



ANDERSONVILLE

Façade Rebate Program

A PROGRAM OF



1554 W HOLLYWOOD AVE
CHICAGO, IL 60660

1. Overview

Using funding from Special Service Area (SSA) #22, the Façade Rebate Program incentivizes local small business owners and property owners to improve the physical appearance of their storefronts and facades along the public way.

The goal of the Façade Rebate Program is to beautify and revitalize the SSA district, attract and retain businesses, enhance the streetscape, and provide design guidelines that enhance the character and qualities of the district. It is an important tool for strengthening Andersonville's standing as a commercial destination for shoppers from across the city. This funding is intended to assist local small business owners looking to upgrade, preserve or restore their storefronts, and to aid those who would not otherwise be able to complete aesthetically beneficial projects.

The Façade Rebate Program is subject to the approval of and administered locally by the Andersonville SSA #22 and under the oversight of the Chicago Department of Planning and Development. This application outlines program eligibility, the application and review process, and more.

2. Rebate amounts

Approved applicants who make improvements that follow the guidelines of the Façade Rebate Program may receive a rebate according to the following guidelines:

- x Up to a 50% financial rebate for eligible exterior improvements, with a maximum rebate amount not to exceed a total of \$5,000. Façade Rebate Program grant eligibility is defined in more detail in Section 4, Program Eligibility.

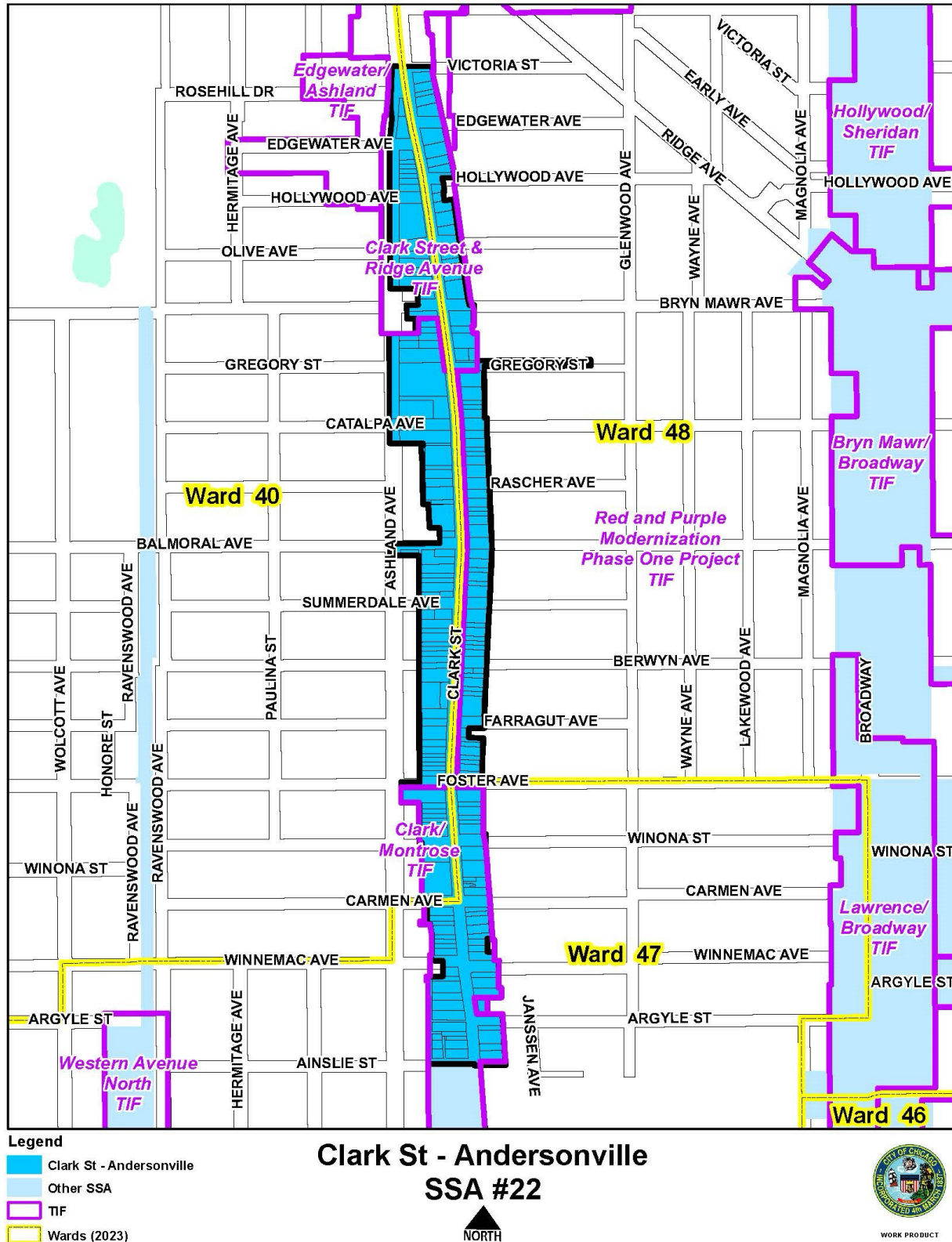
However, the rebate:

