural, engineering, planning, and other professional fees.
- Waste disposal.
- Masonry work including restoration, gentle cleaning, and repointing.
- Historical window and door restoration.
- Removal of non-original facing such as inappropriate siding, metal, etc.
- Restoration of existing architectural elements.
- Painting, awnings, exterior lighting, window display areas visible from the street.
- Primary facades (Side of building facing the street).

### **Improvements Not Eligible for Grant Funds**

- Sandblasting of masonry surfaces will not be funded under the program nor will the program participate in any project which includes sandblasting.
- Sealing of masonry surfaces without prior approval by the Historic Preservation Commission.
- Roofs.
- The acquisition or creation of architectural elements which are not appropriate to the time period of the building.
- Interior remodeling.
- Purchase of furnishings or equipment that do not become part of the real estate.
- Pre-award costs (*projects completed prior to Council approval, anticipated date of April 5, 2021, are ineligible*).

## Funding Requirements and Limitations

- Submitted information and project bid estimates will be reviewed by the Historic Preservation Commission. The City Council reserves the right to reject any and all proposed work that does not meet the program guidelines.
- Projects must be completed by Friday, August 20, 2021. A Letter of Commitment will be issued from the City upon Council approval of award. The City reserves the right to allow a reasonable extension of this time limit upon receiving a written request from the applicant.
- Sweat equity or unpaid labor performed by the owner, friends, relatives, etc. cannot be used as a portion of the cost incurred in the improvement project.
- Labor costs will be reimbursed only if performed by a licensed and insured contractor that is registered with the City of Freeport. Proof of insurance is required.
- This year, the Façade Improvement Grant Program is funded through the Downtown Tax Increment Finance District and through revenue generated at the Paint the Port event. As such, labor is NOT subject to prevailing wage requirements as per City of Freeport Ordinance 2002-40. However, if the project is supported with other public funds, prevailing wage requirements will apply and certified payrolls must be provided with the reimbursement request.
- To promote efficiency of this grant program process, Certificates of Appropriateness (COA) will be reviewed and granted by the City's Historic Preservation Commission at public hearing referenced below. Bring your application and samples of materials to be used to this meeting.
- **Applicants must be present at the Public Hearing held by the Historic Preservation Commission on March 16, 2021 at 5:30 PM City Hall, 314 W. Stephenson Street, Freeport, IL. *If no one is present to represent the proposed project, the application will be withdrawn from consideration of municipal monies.***

## Application Process

1. Applications for the Façade Improvement Grant Program may be obtained from the City of Freeport Community and Economic Development Office or at [www.cityoffreeport.org](http://www.cityoffreeport.org)
2. If more applications are received than current funding levels allow, the City of Freeport reserves the right to prioritize applications.
3. To be considered for Façade Grant Money, the applicant must submit a completed Façade Improvement Grant Application to the City of Freeport Community and Economic Development Department not later than 5:00 p.m. on Friday, February 26, 2021. In addition to the application, a detailed project narrative, projected completion date, copies of estimates and costs involved in the project, and a Certificate of Appropriateness Application are required. (See application checklist on Page 8)

4. If the facade improvement is a part of a more extensive at rehabilitation, only facade improvement costs need be itemized in the Façade Grant application, but the entire project should be described within the Certificate of Appropriateness application. Designs with dimensions of the completed facade including color and material samples must also accompany the application. Professional designs are recommended, but not required. All designs must follow the guidelines set forth by the Community and Economic Development Department. Please see Appendix D for the City of Freeport's Historic Preservation Design Guidelines.
5. **Applicants are required to attend the Historic Preservation Commission hearing on March 16, 2021; applications will be withdrawn if the applicant or representative is not present.** Each applicant will have a maximum of 10 minutes to present your application and answer questions from the Commission.
6. Completed application packages will be reviewed for completeness and appropriateness by the Facade Improvement Grant Program Committee and the Director of Community and Economic Development. Complete applications will be considered and awards will be recommended by the City's Historic Preservation Commission and the Director of Community and Economic Development. The City Council will have final approval of program awards.
7. Applications can receive up to 100 points and will be scored in accordance with the matrix:

<b>Criteria</b>	<b>Points</b>
Impact of proposed work on preservation of structure and historical or architectural significance *	10
Scope of project improvement includes the primary street-level floor	10
Scope of project improvement includes additional floors or multi primary facades	10
Projects is part of a larger project that is transformative (includes site improvements beyond the façade)	20
Overall impact on streetscape/urban fabric (improved curb appeal, pedestrian experience, significant visual improvements)	50
<b>TOTAL (max 100)</b>	<b>100</b>

