



**Facade of Louisburg Improvement Program (FLIP) - Business  
Downtown Louisburg, Kansas**

**January 1, 2018**

## **Facade of Louisburg Improvement Program (FLIP)** **January 1, 2018**

### **Program Guidelines**

The Facade of Louisburg Improvement Program (FLIP) is intended to stimulate improvements to the exterior of commercial buildings in Downtown Louisburg. The defined area is bordered by Amity Street to the half block south of South Third Street and Broadway. See map at the end of this document.

Program funding is provided through the City and all activities relating to the funding of Facade projects will be report to the Louisburg City Council. As such, any documentation will be subject to the Kansas Open Records Act.

### **Purpose**

FLIP provides financial assistance to commercial property owners and business owners in the designated area for facade improvements. The purpose of FLIP is to continue the area's revitalization by stimulating private investments in high-quality improvements that enhance the appearance of buildings and properties, eliminate blight and upgrade to newly-adopted downtown design standards.

### *The Program Area:*

- Those commercial properties that abut Broadway from Amity Street to the half block south of the South Third and Broadway street intersection.

### **FLIP Committee**

FLIP applications will be reviewed and scored by the Miami County Economic Development Department's staff on the 15<sup>th</sup> and 30<sup>th</sup> of each month. All award notifications and reimbursements will be processed by the City of Louisburg.

### **Eligibility**

*Maximum Award:* The program provides for a one-time reimbursement grant of 40% of the project costs. However, the city's reimbursable amount shall not exceed \$2,500.

### *Eligible Applicants:*

Eligible applicants own commercial properties within the designated area or are business owners within the designated area.

As part of a completed application, business owners who are leasing a building for which improvements are proposed must submit a letter from the property's owner giving consent to the proposed project plans.

Only businesses meeting the City's current codes and zoning regulations are eligible for funding through FLIP. The City reserves the right to deny funding to applicants who are delinquent on payment of fines or fees, whether at the city, county or state level. An applicant is not eligible to make an improvement on any issue in which it has received a current code violation notice from the City.

*Eligible Expenditures:*

For purposes of this program, eligible expenditures include expenses related to those exterior improvements outlined in the program guidelines. The program excludes expenditures related to interior improvements, ordinary repair and maintenance, improvements required as a result of code violations, or other expenditures deemed ineligible by the City. Brick tucking is an eligible repair as well as any repairs that would keep a building from receiving a code violation.

All work must be completed by a licensed contractor, legally operating in the City of Louisburg. Bonus points will be given for businesses that use Miami County contractors. Applicants should contact the City for assistance with permitting. Permits may be required for some work and permit fees are eligible as a reimbursable cost.

- Eligible improvements include exterior cosmetic and/or structural building improvements, signage, lighting, and landscaping on structures that are visible from Broadway Street.
  - Examples
    - Exterior painting or surface treatment
    - Brick tucking
    - Decorative awnings
    - Window and/or door replacements or modifications
    - Storefront enhancements
    - Signage
    - Outdoor patios and decks
    - Exterior wall lighting
    - Decorative building lighting and architectural features
    - Improvements should enhance the surrounding area and complement the character of Downtown Broadway and should follow the downtown design standards.
- Ineligible improvements include ordinary repair and maintenance, required improvements as a result of a violation notice or citation, site furnishings, amenities, non-permanent structures and moveable equipment.
  - Ordinary repair and maintenance is defined as “any work, the purpose and effect of which is to correct or prevent any deterioration or decay of, or damage to a structure, site or any part thereof, and to restore the structure or site, as nearly as may be practicable, to its condition prior to such deterioration, decay, or damage using materials which are of a design, color, and outer appearance as close to practicable to the original.”

*Other eligibility requirements:*

- For those businesses that have been operating two years or less, the applicant will agree to meet at least once with a representative from the Small Business Development Center for a free consultation.

- The applicant is required to provide a copy of the Tax Clearance Certificate. A free copy can be requested through the Kansas Department of Revenue using this link: <https://www.ksrevenue.org/taxclearance.html>
- Improvements submitted for FLIP consideration should not be undertaken prior to the application's approval. No improvements will be funded retroactively.

### **Application Review Documentation**

All completed applications must be accompanied, but not limited to:

1. Verification of property ownership (Miami County Parcel #, deed, etc) or a letter from the property owner giving consent to perform the changes.
2. Name and contact information of contractor.
3. Scope of work, timeline for project completion, and total estimate of project budget. All construction bids must be dated no earlier than 30 days prior to the application request. Bids should include the contractor's name, address, phone number and itemized bid. Project must be completed within 90 days of funding being approved.
4. Color photos showing the existing building (front and all side elevations).
5. A completed W9 form.
6. Kansas Tax Clearance Certificate

### **Application Deadline**

Applications will be accepted starting Jan. 1, 2018 and will be considered while funding is available per the amount budgeted by City Council on a first-come, first-serve basis until grant funding is depleted. Applications are reviewed on the 15<sup>th</sup> and 30<sup>th</sup> of the month and applicants will be notified if they qualify for a grant within 15 business days. Completed applications must be delivered to: Janet McRae, Miami County Economic Development, 201 S. Pearl, Suite 202, Paola, KS 66071.

### **Process**

1. The FLIP applications are available at City Hall and on the City's website [www.louisburgkansas.gov](http://www.louisburgkansas.gov).
2. Although it is not a requirement, it is recommended that you consult with an architect regarding any structural or major facade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations including color samples (except painting) **must be submitted** with your application.
3. Applicants will generally be notified in writing within 15 business days whether the FLIP is awarded or not.
4. Upon approval, the grant dollars will be set aside for reimbursement purposes. Reimbursement for the expenses will be made within 30 days of their submittal.
5. Grant monies will be distributed in a single lump sum payment to the applicant upon completion of the following activities:
  - a. Any and all changes, **not prior approved**, from the original application must be approved by the City. Approved changes in work specifications must be attached to the original dated application. Any unapproved

deviations from the original work specified in the application will disqualify the applicant.