- x Cannot be granted before the application is approved
- x Cannot be used for improvements started before the rebate is approved
- x Cannot be awarded until improvements are completed in the allotted time, paid in full, and all necessary documentation has been submitted to the SSA Service Provider agency

Applications will be considered in the order that they are received until all the Façade Rebate Program funding is disbursed for the fiscal year. Applications are accepted until December 31 of the current year. If the list of applications received before the next SSA Commission review exceeds the amount of funding for the program a lottery will be held to determine the order in which the projects will be funded and a wait list for funding should it become available. In order to maximize the number of eligible projects that receive assistance, the SSA Commission reserves the right to award a Rebate at an amount less than the allowable maximum.

3. Eligible Properties: SSA #22 Boundaries

Only properties within the boundaries of SSA #22 are eligible for rebates through the Façade Rebate Program.



4. Program Eligibility

1. Rebate requests will not be granted for façade improvements that were started before the application is received and approved.
2. The application must be approved by the SSA Commission before construction can begin. If the applicant moves ahead with the project before receiving the approval the applicant accepts the risk that the project may not be approved for a rebate.
3. Applicant must fully and timely comply with all the requirements and deadlines set forth in the Application.
4. Applicants must be the entity paying for the improvements.
5. If applicant is a tenant, written consent of the property owner is required.
6. Only owners and tenants of street-level property located within the SSA boundaries are eligible for the Program.
7. The property must be free of liens and legal questions as to ownership of the property, excepting any mortgage liens.
8. Applicants must have proof of proper zoning and City permits for the improvements.
9. To the extent that the owner or tenant is supplying their own materials or labor for the improvements, profits and overhead are not eligible expenditures for the rebate.
10. Applications are considered on a rolling basis through the calendar year. There is no guarantee that funding will be available upon request of rebate.
11. If multiple applications are received before the next available SSA Commission review AND the combined rebate requested in all applications exceeds the available Program funding, a lottery will be held to determine the order in which the projects will be funded and a wait list for rebates as future funding becomes available.
12. The Department of Planning and Development has declared that SSA Commissioners are eligible to participate in the Façade Rebate Program, provided they meet all other Program eligibility criteria and abstain from reviewing and voting on ALL Façade Rebate Program applications during the period beginning when their application is submitted until their Rebate check is approved and processed.
13. If any change in ownership of the property or business participating in the Façade Rebate Program occurs during the improvements, eligibility for the Façade Rebate Program will be suspended until a meeting with the SSA Service Provider agency staff and new ownership is completed and any changes to the original application are approved in writing. There is no guarantee that new ownership will be approved for the same rebate amount as the previous owner. All such applications will be considered on a case-by-case basis.
14. Properties that received a Small Business Improvement Fund (SBIF) grant in the previous 3 years or are currently enrolled in the SBIF program are ineligible from applying to the Façade Rebate Program.
15. If the same façade improvement project already received funding from a different grant or incentive program it is ineligible for additional funding through the Façade Rebate Program.
16. No property owner or business can receive more than one grant in three calendar years from disbursement of the original grant.

