

## **Downtown Hamilton – Special Improvement District’s (SID) IMPROVE Program (Incentives to Maintain Proper Restoration Of Valuable Edifices)**

The Downtown Hamilton – Special Improvement District (SID) offers a building assistance program to downtown Hamilton’s building/business owners. The purpose of the program is to assist the SID’s downtown building/business owners improve the exterior facades of their downtown buildings and/or businesses.

The program is called the IMPROVE Program (i.e., Incentives to **Maintain Proper Restoration Of Valuable Edifices**) and went into effect on October 1, 2006. Only building and/or business owners with buildings and/or businesses that are located within the Downtown Hamilton – Special Improvement District may apply for this program. The approximate boundaries of the SID are High Street on the north, Martin Luther King Boulevard on the east, Ludlow Avenue on the south, and Monument Street on the west. The SID can verify whether your property is an eligible property if you are unsure.

### **How the Program Works**

Interested building/business owners would only be able to receive a maximum match of \$4,000 a year for a single building’s improvements.

### **Project Financing**

The maximum grant to any one project shall not exceed 50% of the cost for an eligible activity up to \$4,000. The building/business owner’s match must be for their expenses on the improvements to the façade. Their share of the match cannot be for expenses not directly related to the façade work

For example: If a building / business owner received a quote of \$2,000 to paint their building, then he or she would potentially qualify for \$1,000 from the SID’s IMPROVE Program. However, if a building/business owner received a quote of \$8,000 to paint their building, then he or she would potentially qualify for only \$4,000, the maximum amount allowed.

### **Qualified Projects**

The SID match / contribution **must be used strictly for exterior façade work only** (e.g., painting, brick/stone repair, brick/stone cleaning, new awnings/awning repair, new windows, etc.) No interior improvements permitted under any circumstances. The SID funds will be provided directly to the applicant upon completion of the approved work.

The property owner’s exterior signage shall qualify as exterior façade work on a one (1) time basis during the period of ownership, with a maximum match of \$1,000.

### **Project Review Guidelines**

Completed applications should be submitted to the SID Chairman or designee. The application is then sent to be reviewed by the SID’s Board of Directors for its decision at one of its regularly scheduled monthly meetings (i.e., usually held the first Wednesday of every month) before any actual work can begin. Proposals also have to be formally presented to and approved by the City’s Architectural Design Review Board (as required) before any work can begin. Grant requests can be approved prior to and contingent upon receiving all City required approvals.

## **Project Timelines**

Projects must be completed within six months once an agreement has been formally made with the SID. Extension agreements will be considered by the SID's Board of Directors only.

## **Reimbursement Deliverables**

Award of funds from the SID IMPROVE Program will be on a reimbursement basis. Applicants will be reimbursed upon completion of the project to make sure that the project has been completed as proposed, within the required time period, and to the satisfaction of the SID's Board of Directors.

Qualified applicants will be required to provide the following documentation in order to receive reimbursement for costs already expended for the eligible activity.

- Copy of approved contractor estimates and paid invoices
- Copy of agreement with the contractor hired to conduct the work
- Documentation noting approval from the City of Hamilton's Architectural Design Review Board. (if required)

## **Program Administration**

The SID Chairman or designee shall assist any property/business owner who receives a grant to complete their project. Prior to releasing SID funds, the SID Board must have an opportunity to review the project and vote on same.

### **Contact Information**

For more information on the SID's IMPROVE Program, please contact Keith Nott at 513-675-9709 or via e-mail at [kknott@fuse.net](mailto:kknott@fuse.net).

**THE DOWNTOWN HAMILTON – SPECIAL IMPROVEMENT DISTRICT’S IMPROVE PROGRAM**

**GRANT APPLICATION**

NAME OF APPLICANT: \_\_\_\_\_

BUILDING ADDRESS: \_\_\_\_\_

DESCRIPTION OF WORK TO BE COMPLETED: \_\_\_\_\_

TOTAL COST OF WORK TO BE COMPLETED \_\_\_\_\_  
(Please Provide Three Cost Estimates Attached To Application)

TOTAL DOLLAR AMOUNT PROVIDED BY THE SID \_\_\_\_\_

NAME, ADDRESS AND PHONE # OF CONTRACTOR \_\_\_\_\_

WORK START DATE \_\_\_\_\_ ANTICIPATED COMPLETION DATE \_\_\_\_\_

APPLICANT’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING OWNER’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Needed if the Applicant is NOT the Owner of the Building Being Renovated*

***Special Improvement District Checklist***

Applicant and Building Owner (if different) Has Received a Copy of the IMPROVE Program’s Guidelines:

Applicant: Yes \_\_\_\_\_ No \_\_\_\_\_ Initials \_\_\_\_\_ Bldg Owner: Yes \_\_\_\_\_ No \_\_\_\_\_ Initials \_\_\_\_\_

City Design Review Board Completed: \_\_\_\_\_ Yes \_\_\_\_\_ No Three Estimates Submitted: \_\_\_\_\_ Yes \_\_\_\_\_ No

Work Verified as Compliant with Request: \_\_\_\_\_ Yes \_\_\_\_\_ No Date \_\_\_\_\_ Initials \_\_\_\_\_

SID President Signature: \_\_\_\_\_ Date \_\_\_\_\_

SID Payment Made \_\_\_\_\_ Yes \_\_\_\_\_ No Date \_\_\_\_\_ Check # \_\_\_\_\_