



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
March 25, 2021

Department Finance

Director Approval Lacey Lies

AGENDA ITEM Consider approving the revised program guidelines for the Central Business District Commercial Building Grant Program.

SUMMARY RECOMMENDATION The Economic Development Advisory Board, along with City staff, recommend approval of the revised program and application.

BACKGROUND This grant was originally established on October 16, 2016 to help downtown building owners complete much needed repairs and maintenance in our historic downtown. These revisions are directed at better describing the expectations of both City Staff and grant applicants by detailing out program processes and requirements. Additionally, the EDAB recommended establishing a grant maximum of \$25,000.

BUDGET IMPACT Funding has been built into the Economic Development Fund in 2021. The EDAB recommended funding up to \$50,000 of projects per year. Encumbered funds are \$41,747.54, therefore actual current year funding would be \$8,252.46.

SUGGESTED MOTION I move we approve the Central Business District Commercial Building Grant Program as presented.

SUPPORTING DOCUMENTS

1. Central Business District Commercial Building Grant Program and Application
2. Sample Exterior Checklist
3. Financial Reports



Central Business District Commercial Building Grant Program

The Central Business District Commercial Building Grant Program is established for the sole purpose of aiding in the preservation of the structural integrity of existing commercial buildings located within the Central Business District of the City of Independence to maintain the economic stability of the Central Business District. This grant provides a 25% reimbursement for eligible expenses with a maximum funding of \$25,000 per building.

Neighborhood Revitalization District

To take part in the Central Business District Commercial Building Grant Reimbursement Program, a property must be located in a Neighborhood Revitalization District.

Eligibility

To qualify to participate in the Central Business District Commercial Building Grant Program, applicants must meet the following:

- The property must be located within the designated Central Business District
- Applicant must provide proof of ownership
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicants name or ownership.
- Applicant must provide proof of adequate property insurance on the property
- Applicant may only have one open application at a time
- The improvements must meet Independence city code and applicable building codes.
- The improvement must not be paid for using an insurance settlement or other governmental funding.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).

Eligible Improvements/costs include:

- Façade restoration (tuckpointing)
- Masonry
- Window and exterior door repair or replacement (condition warrants need, cosmetic improvements are not reimbursable)
- Gutters
- Exterior electrical work related to service entrance code compliance or safety
- Roofs (condition warrants need, cosmetic improvements are not reimbursable)
- Footings and foundation
- Flooring structural systems (not floor coverings or underlayment)
- Load bearing or structurally necessary walls, partitions, or other vertical support
- Ceiling structure support, roof and/or ceiling – roof supports or other horizontal structures
- Actual material and installation costs

Ineligible Improvements/costs include:

- Cosmetic improvements where condition does not directly contribute to the need of the improvement
- Restructuring or remodeling

- Exterior painting
- Contractor profit and overhead, bond and insurance costs
- Sweat equity
- Design and inspection costs
- Any work completed prior to final application approval

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

How to Apply and Program Process/Compliance

- The City will start accepting applications on an ongoing basis
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Applications can be emailed to davidc@independenceks.gov or received at City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: CBDCB Grant Application
- Upon receipt of application, City Staff will contact the applicant for review of the application and proposed work.
- Buildings will require a minimum exterior inspection; all building codes, ordinance and other applicable regulations for Central Business District must be met. A written report will be provided to the review committees.
- After a complete application is received, a 45-day review period will commence for review by the following committees. Each committee shall provide a written recommendation after review.
 - o CBDBC Grant Program Committee
 - City Manager
 - Assistant City Manager – Chair
 - Director of Finance
 - Housing Authority Director (non-voting)
 - Economic Development Advisory Board Representative (non-voting)
 - Building Inspector (non-voting)
 - Main Street Director (non-voting)
 - o Independence Historic Preservation & Resource Commission
- Following approval from abovementioned review committees, applications will go before the Commission for final approval at the next regular commission meeting
- A scope and timeline of work must be submitted to the Building Department within 90 days of notification of approval
- Projects must be completed within 6 months after a building permit is issued. One 6-month extension may be granted with written approval prior to the initial 6-month deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate professional license.
- City staff will perform a monthly review of the project and provide written/photographic documentation.
- City staff shall have the right of entry with 24-hour notice, or immediately if imminent danger is present
- All building codes and ordinances will be adhered to during the duration of the project.
- Applicant will provide documentation from a structural engineer that certifies any work relating to the structural integrity of the building was properly completed.
- Applicant shall be responsible for all safety conditions and compliance with all federal, state, and local laws.
- Any design/scope changes after initial approval must be submitted to the Building Inspector and go through the committee review and commission approval process.
- Failure to obtain approval for the change order could make changes ineligible for funding.



