



## **DOWNTOWN INDEPENDENCE BUILDING GRANT**

The Downtown Independence 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 Downtown Independence Building Grant Reimbursement Program, a property must be located in a Neighborhood Revitalization District.

### **Eligibility**

To qualify to participate in the Downtown Independence 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:**

- Electrical upgrade to include breaker box, wiring and receptacles.
- Electrical Meter Service and disconnect upgrades
- Plumbing service line replacement and interior plumbing
- Fire Sprinkler installation (does not cover design and plan development)
- 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](mailto:davidc@independenceks.gov) or received at City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: Downtown Independence Building 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.



## DOWNTOWN INDEPENDENCE BUILDING GRANT

**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 Downtown Independence Building 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@independencesks.gov](mailto:davidc@independencesks.gov) or sent to:  
City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: CBDCB Grant Application

FOR CITY OFFICE USE BELOW

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\_\_\_ 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.