5. Eligible Improvements

Improvements eligible for the rebate must be:

1. Visible from the public right-of-way and have a positive impact on the building-front appearance
2. Completed in accordance with the specifications described in the approved application, following the scope in the application, reflecting submitted costs and by a contractor whose bid was submitted with the application

Eligible Improvements	Ineligible Improvements
<ol style="list-style-type: none"> Tuck-pointing and masonry Exterior Lighting Window/door replacements Landscaping New café corrals or full replacement of café corrals Awnings and canopies Exterior signage or sign graphics Parking lot landscaping, decorate fencing, buffers, lighting, signage that face the main shopping street New security shutters Removal of unused signs and supports Exterior power washing Improvements to vacant buildings Improvements to residential structures 	<ol style="list-style-type: none"> Roofing improvements Interior improvements Rear, side, alley, or secondary improvements not visible from the public right-of-way New construction or additions Improvements that are considered regular building upkeep or maintenance Improvements planned for new buildings (constructed less than 5 years before application date), except for sidewalk cafes, awnings, and/or signage Flower boxes and planters Sidewalk café furniture considered temporary in nature, such as tables and chairs Parking lot improvements that face side, streets, alleys or are not visible from the main shopping street.

6. Application Process

A Program application package must be submitted to the SSA Service Provider agency. Incomplete applications will not be considered for approval by the SSA Commission or its designated Review Committee. The Application package must include the following items:

1. Completed application form, including the Summary of Cost Estimates form and signed Statement of Understanding;
2. \$50 non-refundable application fee in the form of credit card, check, or money order made payable to the Andersonville Community Council
3. Photographs of existing building and the proposed project area;
4. Detailed plans and specifications for the proposed project;
5. Detailed cost estimates from at least **three** contractors for each improvement task. Specify which contractor you prefer for each task. The Commission reserves the right to reject any questionable estimates, as well as implement such additional Program rules and regulations as it deems reasonable. If the applicant plans to complete construction themselves, they must submit two estimates in addition to their own;
6. Owner's deed;
7. Tenant's lease, if applicable;
8. Current (within 90 days prior to the application date) lien report policy showing the property is free of liens, excepting any mortgage liens;

9. Certificate of Good Standings from the state of Illinois for all tenanted business
10. A list of applicable City permits to be obtained; and
11. Written consent from and contact information for the property owner, if the applicant is not the owner.

7. Review Process

Completed applications must be submitted prior to the next meeting of the SSA Commission. The SSA Commission meeting dates are posted on the Andersonville Chamber of Commerce website, www.andersonville.org.

After the completed application is received, it will be reviewed by the SSA Commission or its designated Review Committee. This entity will review and accept or reject each application in its sole and absolute discretion. The applicant may be asked to clarify design elements if requested by the Commission. The application may be voted on in the first SSA meeting. If the Commission has questions about the application a vote may be postponed until a future meeting.

In order to determine what projects warrant the rebate the following are the criteria for review:

- x Proposed projects meet the program guidelines
- x Project provides a positive impact on the beautification of the public way
- x Projects that demonstrative the greatest need of public assistance x
- The size of the requested rebate x Projects that have not previously been funded.
- x Applicants who demonstrate that the funding assistance will enhance the façade improvements
- x Buildings throughout the SSA boundaries in order to accomplish geographic diversification of limited funding

Within 10 (ten) business days of the Commission meeting at which the application was voted upon, the applicant will be sent an approval letter in the mail or via email stating the rebate amount they can expect to receive for the proposed project (the “Approval Letter”) or an explanation of why the application was not approved.

8. Construction

Once the application has been submitted and necessary permits have been obtained from the City of Chicago, the applicant may proceed with the improvements in accordance with the plans and specifications submitted in their application. However, if the applicant moves ahead with the project before receiving the Approval Letter, they accept the risk that the project may not be approved for a rebate.

In order to ensure a timely project construction period, and to ensure the awarded funds are distributed within the same calendar year as the project is approved, all improvements should be completed within 180 days of the date of the Approval Letter. Failure to complete such work within the 180-day deadline shall, notwithstanding anything to the contrary elsewhere in the Application or related program materials, constitute a material breach of the Program requirements resulting in the withdrawal of funding for the applicant's project without further notice of any kind. Requests for deadline extensions must be made to the SSA Service Provider in writing before the initial 180-day project period is closed, per Section 9, Emergency Amendment and Extension Process (below).

9. Emergency Amendment and Extension Process

If unforeseen circumstances are to arise during the construction process that would result in the improvements not being completed and extension to the deadline may be granted. If the applicant does wish to request an extension if a project is not completed or a request for reimbursement is not sent within 180 days due to: delays in construction, unforeseen circumstances, or changes to project scope, contractors, or costs the applicant must submit an explanation in writing to the SSA Service Provider requesting approval for changes.

Changes to the approved scope, contractors, and award amount, as well as deadline extensions may require approval by the SSA Commission. Construction deadline extension requests must be submitted with an estimated date of completion. The SSA Commission's decision as to grant an extension or changes to previously-approved work shall be in its sole and absolute discretion. If the applicant moves ahead with the project before a vote is made they take the risk that the project may no longer be eligible for a rebate.

10. Rebate Request and Distribution

Once the Improvements have been completed, the applicant must request the rebate by submitting the following documentation to the SSA Service Provider in writing (the "Rebate Request"):

1. Written verification that all agreed-upon work has been completed correctly
2. Before and after photographs showing the completed work
3. Copies of all required City permits
4. Copies of all paid invoices from the selected vendor(s)
5. Copies of the cancelled checks or credit card receipts for all eligible work that shows all work has been paid for in full.

After the Rebate Request has been received, a member of the SSA Commission or Service Provider staff will inspect* the project to verify compliance with the Program guidelines and pre-approved plans. A rebate check will be sent within 60 days after the final inspection has taken place, provided the inspection confirms compliance, and pending fiscal year availability of funds. In some cases, applicants who complete work in the later part of the fiscal year may not receive funds until the first part of the following fiscal year.

*The SSA Commission member's inspection is limited to a review of the completed Improvements only in connection with the applicant's application under this Program, and in no way shall be deemed an inspection as to whether or not the repairs were completed in good order and satisfactory condition. It shall be the applicant's responsibility to verify adequacy of all repairs, and applicant's failure to verify the repairs shall not relieve applicant of any expenses or responsibilities resulting from such failure, nor shall the SSA or its representatives have any liability or obligations to applicant arising from such failure.

11. Design Guidelines

These design guidelines are intended to ensure that Improvements funded by the SSA will benefit the public way by improving the physical appearance and the sidewalk appeal of commercial streets within the SSA's boundaries. The following design guidelines are intended to create design continuity among Andersonville storefronts, while still allowing individual businesses to maintain their unique presence on the street.

The Façade Rebate Reviewing Committee will determine whether or not all proposed projects meet the following design guidelines, while also taking the general aesthetic and visual impact the project will have on the building and the streetscape into consideration. Even when no public funds are available, property owners are urged to follow these guidelines.

Storefronts / Windows

- Storefronts should not be enclosed or filled in; window openings should not be reduced in size. If the original openings have previously been altered or filled in, they should be restored to their original size and configuration.
- In general, storefronts should incorporate such typical architectural features as recessed entries, bulkheads and display windows, in keeping with the original design of the building and allowing clear views into the retail space.
- Storefronts in the same building should have consistent design and relate to the building as a whole.
- Outside window displays and signage should not block the view into a store for both sales appeal and security reasons; no more than 30% of windows/doors should be covered at any given time.
- Bulkheads (the low wall area under a storefront window) should generally be 24 to 30 inches high. Retention and restoration of original bulkheads instead of full glass windows is encouraged.
- Alternatives to metal security gates should be used. Funding cannot be used for the installation of security grilles or gates.
- Clear glass should be used for storefront windows; glass block, tinted, spandrel, mirrored or opaque glass should all be avoided.

DO have a bright and interesting window display **DO**
have uncluttered windows with a clear view of the store
interior

DON'T cover more than 30% of your windows with window
treatments or signage

DON'T use signage cluttered with information that is difficult to
see from the sidewalk and street

In general, the entire façade should not be washed in bright light. Lighting should be used to accentuate individual building features and light entry ways.