\*Staff will make a recommendation for impact of proposed work on preservation of structure and historical or architectural significance based on Secretary of the Interior's Standards for Rehabilitation, City of Freeport Façade Improvement Program Guidelines, and other relevant information

**8. Timeline for application and awards:**

<b>Application Steps</b>	<b>Timeline</b>
Applications available from City of Freeport	Monday, November 30, 2020
Workshop on Grant Application*	Wednesday, January 6, 2021
Applications Due to City Hall	Friday, February 26, 2021
Public Hearing of Historic Preservation Commission & Review of Certificate of Appropriateness Application	Tuesday, March 16, 2021
City Council review and decision (Awardees will be notified within 48 hours)	Monday, April 5, 2021
Deadline to complete project	Friday, August 20, 2021

\*The Façade Improvement Grant Workshop location will be contingent on COVID-19 related guidelines from the Illinois Department of Public Health and CDC.

9. Any changes or amendments, if any, necessary for grant request consideration will be discussed with the applicant within 7 days after the Council decision. In the case of changes, the applicant must submit revised application for final review and recommendations to the Community Economic Development Director for resubmittal to the City's Historic Preservation Commission for approval.
10. After the City Council confirms awards, results will be communicated in writing to each applicant in the form of a Letter of Commitment or a Letter of Denial.
11. Recipients of any program funds must agree to observe all applicable federal, state, and local laws pertaining to the use of grant funds.
12. Recipients agree to submit a project Completion Report/Request for Reimbursement form (Appendix E) to the City of Freeport Community Development Office, including:
  - a. Copies of all building permits, bills, receipts, certified payroll (if applicable), and cancelled checks prior to the release of any funds.
  - b. In addition to the report, photographic or other evidence that the project for which the grant is awarded is 100 percent complete.
  - c. A final on-site inspection of the completed project will be made by the City of Freeport certifying that the eligible work was completed in a workmanlike manner according to the information submitted in the application. It is the applicant's responsibility to contact the City of Freeport's Community and Economic Development Department to schedule a final inspection for the project. Upon certification by a City official that all work has been satisfactorily completed, a reimbursement will be processed and issued.
13. An extension of the completion date is allowable, but must be requested in writing to the City.

APPENDIX A

CITY OF FREEPORT  
FAÇADE IMPROVEMENT GRANT PROGRAM  
**APPLICATION CHECKLIST**

- Completed Façade Improvement Grant application
- Detailed narrative or proposed work including sketches or architectural renderings
- Copy of estimates for proposed work
- Estimated project completion date submitted
- Photographs of existing façade
- Design of façade improvement including dimensions, color and material samples
- Certificate of Appropriateness

City of Freeport  
 2021 FAÇADE IMPROVEMENT PROGRAM  
**Application Form**

**\*Applicant Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

\*Only property owners are eligible to apply. Tenants are encouraged to work with the landlord/property owner to apply for a facade improvement grant on their behalf.

**Property for which the grant reimbursement is sought**

**PIN #:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Proposed Project Costs:**

Project Cost Estimate Breakdown (attach additional sheets if necessary)

Example: Painting, Masonry, Repointing, Carpentry, Design Fees, etc.

Work Description	Contractor	Labor	Material	Cost
Total projected project costs			\$	
Amount of reimbursement			\$	

(50% of project costs, not to exceed \$15,000)

**Estimated Project Completion Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Supporting Documentation:**

Please include the following

- Photographs of existing façade
- Designs of completed façade improvement including color and material samples and dimensions
- Copies of estimates and costs

**Project Narrative and Overview of your Proposal:**

**Describe the current use of the property on all floors**

**How will the project positively impact the immediate area?**

**Statement of Understanding**

The Applicant (undersigned) agrees to comply with the design guidelines and procedures of the City of Freeport, Façade Improvement Program and the conceptual design and outline specifications as agreed to by the applicant and application review team.

The Applicant understands that the Applicant must submit a Project Completion Report/Request for Reimbursement form, along with cost documentation, copies of building permits, receipts, invoices, certified payrolls (if applicable), and contractor’s final waivers of lien upon completion of the approved improvements.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff and Planning Commission Use Only**

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Commissioner Score Card:

<b>Criteria</b>	<b>Max Points</b>	<b>Façade Improvement Commissioner Scoring Matrix</b>							
Impact on preservation of structure and historical or architectural significance	<b>10</b>								
Scope of Project improvement includes the primary street-level floor	<b>10</b>								
Scope of Project improvement includes additional floors or multi primary façade	<b>10</b>								
Projects that are transformative (include major improvements beyond painting)	<b>20</b>								
Impact on streetscape/urban fabric	<b>50</b>								
<b>TOTAL SCORE</b>	<b>800</b>								
<b>AVERAGE SCORE</b>	<b>100</b>								
<b>REQUESTED AMOUNT</b>	<b>\$</b>								

