

City of Sedgwick Downtown Revitalization and Incentive Grant Program

The City of Sedgwick (City) hereby establishes the Downtown Revitalization and Incentive Grant Program (Program) to support business development located within the downtown district of the City of Sedgwick, KS. Funds for the program will be provided by the City for a period of five (5) years, as determined by the council and budgetary constraints. At the completion of five years the City will conduct a review of the program and present the results to the City Council for consideration to continue the program in subsequent budget years.

The purpose of the PROGRAM is to provide assistance to businesses through grants that will support improvements that result in stability or growth for existing businesses, help with the launch of new businesses downtown, or help combat blight or code issues in the downtown business district. The City recognizes the value of the businesses located in Sedgwick and the impact they have on the community. Grants under the PROGRAM will be provided to those projects that have the greatest value and preference will be given to currently operating or start-up businesses as well as projects that show personal financial investment from the applicant.

The grantee will receive an advance payment of the awarded grant funds, after the City Administrator and the grantee have signed the award contracts and personal and performance guarantee. Only **approved expenses** incurred after the start and before the fiscal reimbursement period (4 month) will be allowed. **Downtown buildings that are vacant or are currently not-in-use are eligible for the program except for buildings primarily used for storage purposes.**

I. Applicant Eligibility

Property owners, lessors, and/or lessee's of properties located in the downtown zoned business or light industrial districts are encouraged to apply. This includes existing or new businesses which are primarily utilized for business purposes or store front only. This grant is not intended for properties with a primary use as apartment/residential or storage units.

New businesses are required to submit a business plan for the City to utilize as part of the evaluation criteria as it pertains to the financial ability of the grantee to repay grant funds. All businesses must be current on all state, county, and local taxes and City utility services. Proof of financial soundness will be required.

Grantees are eligible for one grant every two (2) years, and will not be eligible for subsequent grants if noncompliant with grant terms or default on an awarded grant.

II. Grant Committee Evaluation Criteria

1. First time applicants
2. Use of grant funds
3. Project timeline
4. Applications demonstrating strong cash match
5. Completeness of application
6. ***Business Plan – For new businesses only***

III. Use of Grant Funds (in order of preference)

1. Improvements to the façade, awning, glass/windows, frontage, sidewalk, or streetscape
2. Improvements or repairs that would correct code or structural issues with the property
3. Interior renovation/remodel costs
4. Acquisition of machinery and/or equipment (***requires pre-approval from City***)
5. Business start-up costs (***requires pre-approval from City, and business plan***)

IV. Prohibited use of Grant Funds

- 1) Purchase of real estate or land
- 2) Paying off or refinancing debt
- 3) Working or reserve capital or cash
- 4) Salaries or payroll expenses
- 5) Payment of any taxes or utilities
- 6) Demolition

V. Application Requirements/Process

1. Application must be submitted to the City and will be reviewed and evaluated by the City Administrator and/or other City staff within 30 days of application. Applications will be evaluated as they are received by City Staff. Applicants may be contacted for additional or missing application information as needed. Incomplete applications will not be forwarded to the City Council for consideration.
2. Applications will be pending until the reviewed by the City Council as outlined in Section VI.
3. Applications that provide estimates of the scope of work or documentation that project is ready to be started in a timely manner *shall* be given preference.
4. Applicant must provide details of the project and specific use of grant funds. Preference *shall* be given to applications which show matching or concurrent funds being expended or leveraged by the property owner or business for the project.
5. Applicant must provide evidence that all taxes and utilities are current for business or property (***includes Sales Tax***).
6. Applicant must agree to participate in media coverage, marketing, and promotion of the program, including potential signage, and provide or allow City staff to take before and after photos of the project for documentation.

VI. Award Process

1. Initial grant awards for the current budget year will be awarded on a case-by-case basis during that fiscal year. The City reserves the right to award additional grants throughout the year as budget allows.
2. All grants will be presented in front of the City Council for approval by majority vote, award decisions are final and not eligible for appeal.
3. Applicants receiving awards must be able to provide a W-9 form in order to receive funds and sign a personal and performance guarantee for awarded funds.
4. Building permits must be pulled for all applicable work and all contractors must be registered contractors with the City of Sedgwick. Applicants may perform the work themselves if they are also registered contractors with the City. Any applicable work must be done to current city code and be inspected by the city's building inspector. ***(city will waive the building permit fees but not the applicable inspection fees)***
5. Project must begin no more than 60 days from award of funds and must be completed within 120 days of award, unless prior extension is approved by the City Administrator.