- Lighting may be used to illuminate signage and awnings as long as the fixtures used are aesthetically pleasing and do not distract from or cover the architectural details of the building.
- LED lighting (bright lights around window perimeter) are not appropriate in a neighborhood setting. Funding cannot be used for the purchase or installation of these lights.

DO use appropriate lighting to light entry ways, awnings and
signage

DO use aesthetically-pleasing fixtures for any and all lights
that are visible from the street

DON'T light storefront windows with strings of LED lights; these
lights are too bright for a neighborhood setting and are distracting
to pedestrians and drivers, as well as nearby residents

Signage

- Signage should enhance the image and visibility of the individual business, as well as the surrounding area.
- While signs should vary to express the individual merchant, they should also be considered completely with the streetscape.
- A short message on a sign has the most impact. Signs should NOT be cluttered with excessive information.
- Always follow the mantra of *Less is More*.

TYPE

- Signs should be designed for easy viewing by both drivers and pedestrians
- Painted or applied window graphics, when tastefully executed, can be an appropriate solution for both permanent and temporary signage. Vinyl window graphics are a simple and cost-effective solution, and have a much more professional appearance than a printed paper, or handwritten sign.
- Signs should not exceed the obvious architectural boundaries, both horizontal and vertical.
- Signage should not be located where it can obscure architectural details, windows or other important features.
- Signs should be on scale with the building as a whole, as well as the individual storefront.
- Place flat signs (either with painted letters, individual cut out letters, or vinyl graphics applied to a wood or metal panel) on the building sign frieze - the horizontal flat band above the windows.
- Signage should not be placed on the building above the first store sign frieze. Signs for second story businesses should be made with either a simple neon, or vinyl lettering on a street-facing window.
- An awning valance is an excellent spot for advertising a business's address, phone number and/or website.

DO use flat signage on the building frieze when an awning is unnecessary or cost-prohibitive

DO bold lettering in solid, contrasting colors for greater readability from the street and sidewalk

DON'T use window lettering that is too similar in color to the interior of your space

DON'T clutter your windows with verbiage; long descriptions belong on printed materials **NOT** your storefront

MATERIALS & COLORS

- The quality of construction, lighting, letter styles and placement on a sign should be considered more important than the specific materials chosen.
- The contrast between the background and the lettering on a sign is more important for readability than bright colors, outlined type or drop shadows. If your awning or sign is a dark or saturated color, choose white lettering; if your awning or sign is a light color, choose a dark color for your logo/design. The more similar background and foreground colors are, the more difficult they are to read - especially from a distance.
- To select appropriate colors for a sign, consider all of the following:
 - colors in the building itself, i.e. brick color, stone, awnings and other elements that are not changing
 - colors of your internal business image, logo or other business graphics
 - colors of neighboring buildings and signs so that you can create a harmonious and unified visual appeal

Signage (contd.)

AWNINGS

- Shed-type awnings are strongly encouraged. "Bubble" awnings, or awnings that extend up the front of a building, that cover decorative features, or that have an exaggerated scale, should not be used.
- Awnings should project out at least 3 feet and not be steeply pitched.
- Awnings should be made out of woven cloth fabric, not vinyl, metal or rubber.

- Old awnings (from a previous business) should either be recovered by a signage company, or be completely removed; refrain from hanging a banner or sign on top of an existing awning.
- Lettering and information should be on the horizontal valance of the awning, while the main panels should be reserved for the name of your business and/or its logo. Do NOT cover the entire awning with words, graphics, phone numbers, etc.

***DO** your business name alongside succinct, informative text have a shed-style awning with clear, easy-to-read type*
***DON'T** attach a vinyl or canvas banner to the wall of your building awning*

Parking Lots

Parking lots facing shopping streets and serving adjacent stores may be eligible for landscaping, signage, lighting, and decorative fencing along the edges that screen or buffer the area from pedestrian shoppers and produce a more harmonious pedestrian environment.

Wall Murals and Graphics

Wall murals and graphics can be an attractive addition to a building and also to an overall shopping area. Murals and graphics also can help establish a unique identity. If the side of a building proposed for a graphic or mural is highly visible from the main shopping street such artwork may be considered an eligible improvement.

