



2012 GUIDELINES  
DOWNTOWN REVITALIZATION  
BUILDING CONVERSION GRANT  
CITY OF LIBERAL

1. The City of Liberal offers development assistance in the form of 50/50 matching grant money for businesses and property owners located in the following redevelopment district:

Kansas Avenue from 6<sup>th</sup> Street to Trail Street

2. Buildings must face Kansas Avenue. Residential, government and church properties are not eligible. Mixed-use buildings are eligible if the first floor is commercial in nature.
3. A maximum grant for a qualifying project is \$5,000.00 and must be matched dollar for dollar by the building owner or business. Financial assistance is provided for permanent building improvements only.
4. Grants are for the purpose of converting the usage of a building (examples: retail to office use or vice versa). Eligible grant expenditures include interior demolition or preparation costs as part of a comprehensive renovation project; permanent building improvements such as flooring, walls, lighting, plumbing, electrical wiring, heating and air conditioning; and other similar permanent features.
5. Grants will be for interior improvements only.
6. Grants will be made on a "first come first served" basis up to an annual maximum.
7. Grants will be paid on a REIMBURSEMENT BASIS.
8. The project MUST be completed within 12 months of being approved by the Economic Development Director in order to be reimbursed.
9. Applications for grant assistance must be approved by the Economic Development Director PRIOR to any work being started.
10. Proceeds of the Building Conversion Grant shall not be used to pay off or refinance existing debts; pay salaries of 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.
11. The property will meet all applicable building, life safety, zoning and maintenance codes upon project completion. The applicant must obtain required building permits and/or historical reviews prior to beginning any improvements. All improvements must be completed by a licensed contractor.
12. At the time of application, all taxes, fees or other debts owed to the City by the applicant or building owner must be paid up-to-date.
13. Only an individual or business having a legal interest in the subject property may make an application. This includes a tenant, an owner of the property or an individual or entity holding a fully executed contract to purchase the subject property.

14. 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.
15. Application for grant assistance will be considered within 21 business days after submission of a completed application.
16. The City reserves the right to reject applications for assistance for buildings deemed beyond reasonable repair.
17. 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 first considered at the staff level to make sure they are complete and adhere to the published guidelines. The application will then be considered by the Economic Development Director.

#### GRANT APPLICATION PROCESS

1. Meet with the Economic Development Department staff to determine whether the grant is applicable to the project.
2. Turn in the completed application with all required attachments to the Economic Development 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 needed to secure a building permit from the City are also acceptable.
3. The Economic Development Director will review 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 Director may request additional information if he considers the information supplied by the applicant to be insufficient.
4. Upon the submission of all required information, the Director may contact the applicant to schedule a tour of the building. City inspection staff may be invited to come on the tour.
5. 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. The fronts and backs of cleared checks are required for auditing purposes.
6. 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.
7. City Commission will review the status of this grant program once a year to determine if any changes in the guidelines are needed. This program is subject to Commission questions at anytime deemed necessary.

I have received, read, understand and agree to the guidelines as presented in this form.

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

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