VII. Compliance

1. City Administrator or their designee will follow up with award recipients to ensure that funds are used for the defined purpose and that all program requirements are met.
2. Recipient will provide all documentation required under the program, including bids/quotes and financial documentation of completion.
3. All facility improvement and signage projects require inspection/approval by City.
4. All proceeds from the PROGRAM must be used in the manner outlined on the application within the timeline as specified in Section VI, subsection 5.
5. Existing businesses must remain in operation in the location specified in the application for a minimum of one (1) year from the date of the award.
6. New businesses must be open within one (1) year from the date of the award.
7. Any funds not spent as approved, in the time designated, will be repaid to the City within 30 days.
8. Any recipient who fails to meet these compliance requirements will be required to repay the grant amount in full to the City within six (6) months of notification of non-compliance.

VIII. Funding

1. The City will budget for \$20,000.00 per year for grants and operation of the PROGRAM
2. It is the intention of the City to award four (4) grants per fiscal year with a maximum funding amount of \$5,000 per grantee.
3. The minimum grant amount per recipient will be \$1,000.00
4. Availability of grant funds are subject to changes based on City Council directives or decisions and any budgetary constraints of the City.

The City of Sedgwick Downtown Revitalization and Incentive 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 Revitalization and Incentive Grant Program Application

Business name: SEDGWICK BODY SHOP

Address: 109 E. 5th City: SEDGWICK State: KS Zip: 67135

Phone: 772-5544 Email: Sedgwick body @ sbcsbody.com Website: _____

Contact Person with phone number for application: WILLIAM BROWN 772-5544

Project Address: 109 E 5th St KS

Business Ownership: Private Public _____

Year business was established (if existing business): EST 1962

Amount of grant funds being requested: \$ 5000

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?

To Aid in downtown property revitalization. Plans to remove old metal building, replace & refinish building, finish front fence. Remodel office space

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

provide Body/repair/collision/glass services to the area

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

City of Sedgwick Revitalization and Incentive Grant Program Application – Page 2

5. Estimated Work Schedule: Start Date for work: 5/1/24
Completion Date: 8/1/24

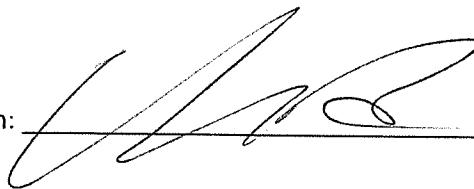
6. Current workforce of business: Full-time X Part-time _____ Seasonal _____

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? \$25,000 in labor

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

Sign:  Date: 4/12/24

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 _____

Sedgwick Downtown Revitalization and Growth of New Businesses (PROGRAM) Grant Program

PERSONAL AND PERFORMANCE GUARANTEE

The undersigned is an applicant with and for the Sedgwick Downtown Revitalization and Incentive 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 Revitalization and Incentive 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: _____

TM Property Solutions LLC.

Tyler Mosiman (owner)

PO Box 221

Sedgwick, KS 67135

316-871-8567

tymosiman@gmail.com

Bid

Date 5/8/24

TO: Sedgwick Body Shop

Description	Amount
Office	
- Demo out existing framing and ceiling	
- Re-frame north and west walls	
- Insulate with R-13 fiberglass insulation	
- Frame and blocking new HVAC (mini-split head unit)	
- Install new window (30x30)	
- Trim exterior window	
- Install 7/16 OSB sheathing on walls	
- Install new acoustic ceiling tiles	
- Prime and paint walls	
- Install LVP flooring	
Total labor and materials	\$3,800
Exterior Paint	
- Power wash exterior of building	
- Caulk as needed	
- Paint exterior building	
Total labor and materials	\$4,800
	\$8,600
	\$5K

Thank you for your business!

