



## CITY OF INDEPENDENCE, KANSAS

### CENTRAL BUSINESS DISTRICT COMMERCIAL BUILDING GRANT

This grant program established by the City of Independence, Kansas is for the purpose of promoting the public health, safety, and general welfare of the residents of the City of Independence with regard to commercial properties in the Central Business District by providing grant funds to owners for the rehabilitation and preservation of the structural integrity of the Central Business District's Commercial buildings.

The City of Independence, Kansas will provide 25% of the total approved project costs with the property owner providing the balance of the scope of work completed.

#### APPLICANT INFORMATION:

Building Address: \_\_\_\_\_

Building Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

1) NAME OF ARCHITECT/ CONTRACTOR: \_\_\_\_\_

FIRM: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide a detailed description of the scope of work to be completed under the CBDCBG Program. Please attach any professional drawings provided by architect, engineer, or contractor.



Total estimated budget for project: \_\_\_\_\_

Total estimated budget for eligible grant funds: \_\_\_\_\_

Project start date: \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

Detailed Breakdown of Estimated Project Expenses/including non-eligible work

Expense	Grant funds	Bank loans	Other
\$	\$	\$	\$
Total:			

Attachments:

- Photo of existing building front, sides and back.
- Architectural drawings or project plans.
- Construction cost estimates.

Applicant

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Grant funds are disbursed on a reimbursement basis, 50% eligible upon completion of 50% of the work with the balance payable upon completion and passed inspection of the project.**



## **CENTRAL BUSINESS DISTRICT COMMERCIAL BUILDING GRANT (CBDCBG) GENERAL GUIDELINES**

1. Eligible properties must be located within the designated Central Business District.
2. Applicant must provide proof of ownership.
3. Applicant must provide proof of taxes being current.
4. Applicant will be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the CBDCBG open grant period with proof provided.
5. No more than one application open at a time.
6. Grant funds are for non-residential use only.
7. Grant funds will pay for 25% of total project costs on approved expenses. Grant will only match hard costs, supported by receipts and invoices. (No sweat equity eligible for matching).
8. All applications must be approved in writing by the Central Business District Commercial Building Grant Committee.
9. All plans must be approved in writing by the Independence Historical Preservation and Resource Commission (IHPRC).
10. All building codes, ordinances and other applicable regulations for the Central Business District must be met.
11. Eligible items to be covered by the grant funds limited to the following:
  - a. Structural
    - i. Footings and foundations.
    - ii. Flooring or flooring support (not floor coverings).
    - iii. Load bearing or structurally necessary walls, partition, or other vertical supports.
    - iv. Ceiling structure support, roofs and/or ceiling-roof supports or other horizontal structures.
  - b. Exterior
    - i. Exterior Doors.
    - ii. Exterior Windows.
    - iii. Roofs.
    - iv. Tuck pointing.
12. Scope and timeline of work must be presented to the CBDCBG Committee within 90 days of written notification of application approval.
13. All work must be completed within 12 months from official applicant project start date. (Which is 180 days after written notification of application approval).
14. Inspections required every 30 days or any other benchmark required by the City of Independence, Kansas Building Inspector or their appointed representative. If warranted the Building Inspector, which is the enforcement officer, shall have the right to enter upon at least a 24 hour notice. Unless entrance is deemed an emergency and the Building Inspector may enter immediately.



15. Grant compliance period is 3 years, with grant funds being forgiven on a monthly basis. 1/36 of the grant funds will be forgiven each month.
16. Applicant shall be responsible for all safety conditions and compliance with all federal, state, and local laws.
17. All applicable building permits related to the project must be acquired.
18. Work completed prior to final application approval is ineligible for funding.
19. Any changes made to the original design presented to the CBDCBG and the IHPRC Committee must be approved or changes may not be paid by grant.
20. The applicant or their architects, contractors, and others will not seek to hold the City of Independence, Kansas or their agents, employees, officers, and/or Commissioners liable for any property damage, personal injury, or other loss related in any way to the CBDCBG Program.
21. Applicant agrees to maintain the property and improvements, including, but not limited to promptly removing graffiti, sweeping and shoveling in front of the property.
22. Applicant authorizes the City of Independence, Kansas to promote an approved project during and after construction and using photographs and descriptions of the project in materials and press releases.
23. Applicant understands that the City of Independence, Kansas reserves the right to make changes in the conditions of the CBDCBG Program as warranted.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_