<b>Criteria</b>	<b>Max Points</b>	<b>Total Points</b>
Impact on preservation of structure and historical or architectural significance	10	
Scope of project improvement includes the primary street-level floor	10	
Scope of project improvement includes additional floors or multi primary facades	10	
Projects that are transformative (includes major improvements beyond painting)	20	
Impact on streetscape/urban fabric	50	
<b>TOTAL SCORE (max 100)</b>	<b>100</b>	

# FREEPORT HISTORIC PRESERVATION COMMISSION

## Certificate of Appropriateness **Mandatory Review**

Whenever a property is located within a historic district and/or a designated landmark site and there is a building permit issued, an application must be submitted before the building permit, moving, or demolition permit is approved. There is a mandatory review process for most building projects in the downtown historic district. **However, the recommendations of the commission are non-binding, except in cases where municipal monies are used.**

The review is also required if the building, structure or site will be altered, painted, extended, reduced, or repaired in such a manner as to produce a major change in the exterior or interior appearance of such building or structure.

### **Directions:**

- Complete the attached application and submit it to the City of Freeport Community Development Department. **The commission meets regularly on the 3rd Tuesday of the month. In order to have your application reviewed in a timely manner, it must be received eighteen (18) days prior to the commission's monthly meeting.**
- The commission will read and comment on the proposed project within thirty (30) days of receipt of application during its regularly scheduled meeting. The Commission at that time may suggest alterations to the plan that are more appropriate to the property.
- All Commission findings are **advisory unless municipal monies are expended on the project.**
- Please see the Freeport Historic Preservation Commission's Design Guidelines for information regarding guidelines for restoration, rehabilitation, and renovation of historic properties.
- The commission meets regularly on the 3rd Tuesday of the month at 4:00 p.m. at the City of Freeport Council Chambers. Applicants submitting projects for review are encouraged to attend the meeting.

\* When submitted in conjunction with a Facade Improvement Grant Application, COAs will be reviewed and granted by the City's Historic Preservation Commission at the Public Hearing (date specified in Facade Improvement application) to promote efficiency of the grant program.

# FREEPORT HISTORIC PRESERVATION COMMISSION

## Freeport Historic Preservation Commission Historic Project Review Application

**Return completed application to:** City of Freeport, Community Development Department, 314 W. Stephenson St., Freeport, IL 61032

**1. Address of property:** \_\_\_\_\_

**2. Legal description of property:** \_\_\_\_\_  
\_\_\_\_\_

**3. Name of applicant:** \_\_\_\_\_

Address of applicant: \_\_\_\_\_  
(Address) (City) (State) (Zip)

Phone number (day): \_\_\_\_\_

Present use of property: \_\_\_\_\_

**4. Name of property owner:** \_\_\_\_\_

Address of owner: \_\_\_\_\_  
(Address) (City) (State) (Zip)

Phone number (day): \_\_\_\_\_

Name of developer (if different from owner): \_\_\_\_\_

**5. The following action is requested:**

\_\_\_ Review of project by Freeport Historic Preservation Commission

\_\_\_ Issuance of Certificate of Appropriateness

**For the proposed project, check all that apply:**

\_\_\_ Roof repair/replacement with like materials & colors (*please provide material and color samples*)

\_\_\_ Gutter repair/replacement with like materials & styles (*please provide material and color samples*)

\_\_\_ Window repair/replacement with like materials & styles (*please provide material and color samples*)

\_\_\_ Exterior painting (*please provide color samples*)

\_\_\_ Façade/exterior improvements (*please provide elevation diagrams to scale*)

\_\_\_ Awning installation (*please provide material and color samples*)

\_\_\_ Stair & stoop repair/replacement with like materials & design (*please provide material and color samples*)

\_\_\_ Porch columns, railings, and skirting repair/replacement with like materials (*please provide material and color samples*)

\_\_\_ Chimney repair & tuck pointing in like color and design (*please provide material and color samples*)

\_\_\_ Installation of historic plaques (*please provide scale drawings of plaques and a drawing of the exterior of the building – to scale – showing placement of plaques on the building face.*)

\_\_\_ Interior renovations (*please provide one set of plans*)

# FREEMPORT HISTORIC PRESERVATION COMMISSION

**6. Description of Project:** Describe each item separately.

**Project item:** Include existing condition(s) when describing each item. Also describe the proposed work, material(s) to be used, and the impact the item would have on existing historic or architectural features of the property. (Attach additional sheets as needed).