Central Business District Commercial Building Grant Program

To be completed by the applicant:

Owner of Record (must be applicant): _____

Phone: _____ Email: _____

Mailing Address: _____ Property Address: _____

Description of Proposed Improvements:

Estimated Total Cost of Improvements: \$ _____

Estimated Cost of Eligible Improvements: \$ _____ Grant Funding Requested: \$ _____

Anticipated Project Start Date: ___/___/___ Anticipated Project Completion Date: ___/___/___

Required supplemental documentation:

___ Detailed breakdown of estimated project expenses, including non-eligible work

___ Bids/Quotes/Estimates to support estimated project cost.

___ Architectural/Engineer stamped drawings and Contractor drawings and description of work

___ Contact Information for lending institution, if financed by a loan

___ Copy of current insurance policy

___ Property Tax Statement

Architect / Engineer / Contractor Information:

Contact: _____ Phone: _____ Email: _____

Business Name: _____ City License: # _____ Services: _____

Contact: _____ Phone: _____ Email: _____

Business Name: _____ City License: # _____ Services: _____

Contact: _____ Phone: _____ Email: _____

Business Name: _____ City License: # _____ Services: _____

By agreeing to participate in this program, the applicant or their architects, engineers, contractors, or others will not seek to hold the City or their agents, employee, officers, and/or Commissioners liable for any property damage, personal injury, or other loss related in any way to the CBDCB Grant Program.

By signing below, I agree to the participate in the program as outlined, to provide all required information and verifications of work, and to maintain the property and improvements, including, but not limited to promptly removing graffiti, sweeping, and shoveling in front of the property. I certify that to the best of my knowledge all the information provided is truthful and factual. I understand that by participating in this Program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials. Monies granted through this program will be reported on IRS Form 1099-G.

Signature of applicant (owner): _____ Date: ___/___/___

Applications may be emailed to: davidc@independenceks.gov or sent to:
City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: CBDCB Grant Application

FOR CITY OFFICE USE BELOW

___ Improvements are Eligible for Grant

___ Real Estate Taxes Current ___ City Bills Current

___ Required Supplemental Documentation Received

___ Before Pictures Taken

___ Funding Available

___ Building Permit Required (Yes/No) ___ Building Permit Issued Permit No. _____

Initial Inspection of Property/Project: ___/___/___ See Attached Inspection Sheet

Application Approval Date: ___/___/___ Approved By: _____

Project Completion Date: ___/___/___ Reviewed By: _____

Program Close-Out Documentation

___ After Pictures Taken

___ Improvements Meet City Code and Building Requirements

___ Receipts Received (50% Completion) Date: ___/___/___

Amount: \$_____ Payment (25%): \$_____ By: _____

___ Receipts Received (100% Completion) Date: ___/___/___

Amount: \$_____ Payment (25%): \$_____ By: _____

Information contained in this document will be confidential and only used for the purpose of granting the application.

Inspection - Exterior Condition

Item #	Building Exterior	Pass	Fail	N/A	Comment	Picture
#1	Visible House Numbers					
#2	Garbage or Debris in Yard					
#3	Accessory Buildings - Detach Garage, Shed, Storage Bldg					
#4	Condition of Roof/Gutters					
#5	Condition of Chimney					
#6	Condition of Exterior Doors					
#7	Condition of Windows					
#8	Condition of Awnings					
#9	Condition of Paint/Siding					
#10	Condition of Foundation					
#11	Electrical Upgrade Needed?					
#12	Sidewalk Condition					
#13	Tree or Shrubs					
#14	Driveway - are they parking in yard					
#15	Condition of Front Porch/Stairs/Railing					

FUND : 06 -ECO DEV/TRANSPORTATION

PERIOD TO USE: Jan-2020 THRU Dec-2020

DEPT : N/A

ACCOUNTS: 2050 THRU 2050

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== =====BALANCE=====

2050 OUTSTANDING PURCHASE ORDERS

B E G I N N I N G B A L A N C E 54,898.59CR

12/18/20 12/15 A64057 CHK: 073579 24498 GRANT REIMBURSEMENT 027185 10162020 13,151.05 41,747.54CR

===== DECEMBER ACTIVITY DB: 13,151.05 CR: 0.00 13,151.05

===== ACCOUNT TOTAL DB: 13,151.05 CR: 0.00

--*-*-*-*-*-*-*-*-*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*-*-*-*-*-*-*-**

