

**HILLTOP PProperty IMProvement (PRIMP) Program
Application Form 2012**

Project Address: _____ Parcel # _____

Applicant Name: _____

Mailing Address: _____

Business Telephone: _____ Home Telephone: _____

Email: _____

Do you own or rent the project property? Own Rent

In the space below or on an attachment, please specifically describe your project. Your plans must include an itemized list of estimated costs and contractors' bids for the work. In addition, you must attach photos of the property and the specific area(s) where work will be performed. Finally, you must also indicate your timeline for implementing the project. The project must be completed within 9 months and bills submitted with 12 months.

The undersigned hereby submits this application for the Hilltop PRIMP Rebate Program. All statements made as part of this application are accurate. Intentional false statements or misrepresentations will eliminate this proposed project from consideration. By signing below, the applicant agrees: 1) they understand the rules and deadlines of the PRIMP program; 2) the decisions made by the Board of Directors are final; and 3) the applicant will abide by all rules and deadlines without exception.

Signature of Applicant _____ Date _____

For Board Use Only:

Date Application Received: _____

Color or Digital Photos Received?	Yes	No	Property in the SSMID?	Yes	No	
Estimates received?	Yes	No	Meet PRIMP guidelines?	Yes	No	Unsure
Approved	Yes	No	Date approved	_____		
Pres _____	Treas _____	Primp Comm _____	_____			

HILLTOP PProperty IMProvement (PRIMP) Program 2012

The Hilltop Business Association is funding a new Property Improvement Program (called PRIMP) to provide an incentive for property owners and leaseholders to improve their properties.

APPLICATIONS

For an Application, please contact:

Joe Van Camp III at (563) 324-1011 or joe@molyneaux.com

Fran Shawver (563) 570-3902, Hilltop Website ????????

ELIGIBLE AREA

Only properties within the Hilltop SSMID boundaries and SSMID taxpayers are eligible for the program. If you cannot determine whether your property is in the area, contact Bruce Berger at 328-6706.

ELIGIBLE INDIVIDUALS

Rebates are available to owners and/or tenants for leasehold improvements. In either case, the responsible party must agree to maintain the improvements once work is complete.

ELIGIBLE PROJECTS

Funded projects may only be external projects within the Hilltop SSMID boundaries that are visible to the public, and must improve the site. Maintenance includes, but are not limited to: painting, repairs of existing items. Improvements include siding, awnings, doors, windows, restorations/renovations, walks, signage, facades, landscaping, garbage/HVAC enclosures, decorative fencing (not chain link) and decorative lighting. There is a maximum of one grant per property every 2 years. Self-labor is NOT an eligible cost, though the purchase of materials is eligible. Projects that will NOT be funded include: Any Roofing, Demolition, HVAC, portable fixtures, interior work, insurance damage claims, or any project that does not "improve" the community as determined by the Board. Preference will given to projects that have greater visual impact on the community, and first time applicants. The project should follow the Hilltop Campus Village "Main Street" designs. The HBA board will make final determination of maintenance or improvement.

REBATE LIMITS

There will be a rebate of 50% for improvement expenditures. The maximum rebate amount is \$5000 for improvement projects. For example: a \$10,000.00 project would be eligible for \$5,000 (maximum) rebate for improvements. Please note that applications may be submitted for any amount, but the maximum limitations will apply. The board will cap the total PRIMP Improvement budget at \$25,000.

AWARD OF REBATES

After the project has been approved by the Hilltop Business Association Board PRIMP Committee, rebates will be made on a reimbursement basis as substantiated by paid invoices, receipts, color or digital photos and other appropriate documents. A certified letter signed by the contractor and applicant is also required. Payment will only be made upon completion of the improvements and final inspection. Inspection and approval by the City, as appropriate, will also be required.



Certification Letter
(Please keep this letter until project finished)

I, _____ have submitted a Hilltop SSMID PRIMP application and request that I receive my rebate for the project. I certify the following have been done:

- 1) The project has been completed as applied for in the PRIMP app. If there is any deviation for the original PRIMP app, I have listed the items below. These changes could affect my final rebate amount and must be approved by the Hilltop SSMID Board.
Exceptions:

- 2) I have paid the contractor in full for the work completed per the PRIMP application.
- 3) I have not received any rebate from the contractor for this project or in conjunction with other projects.
- 4) I have included after pictures and paid invoices or a copy of the check paid to the contractor.

Signed _____ PRIMP applicant Date _____

Signed _____ Contractor Date _____

Signed _____ Contractor Date _____

Signed _____ Contractor Date _____