

**City of Sedgwick  
City Council Meeting  
August 7, 2024**

**TO:** Mayor and City Council

**SUBJECT:** Façade Improvement Grant Program

**INITIATED BY:** Administration

**AGENDA:** New Business

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**Recommendation:** Approve the changes to the grant program.

**Background:** The Downtown Revitalization and Incentive Grant Program was established in 2022 to support business development and façade improvements in the downtown corridor of Sedgwick, Kansas. Since inception, we have had approximately four businesses take part in the program. If approved tonight, the new program will begin to be marketed to eligible property owners within the designated program area.

**Analysis:** There are a limited number of buildings within the originally designated program area that remain eligible for the grant program. The revamping of the program would eliminate the language prohibiting building owners who utilize the property as means of storage from being eligible for grant funding. Further changes to the program include clearly defined eligible and ineligible expenditures.

**Financial Considerations:** Funding for 2025 has been decreased to \$10,000 which will be compounded with the remaining funds for eligible grantees.

**Recommendations/Actions:** It is recommended that the governing body approve the changes to the grant program as presented.

**Attachment:** Façade Improvement Grant Program Application



## **Façade Improvement Grant Program**

The City of Sedgwick recognizes the important role that a vibrant, historic Downtown plays in the city's vitality. A well-maintained and attractive public realm reflects community pride and contributes to urban vitality. Building facades are critical elements of the public realm and in a Historic District, the need for on-going maintenance is crucial to preserving a character and experience known to visitors of downtown Sedgwick. The Façade Improvement Grant Program aims to strengthen, revitalize, and sustain the Downtown corridor by encouraging and assisting property owners to make improvements to buildings within the district. By providing a financial incentive, the program will stimulate private investment and support stabilized and increased property values.

### **Who can apply for the grant?**

The program district extends from Fourth Street to Sixth Street along Commercial Avenue and from Franklin to Washington along Fifth Street (see attached map). Building owners and commercial tenants (with property owner's approval) of commercial properties within the project area can apply for a Façade Improvement Grant. For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial building.

### **Grant Funds**

Applications will be accepted year-round on a first-come-first serve basis until program funds are depleted. Grants will account for 100% of the total project costs, up to a maximum grant amount of \$5,000 per property. Applicants are eligible for funding on a bi-annual basis. Owners of multiple properties can apply for separate grants for each property. The minimum grant amount per recipient is \$1,000.

## **Eligible grant expenditures**

Façade Improvement Grans can pay for a variety of exterior building façade improvements. The work must be visible from a public street or sidewalk. The following types of improvements are eligible for grants:

- Restoration of exterior finishes and materials
- Masonry repairs and tuckpointing
- Exterior painting or re-siding
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Repair or replacement of windows and doors (replacement must be architecturally appropriate)
- Window and cornice flashing and repair
- Canopy or awning installation or repair
- Landscaping
- Other improvements similar in nature to the above
- Materials for exterior renovation projects

*Note: The City may require building permits for some of the eligible improvements listed above. It is critical that all businesses and building owners work with City Staff on design and obtain all necessary permits before beginning work.*

## **Ineligible grant expenditures**

- Improvements already in progress or completed prior to contract approval
- Improvements to a building interior, rear, or side not visible from a public street or sidewalk
- Improvements to non-commercial buildings
- Roofing
- HVAC systems, building mechanicals, or security systems
- Fencing (excludes decorative fencing as part of landscaping improvements)
- Parking areas
- Billboards, roof signs, or temporary signs
- Dynamic display or electronic message signs
- Nonconforming signs or awnings, other than to bring them into compliance with the Zoning Code
- Purchase or rental of tools and equipment, or for labor performed by the building or business owner, family members, employees, or any other person with financial interest in the property or business
- New building construction
- Any other improvement not deemed eligible

## **Façade Improvement Grant Program Application Process**

1. Meet with the City Administrator to determine whether the Façade Improvement Grant Program is applicable to the project.
2. Turn in the completed Façade Improvement Grant Program application with all required attachments to the City Administrator. Please include 8.5 x 11 copies of all drawings depicting the proposed improvements and photographs of the current condition of the building.
3. The Grant review committee will review the project and Façade Improvement Grant Program application to determine eligibility and the amount of grant assistance allowed within 21 days of the submission of all required information. The City Administrator may request additional information if he/she considers the information supplied by the applicant to be insufficient. Upon the submission of all required information, the applicant may be contacted to schedule a tour of the project site and building. City inspection staff may be invited to come on the tour of the building.
4. Upon project completion (must be within 6 months of when the grant was approved), schedule a follow-up tour and submit actual project cost information (receipts), including copies of itemized invoices, receipts, and such other documentation as may be required by the Façade Improvement Grant Program agreement.