**7. Attachments**

\_\_\_\_ Photographs of the exterior of the building in its existing condition. Please include detail photos where appropriate.

\_\_\_\_ Architect drawings or sketches (if those services have been used by applicant). Please also include name of architect.

\_\_\_\_ Cost estimates (if available)

\_\_\_\_ Other (please explain): \_\_\_\_\_

\_\_\_\_\_  
If you have any questions or need assistance in completing this form, contact City of Freeport Community Development Department (235-8221).

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Review fee: \$25.00

Scheduled meeting date:

Application accepted by: \_\_\_\_\_

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

**FREEPORT HISTORIC PRESERVATION COMMISSION**

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**Freeport Historic Preservation Commission Review**

**Commission Comments:**

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**Certificate of Appropriateness:**

**Approved**

**Denied**

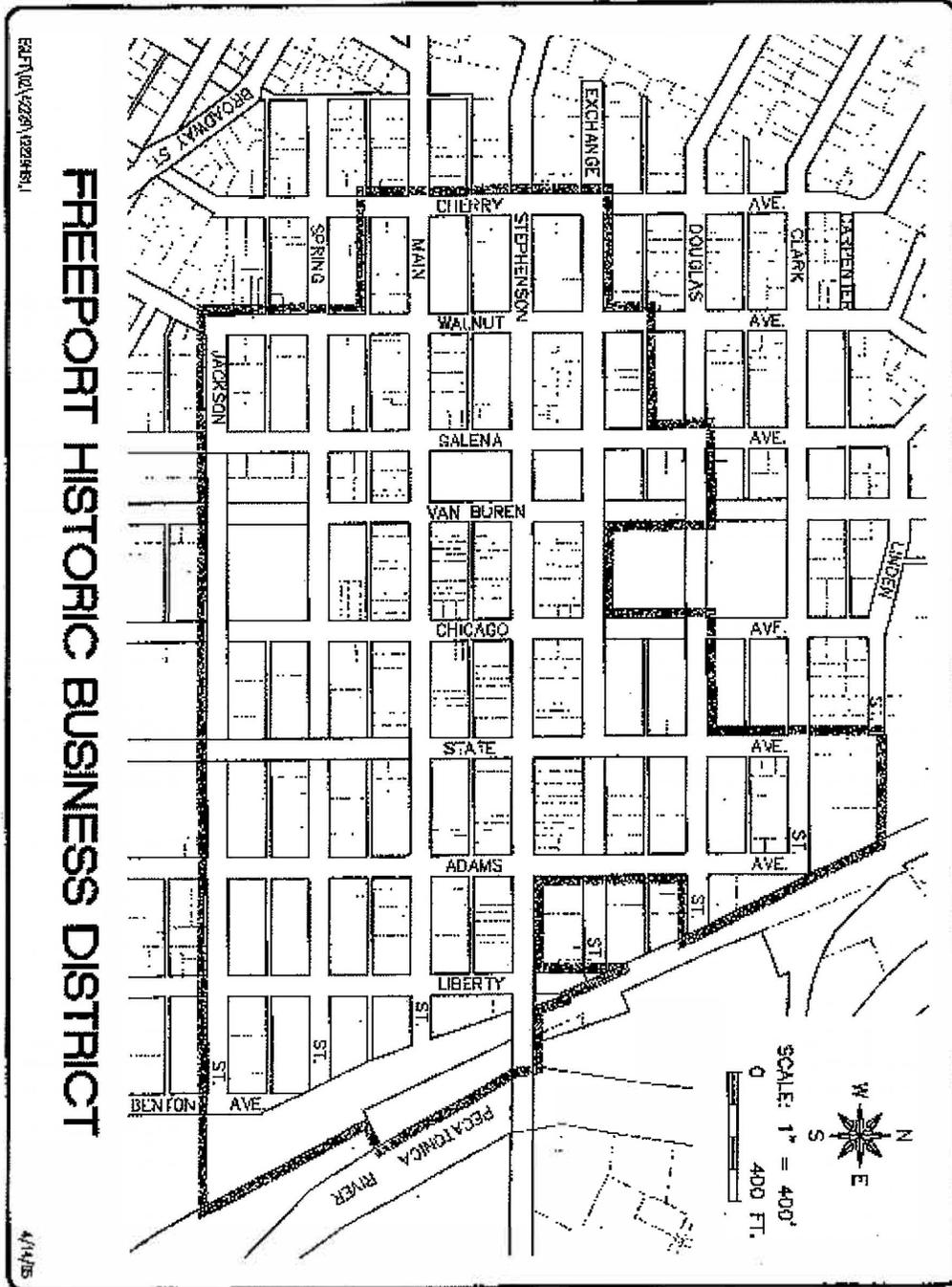
**N/A**

\_\_\_\_\_  
Freeport Historic Preservation Commission

\_\_\_\_\_  
Date

APPENDIX B

FREEPORT DOWNTOWN HISTORIC BUSINESS MAP



APPENDIX C

**SECRETARY OF THE INTERIOR STANDARDS FOR REHABILITATION**

(Applicable to properties identified as contributing to the Freeport Downtown Historic District)

