



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

January 1, 2019

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Program Guidelines

The Facade of Louisburg Improvement Program (FLIP) is intended to stimulate improvements to the exterior of commercial buildings located within the Louisburg city limits.

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 community's revitalization by stimulating private investments in high-quality improvements that enhance the appearance of buildings and properties and eliminate blight. Commercial properties in the historic downtown are encouraged to use the downtown design standards. For purposes of this program a façade shall be defined as the front of a building facing a city street.

FLIP Committee

FLIP applications will be reviewed and scored by the Miami County Economic Development Department's staff on the 15th and 30th 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 or are business owners within the Louisburg city limits.

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 the street in which the business faces.
 - 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, 2019 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 15th and 30th 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.
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. A business may be allowed one 90-day extension with prior approval.
- 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.

Business Grant Program Criteria & Scoring			
Total Points Possible	Criteria	Individual Points	Individual Criteria
25 pts	Does the proposed project enhance the commercial appearance of Louisburg?	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?
25 pts	Does the grant application add or expand private business in Louisburg?	12.5 pts	Is the applicant business new to Louisburg?
		12.5 pts	Is the applicant business expanding existing operations in Louisburg?
5-10 pts	Bonus points for using Miami County contractors	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