### **Selection will take into account the following:**

- Total value of project
- Current conditions of building
- Aesthetics of finished work
- Available funds for grant
- Preference given to projects proposing structural repairs.

## **Façade Improvement Grant Program Compliance**

1. Applicants receiving awards must be able to provide a W-9 form to receive funds.
2. Applicants must be current on all taxes and utilities for the proposed property.
3. Recipients will provide all documentation required under the program, including bids/quotes, financial documentation of completion, and drawings of proposed improvements. Staff will tour the property before and after the project to confirm project completion.
4. Building permits must be pulled for all applicable work and all contractors must be registered with the City of Sedgwick prior to commencement of work. All work must be done to the current city code and be inspected by the city's building inspector.
5. Projects must be completed within six (6) months of when the grant was awarded.

Recipients who fail to meet these compliance requirements will be required to repay the grant amount in full to the City within thirty (30) days of notification of non-compliance.

## Eligible Properties Map



The City of Sedgwick Façade Improvement Grant Program (PROGRAM) is available to all eligible business applicants regardless of race, age, gender, religious or sexual preference. Awards will be based on the value of the investment to the business and the City, the ability of the applicant to move forward with the proposed project in a timely manner, the ability of the applicant to repay the funds to the City in the event of noncompliance and the availability of funds.

### City of Sedgwick Façade Improvement Grant Program Application

Business name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website : \_\_\_\_\_

Contact Person with phone number for application: \_\_\_\_\_

Project Address: \_\_\_\_\_

Business Ownership:            Private \_\_\_\_\_            Public \_\_\_\_\_

Year business was established (if existing business): \_ \_\_\_\_\_

Amount of grant funds being requested: \_\_\_\_\_

1. Does/will the applicant own or currently lease the project location's property?

Own \_\_\_\_\_ Lease \_\_\_\_\_

If leased, please indicate the landlord/owner and provide a letter of support for the project.

If leased, please indicate the lease term for the property.

2. Why are grant funds necessary for the proposed project to succeed financially or be completed?

3. Describe the activity to be undertaken, the facility's use, and product or services provided to residents of the City of Sedgwick.

4. Will you be using the services of an architect, engineer, or contractor? \_\_\_\_Yes \_\_\_\_No

If yes, please list or provide their information below:

Is the contractor currently licensed with the City of Sedgwick? \_\_\_\_Yes \_\_\_\_No

5. Estimated Work Schedule: Start Date for work: \_\_\_\_\_

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

6. Current workforce of business: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

7. Has the business previously received an incentive or grant from the City of Sedgwick?  
If so, please provide details or list the year.

8. Does the business meet all qualifications and eligibility guidelines? \_\_\_\_Yes \_\_\_\_No

9. How much money/assets/time will be personally invested in the business or the approved project in addition to the grant amount being requested?

10. Is the business current on all taxes and city utilities? Can you provide a tax clearance certificate?

Sign: \_\_\_\_\_

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

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Below area For City of Sedgwick Use:

Application complete? \_\_\_\_Yes \_\_\_\_No

Supporting documentation provided? \_\_\_\_Yes \_\_\_\_No

Preliminary review of compliance with program: \_\_\_\_Satisfactory \_\_\_\_Unsatisfactory

Meets criteria for consideration by the City Council: \_\_\_\_ Yes \_\_\_\_ No

CC Meeting date for Consideration: \_\_\_\_\_ Approved \_\_\_\_\_ Declined \_\_\_\_\_

#### PERSONAL AND PERFORMANCE GUARANTEE

The undersigned is an applicant with and for the Sedgwick Downtown Façade Improvement Grant Program with the City of Sedgwick for a business located at \_\_\_\_\_, Sedgwick, Kansas and located within the city limits of the City of Sedgwick.

As an inducement to for the City of Sedgwick to accept the Applicant's application for the PROGRAM Grant Program, the undersigned hereby agrees to be personally responsible for re-payment of any grant monies awarded by the City of Sedgwick to the Applicant should the Applicant fail to live up to the compliance terms established by the City of Sedgwick's Downtown Façade Improvement Grant Program or if the project fails to be completed by the indicated completion date.

A photographic or facsimile copy of this Personal Guarantee Form shall be as valid as the original.

#### EXECUTION SECTION

This guarantee is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Personal SS#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

#### NOTARY SECTION

State of \_\_\_\_\_ County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Signature – Notary Public

(SEAL)

My Appointment Expires: \_\_\_\_\_