

Downtown Topeka Redevelopment Incentive Grant Program

Description of the Application Process

**Administered by Downtown Topeka, Inc.
(for and on behalf of the City of Topeka)**

Introduction

The Downtown Topeka Redevelopment Incentive Grant Program is a financial incentive that is designed to encourage residential and commercial improvements of buildings for future use in the Capital City Business Improvement District. Grants are awarded as reimbursement for actual monies spent up to the limits provided below. Grant applications will be considered on a first come, first serve basis according to the date and time of application until funds are exhausted. The amount of funds available may change during the duration of this program. Funding for this program is provided by the City of Topeka and administered by Downtown Topeka, Inc. Applications will be reviewed by the Downtown Topeka Redevelopment Grant Committee (Grant Committee). The Grant Committee consists of members appointed by Downtown Topeka, Inc. and by the Downtown Topeka Business Improvement District Advisory Board.

Eligible Applicants

Any person who owns or leases real property located in the Program Boundaries described below is eligible to apply for grants to improve real estate (the Project) under Grant Program. Such person or persons (including tenants and owners of real estate) hereafter will be denoted as Applicant. However, if the Applicant does not have an ownership interest in the real property other than that of a tenant, then the owner of the property must join in the application and execute all documents required here for grant approval.

Guidelines and Limitations

For residential units, grants will be limited to 25% of the Project costs up to a maximum of \$10,000 for each residential unit. Further, no more than three grants for residential units will be allowed for each individual building project or address. The Grant Committee reserves the right to determine if the Project is subject to this limitation. For commercial project, grants will be limited to 25% of the Project costs up to a maximum of \$50,000 per project or address. The Grant Committee reserves the right to determine if the Project is subject to this limitation. For Façade improvements, up to \$5000 will be awarded for 25' fronts and \$10,000 for 50' fronts. The Grant Committee reserves the right to determine if the Project is subject to this limitation.

The Grant Committee, in its discretion, may allow the funding of certain building improvements and may disallow certain building improvements submitted in an application depending on it's evaluation of the condition of the property and the effect of the proposed improvements on the surrounding area.

Generally, applications for grants must be submitted and approved before the Applicant commences work on the Project. However, the Grant Committee may approve

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grant funding for a part or all of an ongoing project provided the application is submitted at least 30 days before the Project is completed.

This Grant Program will be administered as a reimbursement program unless the Grant Committee approves a different procedure. Generally, grant payments will be made upon receipt from the Applicant of an application for payment itemizing the improvements for which reimbursement is requested.

An Applicant whose Project includes a commercial business and who have received grants must remain in business at the property where grant money was invested for a minimum period of three years in order to complete the Applicant's eligibility. An Applicant whose Project includes a residential living unit must make every reasonable effort to rent the unit, and until doing so, must maintain the unit in good, tenantable condition and available for occupancy at reasonable rental rates during this 3-year period. If an Applicant fails to comply with this 3-year requirement, the Applicant will be required to reimburse the City of Topeka for the full amount of all grants received for the Project.

This program is not intended to award grants for maintenance of existing businesses unless specifically approved by the Grant Committee.

Program Boundaries

The Grant Program is offered for redevelopment projects within the Capital City Business Improvement District (BID), which is bound by the intersection of Southwest 12th Street and the alley between Topeka Boulevard and Tyler Street, thence northerly in a meander along the alley between Topeka Boulevard and Tyler Street to its intersection with Southwest 2nd Street, thence easterly along Southwest 2nd Street to its intersection with South Kansas Avenue, thence northerly along South Kansas Avenue and North Kansas Avenue to its intersection with the Kansas River, thence easterly in a meander along the river to its intersection with Adams Street extended, thence southerly along Adams Street to its intersection with the Missouri Pacific Railroad right-of-way, thence southwesterly to its intersection with Southeast 13th Street, thence westerly in a meander along Southeast 13th Street and Southwest 13th Street to its intersection with Southwest Jackson Street, thence northerly along Southwest Jackson Street to its intersection with Southwest 12th Street, thence westerly along Southwest 12th to the point of beginning.

Basic Eligibility Requirements

- To be eligible for the Grant Program, the building renovations and site improvements must be permanent in nature.
- The Grant Committee will generally not approve projects for routine on-going building maintenance (including roof repairs) to buildings, which contain operating business operations and those, which are fully occupied. However, the Grant Committee will consider applications for façade repair or replacement in buildings, which either contain on-going businesses or otherwise are occupied. In no event will the Grant Committee approve grants

for personal property, furniture, trade fixtures or equipment such as kitchen equipment, and the Grant Committee will have the discretion to determine if certain fixtures and trade fixtures are considered eligible for grant funding.

- Other items may be allowed at the discretion of the Grant Committee.
- No application will be approved and no Applicant will be eligible to receive grant funds unless all Shawnee County real estate, personal property or Business Improvement District taxes associated with the property to be improved are current as of the date the grant payments are made, and the Applicant has no other outstanding obligations to the City of Topeka.

