



Village of Hampshire
234 S. State Street, Hampshire, IL 60140
Phone: 847-683-2181 ▪ www.hampshireil.org

FAÇADE IMPROVEMENT PROGRAM

Purpose

The Village of Hampshire Facade Improvement Program is designed to promote the revitalization of downtown and the surrounding business district. The program will provide financial assistance for facade renovations to help property owners and lessees rehabilitate and restore the exterior of existing buildings.

Eligibility

- **Applicants:** Applicants shall be either the owner or lessee of a building within the area identified below. A lessee's eligibility is subject to written consent of the building owner for all proposed improvements. The building may not be used exclusively for residential purposes.
- **Project Area:** The program is intended to provide financial assistance to promote the continued use of existing buildings within the program district defined as:
 - along State Street, including the intersection of State Street and Oak Knoll,
 - along Washington Street from Elm Street to State Street,
 - along Jefferson Street from Elm Street to Park Street,
 - along Rinn Avenue from State Street to Park Street, and
- **Eligible Improvements:** The program is intended to encourage exterior improvements that preserve and enhance the character of the Village and help create a pedestrian friendly atmosphere. Eligible improvements are visible from a public right of way and have a positive impact on the appearance of the building, including but not limited to:
 - Design professional fees
 - Brick cleaning
 - Tuck Pointing
 - Painting, except for for previously unpainted brick or stone
 - Wall repair and improvement
 - Exterior doors, windows, and shutters
 - Original architectural features repair and replacement
 - Awnings
 - Exterior lighting
 - Streetscape elements including landscaping
 - Stairs, porches, and railings
 - Signage
 - Roofs when visible from a public right of way
 - Exterior improvements for ADA compliance

- **Ineligible Projects:** The program will not provide funds for working capital, debt refinancing, equipment/inventory acquisition, application fees, permit fees, legal fees, plumbing repair/improvements, HVAC repair/improvements, parking lot resurfacing, or interior remodeling. The program will not pay for the painting of previously unpainted brick or stone, sandblasting brick or stone, or any other abrasive cleaning method that may damage or destroy an original architectural feature.

Exceptions to eligibility guidelines may be made at the discretion of the Village Board.

Project Terms

The terms of the Facade Improvement Program are summarized as follows:

- a) The total project costs may, in the discretion of the Village, be reimbursed up to 75% of verified eligible expense in the identified area.
- b) The project must meet all applicable ordinance requirements.
- c) Each eligible improvement will be funded only once.
- d) The property owner and/or lessee will be responsible for maintaining the Façade improvements without alterations for a period of not less than 5 years after completion, unless otherwise approved by the Village Board.
- e) Qualified applicants may serve as their own contractor, but in such case, labor costs will not be covered by the grant.
- f) Improvements must be completed within six months from the date of the grant approval by the Village Board. A six-month extension may be allowed at the discretion of the village manager upon request, provided there is a demonstrated hardship.
- g) Upon completion of the work, the owner must submit to the Village Clerk copies of all invoices, contractor's statements, proof of payment, and notarized final lien waivers as evidence that the owner or lessee has paid the expenses. Payment of the approved grant amount will be authorized only upon completion of all work items as originally approved and receipt of all required documents.
- h) Changes in project improvements or costs from the previously approved plan must be approved through the process described below. Unapproved changes are not eligible for reimbursement.
- i) Failure to abide by the terms and conditions of the Facade Improvement Program will result in forfeiture of program funding.
- j) Grant funding is subject to federal and state taxes and is reported to the IRS on form 1099. Property owners and lessees should consult their tax advisor for tax liability information.

Application Review Criteria

Every project will be evaluated for the value of aesthetic improvement to the Village of Hampshire and scope of the proposed work, together with the following additional criteria:

- Condition of the building and need for renovation
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

Application Process

1. **Preliminary Review:** An applicant must first meet with the Downtown Beautification Subcommittee Chair prior to completing the application to determine if the property/building and the proposed improvements are eligible for the program and to review the application requirements. The applicant then submits a completed application and required supplemental materials to the Village Clerk and the Downtown Beautification Subcommittee Chair for review at the next subcommittee meeting.