** REPORT TOTALS ** --- DEBITS --- --- CREDITS ---

BEGINNING BALANCES: 0.00 54,898.59CR

REPORTED ACTIVITY: 13,151.05 0.00

ENDING BALANCES: 13,151.05 54,898.59CR

TOTAL FUND ENDING BALANCE: 41,747.54CR

SELECTION CRITERIA

FISCAL YEAR: Jan-2020 / Dec-2020
FUND: Include: 06
PERIOD TO USE: Jan-2020 THRU Dec-2020
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: 2050 THRU 2050
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION:

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: NO
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: NO
PRINT PROJECTS: NO
PRINT JOURNAL ENTRY NOTES: NO
PRINT MONTHLY TOTALS: YES
PRINT GRAND TOTALS: NO
PRINT: INVOICE #
PAGE BREAK BY: NONE

*** END OF REPORT ***

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2021

06 -ECO DEV/TRANSPORTATION
FINANCIAL SUMMARY

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY						

	REVENUE	295,000.00	4,386.23	19,480.31	6.60	275,519.69
	EXPENSE	0.00	0.00	0.00	0.00	0.00
	*** TOTAL REVENUES ***	295,000.00	4,386.23	19,480.31	6.60	275,519.69
		=====	=====	=====	=====	=====
EXPENDITURE SUMMARY						

	EXPENSE	500,700.00	42,287.50	42,287.50	8.45	458,412.50
	*** TOTAL EXPENDITURES ***	500,700.00	42,287.50	42,287.50	8.45	458,412.50
		=====	=====	=====	=====	=====
	*** REVENUES OVER/(UNDER) EXPENDITURES	(205,700.00)	(37,901.27)	(22,807.19)	11.09	(182,892.81)
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2021

06 -ECO DEV/TRANSPORTATION

REVENUE

DEPARTMENT REVENUE

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
TAXES						

400-4080	FRANCHISE TAX - ELECTRIC	209,000.00	0.00	15,094.08	7.22	193,905.92
400-4081	FRANCHISE TAX - TELEPHONE	0.00	0.00	0.00	0.00	0.00
400-4082	FRANCHISE TAX - CABLEVISION	20,000.00	4,386.23	4,386.23	21.93	15,613.77
400-4083	FRANCHISE TAX - GAS	58,000.00	0.00	0.00	0.00	58,000.00
		-----	-----	-----	-----	-----
** REVENUE CATEGORY TOTAL **		287,000.00	4,386.23	19,480.31	6.79	267,519.69
OTHER INCOME						

400-4900	INTEREST INCOME	8,000.00	0.00	0.00	0.00	8,000.00
400-4940	INTERFUND TRANSFER IN	0.00	0.00	0.00	0.00	0.00
400-4990	OTHER INCOME	0.00	0.00	0.00	0.00	0.00
		-----	-----	-----	-----	-----
** REVENUE CATEGORY TOTAL **		8,000.00	0.00	0.00	0.00	8,000.00
		-----	-----	-----	-----	-----
** DEPARTMENT REVENUE TOTAL **		295,000.00	4,386.23	19,480.31	6.60	275,519.69

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2021

06 -ECO DEV/TRANSPORTATION
EXPENSE
DEPARTMENT REVENUE

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
OTHER INCOME						

401-4996	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00
** DEPARTMENT REVENUE TOTAL **		0.00	0.00	0.00	0.00	0.00
*** FUND TOTAL REVENUE ***		295,000.00	4,386.23	19,480.31	6.60	275,519.69
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT
AS OF: FEBRUARY 28TH, 2021

06 -ECO DEV/TRANSPORTATION
EXPENSE
DEPARTMENT EXPENDITURES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL OUTLAY						
501-8690	LEASE PURCHASE PMT	50,000.00	0.00	0.00	0.00	50,000.00
501-8691	ECON DEV GRANT DISBURSEMENT	50,000.00	0.00	0.00	0.00	50,000.00
501-8692	STREET PROJECTS	200,000.00	42,287.50	42,287.50	21.14	157,712.50
501-8693	ECONOMIC DEVELOPMENT	195,700.00	0.00	0.00	0.00	195,700.00
501-8694	STRATEGIC PLANNING	5,000.00	0.00	0.00	0.00	5,000.00
501-8920	INTERFUND TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		500,700.00	42,287.50	42,287.50	8.45	458,412.50
*** DEPARTMENT TOTAL ***		500,700.00	42,287.50	42,287.50	8.45	458,412.50
*** TOTAL EXPENDITURES ***		500,700.00	42,287.50	42,287.50	8.45	458,412.50
*** REVENUES OVER/(UNDER) EXPENDITURES		(205,700.00)	(37,901.27)	(22,807.19)	0.00	(182,892.81)

*** END OF REPORT ***