Sidewalk Cafes

Sidewalk cafes are a way to bring more activity to the public way and contribute to a more vibrant street life. Sidewalk cafes should be located in coordination with the neighboring businesses in order to minimize obstructions to pedestrians.

Historic Buildings

Historic buildings are an important part of a neighborhood's identity and character. Facades and storefronts of historic buildings should be repaired and original features and materials should be maintained or replaced to match the originals. Improvements planned for Chicago Landmark buildings, buildings rate Orange or Red by the Chicago Historic Resources Survey (CHRS), and buildings listed in the National Register of Historic Places, must be completed in accordance with the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings. A listing of historic buildings may be found at <http://webapps1.cityofchicago.org/landmarkswb/web/home.htm>. Applicants planning improvements for historic buildings are to seek advice from the Historic Preservation Division staff at the Chicago Department of Planning and Development when planning projects.

12. Resources

Note: Information on permits is subject to change. Please consult the City of Chicago and/or a licensed architect/contractor for official information about permits. SSA Service Providers and their agents accept no responsibility for information that is no longer accurate. https://www.cityofchicago.org/city/en/depts/bacp/sbc/building_permits.html

Building Permits

Building permits are issued by the Department of Buildings, City Hall, Room 900, 121 N. LaSalle St. 312-744-3600. To apply for and access permits online, visit: <https://www.cityofchicago.org/city/en/depts/bldgs.html>

Barricade Permits

Construction that will impact the public way requires a permit issued by the Chicago Department of Transportation. For more information, visit:

http://www.cityofchicago.org/city/en/depts/cdot/supp_info/regulations_for_constructioninthepublicway.html

Awning Permits

Awnings and canopies that extend two feet or more over the public right-of-way require a Public Way Use permit from the Department of Business Affairs and Consumer Protection, 121 N. LaSalle St., 8th Floor, (312) 744-6060. A permit for an awning that extends LESS than two feet over the public right-of-way can be issued by the Department of Buildings. For more information, visit: http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html

Sidewalk Café Permits

A permit is required to operate a sidewalk café during the sidewalk café season of March 1 to December 1. For more information, visit: http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html

Electrical Permits

Electric permits are issued by the Department of Buildings, Electrical Inspections, City Hall, Room 900, 121 N. LaSalle St., 312-744-3400.

Historic Buildings

Secretary of the Interior's Standards for Rehabilitation of Historic Buildings:

<https://www.nps.gov/tps/standards/rehabilitation/rehab/index.htm>

Checklist for Façade Rebate Program Application:

Completed application form (*see following page*)

Non-refundable \$50 application fee (check made out to “Andersonville Chamber of Commerce”)

Photos of existing building appearance

Project plans for proposed changes

Copy of three different contractors’ cost estimates; indicating selected contractor

Written consent from the building owner

Lien Report showing property is free and clear of any Liens

Certificate/s of Good Standing

Copy of the City of Chicago permit for proposed improvement project

Supplemental Documents

NOTE: Work on project must be completed within 120 days from receiving approval letter

Rebate Process After Completed Process

1. Notify SSA #22 Program Coordinator of completion.
2. Provide copies of color photos of before and after the project.
3. Provide invoice(s) from contractor showing \$0 balance.
4. SSA #22 Commissioners will review the completed information for approval.
5. After approval, rebate will be issued to applicant.

Please submit applications and requested information to:

Laura Austin
Executive Director
1554 W Hollywood Ave
Chicago, IL 60660
Phone: (773) 728-2995
Email: SSA22@andersonville.org

Application for Andersonville SSA #22 Façade Rebate Program

Project Address

Street Address	City	State	Zip
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Applicant Information

Business name, organization name or property owner

Street Address	City	State	Zip
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Contact person

Name

Home telephone

Work telephone

Indicate whether the Applicant is an individual or legal entity and, if legal entity, indicate the type of entity below.