**Secretary of the Interior's Standards for Rehabilitation**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of the property shall be retained and preserved. The removal of materials or alteration of features and spaces that characterize the property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features of architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## APPENDIX D

### **City of Freeport Façade Improvement Program Design Guidelines**

1. Height - The height of any proposed alteration or construction should be compatible with the style and character of the structure and with surrounding structures in the historic district and directly adjacent to the district.
2. Proportions of Windows and Doors - The proportions and relationships between doors and windows should be compatible with the architectural style and character of the subject and with surrounding structures within the historic district and directly adjacent to the district.
3. Relationship of Building Masses and Spaces - The relationship of a structure within a historic to the open space between it and adjoining structures should be compatible.
4. Roof Shape - The design of the roof should be compatible with the architectural style and character of the structure and surrounding structures in the historic district and directly adjacent to the district.
5. Landscaping - Landscaping should be compatible with the architectural character and appearance of the structure and of surrounding structures and landscapes in the historic district and directly adjacent to the district.
6. Scale - The scale of the structure after alteration, construction, or partial demolition should be compatible with its architectural style and character and with surrounding structures in the historic district and directly adjacent to the district.
7. Directional Expression - Facades in the historic district and directly adjacent to the district should blend with other structures in regard to directional expression. Structures in the historic district should be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of the structure after alteration, construction, or partial demolition should be compatible with its original architectural style and character.
8. Architectural Details - Architectural details including materials, colors, and textures should be treated so as to make the structure compatible with its original architectural style and character and to preserve and enhance the architectural style or character of the structure and the historic district.

(All projects receiving funding from the City of Freeport are required to adhere to design guidelines. Designs will be reviewed and approved by the Historic Preservation Commission)

APPENDIX E

CITY OF FREEPORT  
FAÇADE IMPROVEMENT PROGRAM  
**PROJECT COMPLETION REPORT/REQUEST FOR REIMBRUSEMENT  
REIMBURSEMENT CHECKLIST**

- Work was completed by August 20, 2021
- Certified payrolls for all contractors and subcontractors received, if applicable
- Copies of all bills, invoices, and receipts
- Copies of all cancelled checks
- Copy of final inspection report
- Photographs of completed project



## APPENDIX F

# U.S. DEPARTMENT OF LABOR CERTIFIED PAYROLL FORM (For use, if applicable)

U.S. Department of Labor  
Wage and Hour Division

### PAYROLL

(For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))



U.S. Wage and Hour Division

Rev. Dec. 2008

OMB No.: 1235-0008  
Expires: 04/30/2021

*Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.*

NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>		ADDRESS												
PAYROLL NO.		FOR WEEK ENDING		PROJECT AND LOCATION			PROJECT OR CONTRACT NO.							
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WORKING EMPLOYEES	(3) WORK CLASSIFICATION	(4) DAY AND DATE				(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK
			OT OR ET	HOURS WORKED EACH DAY						FICA	WITH- HOLDING TAX	OTHER	TOTAL DEDUCTIONS	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 9145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(2)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. OIG and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

**Public Burden Statement**

We estimate that it will take an average of 35 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 33502, 200 Constitution Avenue, N.W., Washington, D.C. 20210



CITY OF FREEPORT  
2021 FAÇADE IMPROVEMENT GRANT PROGRAM  
**FINAL INSPECTION CERTIFICATE**

Date \_\_\_\_\_

Property Address \_\_\_\_\_

Owner's Name: \_\_\_\_\_

- Work completed by licensed, qualified contractor(s)
- Work completed under authority of valid City of Freeport building permit
- Work completed meets all applicable building codes as adopted by the City of Freeport
- Work completed fully conforms with project description submitted with the Owner's (or Tenant's) application for a City of Freeport Facade Improvement Grant Application

**Comments**

\_\_\_\_\_  
Signature of City Inspector  
City of Freeport Building Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of City Inspector

# A FACADE PARTNERSHIP CITY OF FREEPORT