An application for the Facade Improvement Program must include the following:

- Completed and signed Facade Improvement Program Application (attached)
 - IRS form W-9 Request for Taxpayer Identification Number and Certification
 - Current photographs of the property to be improved - all elevations visible from the public right of way.
 - Historical photograph of the property to be improved-if possible.
 - Drawings/renderings of the proposed improvements. (Drawings do not have to be professional but must be to scale so that the Village can understand the proposed project.)
 - Color and material samples, if relevant.
 - Written description of the scope of the proposed project,
 - Estimates of costs for all proposed improvements.
2. **Commission Review:** Upon approval, the subcommittee chair presents the application to the Business Development Commission (BDC). The commissioners will review the project and may ask for modifications. Upon approval, the application is sent to the Village Board with a recommendation for funding.
 3. **Board Review:** The Village Board will review the application and recommendation from the BDC. Upon approval, the applicant must enter into a written Façade Improvement Agreement with the Village as a condition of the grant and prior to commencing work on the project. Once the agreement is signed by the applicant (and owner if necessary) and the Village President, work may start.

Changes

In the event changes in project improvements or costs from the previously approved plan are being considered, the grantee must obtain approval to have these changes funded by the program. The grantee must first send changes and supporting documents to the Downtown Beautification Subcommittee Chair to present to the BDC for review. The commissioners will then make a recommendation for a change in funding to the Village Board. The final decision will be given at the Village Board level. If approved, the Village and the grantee will enter into a new Façade Improvement Agreement, and the grantee may continue with the changes. If unapproved, the grantee may move forward with the project but will only be eligible for reimbursement for the previously approved improvements. Unapproved changes are not eligible for reimbursement.

Completion of Work

All improvements must be completed within six months of the execution of the Facade Improvement Agreement. A six-month extension may be allowed in the discretion of the Village

upon request for such extension of time, provided there is a demonstrated hardship. If the project is not completed by the end of the extension, the Village's obligation to reimburse the property owner or lessee for the project is terminated. To apply for an extension, contact Village Hall.

Reimbursement Process

To receive reimbursement, the funding grantee must submit the following to the Village Clerk:

- Completed Façade Improvement Program Request for Reimbursement (attached)
- Final inspection approval for all improvements under a building permit
- Photos of the completed project
- Invoices and proof of payment for reimbursement costs
- Notarized Final Lien Waiver from contractors

Upon staff review, the request will be added to the next Village Board meeting as an Accounts Payable item. Once the Village Board approves the request, the Village finance department will reimburse.

*You must have a W-9 on file to be reimbursed.

**All contractors/suppliers must be paid before payment from the village is made to the grantee.

Contact Information

For more information about the Facade Improvement Program, contact the Village of Hampshire.

Downtown Beautification Committee Chair - beautification@hampshireil.org

Business Development Commission Chair - bdc@hampshireil.org

Village Clerk - villageclerk@hampshireil.org, (847) 683-2181



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FAÇADE IMPROVEMENT PROGRAM APPLICATION

Applicant Information:

Name: _____ Phone: _____

Address: _____ Email: _____

Property Owner Information (if different from applicant):

Name: _____ Phone: _____

Address: _____ Email: _____

Property Information

Business Name: _____ Total Eligible

Expenses: _____

Address: _____ Parcel Identification

Number: _____

Proposed Improvements (Check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Brick Cleaning | <input type="checkbox"/> Original architectural features repair and replacement |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Exterior doors |
| <input type="checkbox"/> Tuck Pointing | <input type="checkbox"/> Windows and window frames |
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Stairs, porches, railings |
| <input type="checkbox"/> Streetscape elements | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Wall facade repair or improvement | <input type="checkbox"/> Exterior improvements for ADA |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Other: _____ |

Description of proposed work:

Acknowledgement:

I agree to comply with the guidelines and standards of the Village of Hampshire facade Improvement Assistance Program and I understand that this is a voluntary program under which the village has the right to approve or deny any project or proposal or portions thereof.

Applicant Signature

Date

Print Name

If the applicant is other than the owner, the owner must complete the following:

I certify that I am the owner of the property located at _____,
Hampshire, IL, and that I authorize the applicant to apply for assistance under the Village of
Hampshire Facade Improvement Program and undertake the approved improvements.

Signature

Date

Print Name



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FAÇADE IMPROVEMENT PROGRAM
REQUEST FOR REIMBURSEMENT
(To be completed at end of project)

Applicant Information:

Name: _____ Phone: _____
Address: _____ Email: _____

Property Owner Information (if different from applicant):

Name: _____ Phone: _____
Address: _____ Email: _____

Property Information

Business Name: _____ Total Eligible
Expenses: _____
Address: _____ Parcel Identification
Number: _____

I, the applicant, hereby make request for reimbursement to the Village of Hampshire for the Façade Improvement Program. I certify that this request and the supporting documents reflect the project as previously approved by the Village Board of Trustees.

Applicant Signature

Date

Print Name