☐ Individual

☐ Business Corporation

☐ Not-for-Profit Corporation

☐ General Partnership

☐ Limited Partnership

☐ Limited Liability Company

☐ Joint Venture

☐ Sole Proprietorship

☐ Other Entity (please specify) _____

State of incorporation of organization, if applicable _____

If Applicant is a private corporation, partnership or limited liability company, list below the name, business address and percentage of ownership interest or control of each partner, member or owner.

Name	Business Address	% Interest or Control
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If Applicant is a public or non-profit corporation, list names and titles of the executive officers and directors/board members of the corporation.

Name	Title
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Property Owner Information (If Applicant is not the Property Owner)

Individual or company

Street Address	City	State	Zip
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Contact Person (If a company)

Home telephone	Work telephone
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Tenant Information (If Applicant is property owner but not business owner)

Business name	Owner's name	Type of business
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Commercial Businesses

Please attach copies of last three years tax returns or
If a new business, please include a business plan and a three year projection of income and expenses.

Industrial Businesses

Please attach records showing current number of full time and part time employees.

Tenants

Please attach a lease agreement showing right to occupy the space to be improved.

Project Description

Describe proposed improvements to the building façade (attach additional sheets if necessary).

Has the property received a rebate through this program before?

_____ Yes If yes, when _____ No

The Applicant _____ asserts that the preceding information is true and correct.

The Applicant fully understands that all work must comply with the Andersonville SSA #22 Façade Rebate Design Guidelines. The project is not considered approved until the Applicant receives a Notice to Proceed letter. If the project changes after the Applicant has received a Notice to Proceed letter the Applicant will have to resubmit all changes and have them approved.

The Applicant agrees to comply with the program guidelines of the Andersonville SSA #22 Façade Rebate Program.

The Applicant agrees to pay a \$50 non-refundable fee payable to the Andersonville Chamber of Commerce to cover administrative costs.

The Applicant understands that they submit detailed cost documentation, including cancelled checks and invoices once the project has been completed.

Along with this application, the Applicant must submit:

- \$50 non-refundable processing fee
- Photos of the existing building and area surrounding the proposed project
- Detailed plans, drawings, or specifications for the project.
- Detailed cost estimates from two different contractors.
- Copies of the last three years tax returns or a business plan with three year income and expense projections. Industrial businesses are exempt from this requirement.
- If industrial business, records indicating the number of full and part time employees.

Statement of Understanding

The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the SSA Service Provider's Façade Rebate Program and the outlined specifications as agreed to by the applicant and the local SSA Commission. It is understood by the applicant that **three** cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation, and that they have read the entire Façade Rebate Program Guidelines and Application and agree to be fully bound by their terms and conditions. **APPLICANT RELEASES AND AGREES TO DEFEND AND INDEMNIFY THE LOCAL SSA SERVICE PROVIDER (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS), THE LOCAL SSA COMMISSION, AND THE CITY OF CHICAGO FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKNOWN) IN CONNECTION WITH THIS FAÇADE REBATE PROGRAM.**

Applicant's Signature: _____ Date: _____

Applicant's Name: (Please print) _____

Applicant's Title: _____

Applicant's SSN or Company's FEIN: _____

_____ If
the applicant is not the property owner, the following must be completed by the property owner:

I certify that I am the owner of the property located at _____,
and hereby authorize the applicant to apply for and receive a rebate under the Façade Rebate Program, and to undertake the approved Improvements outlined in this application package.

Owner's Signature: _____ Date: _____

Summary of Cost Estimates

Attach estimates from at least **three** contractors for each Improvement task with your application, and summarize any estimates by task below. Attach additional sheets if necessary.

TOTAL COST OF PREFERRED BIDS: \$ _____

Task: _____

_____ \$ _____ *Preferred Contractor Cost*

_____ \$ _____ *Alternative Contractor Cost*

_____ \$ _____ *Alternative Contractor Cost*

Task: _____

_____ \$ _____ *Preferred Contractor Cost*

_____ \$ _____ *Alternative Contractor Cost*

_____ \$ _____ *Alternative Contractor Cost*

Task: _____

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Task: _____

_____ \$ _____ *Preferred Contractor Cost*

\$ _____ *Alternative Contractor Cost*

\$ _____ *Alternative Contractor Cost*