- b. Invoices and receipts will be reviewed by the City to ensure compliance with the original application. A City staff member will make an inspection of the completed project to verify the work has been performed as outlined by the application and any subsequent approved revisions.
  - c. All projects must be completed within 90 days of approval of the grant.
6. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.

**APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION  
OR SUBMIT FRAUDULENT APPLICATIONS WILL BE DISQUALIFIED  
FROM THE GRANT PROGRAM.**

**Program Criteria and Scoring:**

Up to 10 bonus points may be awarded for 75 percent of the project’s work completed by Miami County contractors. Up to 5 bonus points may be awarded for 50 percent of a project’s work by Miami County contractors. A minimum of 30 points has to be earned to qualify for the program.

<b>Downtown Grant Program Criteria &amp; Scoring</b>			
Total Points Possible	Criteria	Individual Points	Individual Criteria
<b>25 pts</b>	<b>Does the proposed project enhance Downtown Louisburg?</b>	5 pts	Do the proposed improvements enhance the exterior of the property?
		5 pts	Do the proposed improvements add value to the property?
		5 pts	Are the proposed improvements such that future tenants would benefit from them?
		5 pts	Do the proposed improvements enhance the efficiency of the property?
		5 pts	Do the proposed improvements address City Code or ADA requirements?
<b>25 pts</b>	<b>Does the grant application add or expand private business in Downtown Louisburg?</b>	12.5 pts	Is the applicant business new to Downtown Louisburg?
		12.5 pts	Is the applicant business expanding existing operations in Downtown Louisburg?
<b>5-10 pts</b>	<b>Bonus points for using Miami County contractors</b>	10 pts	75% of project will be completed by Miami County contractors
		5 pts	50% of project will be completed by Miami County contractors

**Grant Policy**

The City will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

No grant awarded by the City shall be transferred by an applicant to a third party without prior approval of the City of Louisburg.

The grant award is subject to the appropriation of funds by the City Council, and the limitations of applicable law, including but not limited to the Kansas budget laws and cash-basis laws, as amended. If funds are not appropriated for the purpose of any grant, then grant or application approval notwithstanding, the City shall have no obligation to make grant funds available to any applicant.

Grant recipients will agree to place a sign marketing the FLIP program at the site while improvements are underway and at a visible location within their storefront for 180 days after the project's completion. The sign shall be provided by the City.



**Facade of Louisburg Improvement Program (FLIP)  
Application Form**

1. Applicant Name: \_\_\_\_\_
2. Contact Name: \_\_\_\_\_
3. Name of Tenant: \_\_\_\_\_
4. Name of Business: \_\_\_\_\_
5. Telephone Number: \_\_\_\_\_
6. Email Address: \_\_\_\_\_
7. Project Address: \_\_\_\_\_
8. Mailing Address: \_\_\_\_\_
9. Does the applicant own the project building? \_\_\_\_\_ Yes \_\_\_\_\_ No

***If the answer to the above question is no, please attach a letter from the owner indicating that he/she has reviewed the application, understand the proposed project and support it.***

10. Will you be using the services of an architect, engineer, or contractor? \_\_\_Yes\_\_\_ No
11. If yes, list your architect, engineer, or contractor of preference with name and contact number of business:

12. Is the contractor licensed in Miami County? \_\_\_Yes\_\_\_ No

If yes, what is the contractor business address: \_\_\_\_\_

13. Estimated Total Project Cost: (A) \_\_\_\_\_ (attach itemized budget)

14. Owner to match 60% of Total: (B) \_\_\_\_\_

Total Grant Requested from City: (A-B) \_\_\_\_\_  
(40% of the project cost not to exceed \$2,500)

**Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.**

15. Proposed Start Date: \_\_\_\_\_

16. Proposed Completion Date: \_\_\_\_\_

17. What is the existing use of the building? \_\_\_\_\_

18. When was this business established? \_\_\_\_\_

19. Will this project proposal cause a change in the building's use? \_\_\_\_\_ Yes \_\_\_\_\_ No

20. If so, please explain. \_\_\_\_\_

21. Please write a summary of the complete project scope. You may attach additional pages.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Received by Miami County Economic Development Office:

\_\_\_\_\_  
Date



Please remember to include these items with your application:

- Letter from property owner if the applicant does not own the property.
- If application owns the property, provide verification of property ownership such as Miami County parcel #, deed, etc.
- Verify your contractor is licensed in the County. Provide name and contact information.
- If you are a business that has been operating 2 years or less, you agree to meet with a representative from the Small Business Development Center for a free consultation.
- No improvements have been undertaken prior to the application's approval.
- Scope of work to be completed including timeline and total estimate of project budget. Bids must be dated no earlier than 30 days prior to application request. Project must be completed within 90 days of funding approval.
- Color photos showing existing building.
- A completed W9 form.
- A completed Kansas Tax Clearance Certificate.

***APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION OR DO NOT PROVIDE COMPLETE APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.***

***Submit completed application to: Janet McRae, Miami County Economic Development, 201 S. Pearl, Suite 202, Paola, KS 66071.***

***For all questions please contact Nathan Law at 913-837-5839 or [nlaw@louisburgkansas.gov](mailto:nlaw@louisburgkansas.gov)***

Map of the FLIP district