Other Requirements:

- Generally, applications must be submitted before work on the Project is started. The Grant Committee will have the discretion to review an application and award a grant after construction has begun, provided the application is submitted no later than 30 days before the end of construction.
- Applicants whose Project includes a commercial business and who have received grants must remain in business at the property where grant money was invested for a minimum period of three years in order to complete the Applicant's eligibility. Applicants whose Project includes a residential living unit must make every reasonable effort to rent the unit, and until doing so, must maintain the unit in good, tenantable condition and available for occupancy at reasonable rental rates during this 3-year period. If an Applicant fails to comply with this 3-year requirement, the Applicant will be required to reimburse the City of Topeka for the full amount of all grants received for the Project.
- An Applicant who is awarded a grant from this program will have 30 days from the date the grant is awarded to agree to the terms and conditions of the program, demonstrate his or her financial capability to complete the project and sign a Grant Participation Contract. This deadline may be extended by the Grant Committee upon written request of the Applicant.
- If a business or building owner agrees to accept the incentive grant, the Applicant is required to demonstrate measurable progress toward completion of the renovation within 30 days from the date of the Grant Participation Contract is fully executed by all parties. If no significant progress of the renovation can be demonstrated by the 90th day following the date of full execution of this contract, the grant may be revoked, unless suitable arrangements have been made and approved by the Grant Committee.
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- Applicants must provide proof that all contractors retained to work on the project have appropriate licenses and insurance including general liability and workers compensation insurance.
- Grant applicant must sign and comply with the terms of the ADA Compliance Certification (see attached sheet).

- Any departure from the criteria set forth in this Grant Program description must be approved by the Grant Committee and ratified by the Downtown Topeka, Inc. Executive Committee.

Downtown Topeka Redevelopment Incentive Grant Program Grant Application

1. State the name, address, and telephone number of the applying entity and, if different, of the owner of the real property to be improved.

Provide the name(s) of the applying entity's representatives and any other financial guarantors of the Project and their addresses and telephone numbers if different from above.

2. Provide background information about the applicant and guarantors, including development experience, if any, and all other relevant information the Grant Committee may need to consider while reviewing the application. Describe the corporate or partnership structure as applicable.

3. Briefly describe the proposed Project. Include in this section:

- a) Intended usage.
- b) Economic and environmental impact.
- c) The square footage of the building / land area to be renovated.
- d) All other information needed to fully explain the project.
- e) Attach architectural plans and renderings and any available history on the subject.

4. State the marketing plans for the project identifying the intended market. What types of lessees are anticipated? How much time is expected before full occupancy is achieved, and who will manage the project?

5. State the location of the proposed project by street address and legal description and indicate the following:

- a) Name the property owner at the time of application submittal.
- b) If the Applicant does not presently own the property, does the Applicant have a written consent of property owner to do the project?
- c) Describe any and all existing financing, options and liens on the property.

6. Provide an estimate of the total project cost broken down by general categories (e.g., land, building, equipment, soft costs, specialty costs, etc.). Where possible provide actual bids for these components. This will provide the Grant Committee an estimate of the total investment being made in the project. Next, provide a list of items eligible for grant funds, the cost of these items and the amount of grant funding requested for each item. Be sure and apply the appropriate percentage of reimbursement depending on the geographical location of the project.

7. State the source of financing for the Project including any loans and equity being contributed. Provide the name of the lender and the amount of loans requested for the Project.

8. State the proposed time schedule for the project including the dates anticipated for the following:

- a) Closing of the loan or contributing financing availability.
- b) First expenditure of funds with regard to the project.
- c) Anticipated date construction will begin.
- d) Anticipated completion date.
- e) Building Permits and permission of Landmarks Commission if necessary.

9. Name any of the following professionals who will be involved with the project (with address and phone numbers):

- a) Legal counsel for the Applicant
- b) Architects and engineers
- c) Contractor for project
- d) Other professionals

10. Please disclose whether any applicant, guarantor or any other person involved with the project is currently engaged in any civil or criminal proceeding. Also disclose whether any individual involved with the project has ever been charged or convicted of any felony or currently is under indictment. Please supply detailed information.

11. Attach the following:

- a) Photos of current conditions.
- b) Photos of all exposed elevations.
- c) Existing floor plan.
- d) Bids containing itemized pricing for all phases of proposed renovation.

12. Are any permanent jobs anticipated as a result of the Project?

13. Has any portion of the project been leased or currently under lease? If so, what is the income from the lease and to whom is the property leased?

The following statement must be included along with a dated signature of the applicant or applicant's representatives.

This application is made in order to induce the Grant Committee to grant financial incentives to the Applicant. The Applicant hereby represents that all statements contained herein are true and correct. Failure to disclose may be grounds for revocation of grant and full repayment of any grant funds expended. All information materially significant to the Grant Committee in its consideration of the application is included. The Applicant acknowledges that it has reviewed the descriptions of the Grant Program for which it is applying and agrees to comply with those policies.

Applicant Signature

Date

ADA Compliance Certification

As a grant recipient of the Downtown Redevelopment Incentive Grant Program funded by the City of Topeka, Applicant understands and agrees to comply with Title II of the Americans with Disabilities Act (ADA) and the implementing regulations 28 C.R.F. Part 35, depending on the scope of the Project. This will be reviewed with Applicant during the planning and permit process with the City of Topeka. Recipient also understands that any subcontractors must also comply with the ADA provisions. If at any time during the term of the grant the city determines the recipient is not in compliance, 30-days written notice of non-compliance will be provided. If after that notice the recipient is not in compliance, the grant will terminate and no further funds will be disbursed.

Questions regarding this should be directed to:

City of Topeka
Public Works Department
Attn: ADA Coordinator
620 SE Madison
Topeka, KS 66607

The undersigned hereby certifies that Applicant has read the ADA requirements set forth above and will comply with these requirements as a condition to the receipt of grant funds under this Program recipient complies with the ADA as described above.

Signature

Date

SCORE SHEET SUMMARY
(Office Use Only)

Documentation Attached:

- **Intended Usage**
- **Economic Impact**
- **Bids for proposed renovation**
- **Signed lease or proof of ownership**
- **Signed grant application form**

CRITERIA	AMOUNT	NOTES
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Primary Use:

Secondary Use:

Location:

Total Applicant Investment:

Economic Impact:

Total Amount of Grant Awarded: