



## **GUIDELINES FOR FAÇADE IMPROVEMENT GRANTS - CITY OF LIBERAL**

1. The City of Liberal offers development assistance in the form of 50/50 matching grant money for commercial businesses and property owners located within the City of Liberal, Kansas. Residential, municipal, state, federal, not for profits and church properties are not eligible. Mixed-use buildings are eligible if the first floor is commercial in nature.
2. A maximum grant for a qualifying project is ten thousand dollars (\$10,000) and must be matched dollar for dollar by the building owner or business. Financial assistance is provided for permanent building and site improvements only. Examples of permanent improvement include: Life safety and accessibility improvements required by code, parking lot, sidewalks, façade rehabilitation, and repair/replacement of windows or doors.
3. City grants will be for outside façade improvements, parking lot improvements or sidewalk replacement on the exterior of the business. The business or building owner must match the City's grant with building improvements outside of the building.
4. Grants will be made on a "first come first served" basis and there are limited funds available each year.
5. Grants will be paid on a REIMBURSEMENT BASIS ONLY.
6. The project MUST be completed within 12 months of being approved to be reimbursed.
7. An application for grant assistance must be approved by the Grant Director PRIOR to any work being started.
8. Proceeds of the façade grants shall not be used to: pay off or refinance existing debt, pay salaries or applicant's officers or employees, pay for the purchase or down payment for real estate, or pay income, real estate or other taxes or assessments.
9. The property will meet all applicable building, life safety, and zoning and maintenance codes upon project completion. The applicant must obtain required building permits and/or historic reviews prior to beginning any improvements.
10. At the time of application, there shall be no taxes, fees or other debts owed to the City by the applicant and/or building owner.
11. Only an individual or business having a legal interest in the subject property may make an application. This includes: a tenant, owner of the property, or an individual or entity holding a fully executed contract to purchase the subject property.
12. If the applicant does not own the property, but is a tenant of the property, the tenant must have the permission of the property owner in writing.

13. Application for grant assistance will be considered within 21 business days after submission of a completed application.
14. The City reserves the right to reject applications for assistance for buildings deemed beyond reasonable repair.
15. As a condition of the grant, the City may provide a building inspection team to determine the most urgent building needs. This inspection report will be considered part of the grant application. Previous Fire Department inspection reports will also be considered.

## **EVALUATION CRITERIA**

Applications for grant assistance are considered at the staff level, making sure it is complete and adheres to the published guidelines.

## **GRANT APPLICATION PROCESS**

1. Meet with the Grant Director to determine whether the grant is applicable to the project.
2. Turn in the completed application with all required attachments to the Grant Director, or such other person as the City Manager may designate. Please include 8 ½ x 11 copies of all drawings. Copies of attachments and drawings, which are needed to secure a building permit from the City, are also acceptable.
3. Review of the project and application to determine eligibility and the amount of grant assistance allowed within 21 business days of the submission of all required information. The Grant Director may request additional information if it considers the information supplied by the applicant to be insufficient.

Upon the submission of all required information, the applicant may be contacted to schedule a tour of the project site and building. City inspection staff may be invited to come on the tour of the building.

4. Upon project completion (must be within 12 months of when the grant was approved), schedule a follow-up tour and submit actual project cost information, including copies of itemized invoices, receipts, and such other documentation as may be required by the grant agreement.
5. Upon receipt of evidence documenting actual project costs, the City shall have 30 days to confirm that such project costs were so incurred. Within 30 days after all the requirements set forth are met, the City shall issue a check for reimbursement of the costs incurred, up to the amount awarded.
6. City Commission will review the status of this grant program once a year to determine if any changes in the guidelines are necessary.

Approved by City Commission:

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Date