



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

January 1, 2023

**Facade of Louisburg Improvement Program (FLIP)
and Enhanced FLIP
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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 located within the designated area for facade improvements. The purpose of FLIP is to continue the community's revitalization by stimulating private investments in 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 day 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 annual reimbursement grant of 40% of the project costs. However, the city's annual 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 paying 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.

For any work completed by a licensed contractor that contractor must be licensed through Miami County to legally operate in Louisburg. Bonus points will be given for businesses that use contractors with business operations in Miami County. When the work does not require a licensed contractor, the same bonus points are available if the material used is purchased from a Miami County source.

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 if in the historic district should complement the character of Downtown and 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.
- Applicants must 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>
- Any improvements submitted for FLIP consideration should not be undertaken prior to the application's approval. No improvements will be funded retroactively.

Enhanced FLIP

Enhanced FLIP is open to owners/renters of commercial structures within the city limits.. An award of up to \$5,000 in addition to a FLIP award may be granted on a first-come, first-served basis to applicants who address façade improvements on building sides other than the front and life-safety concerns in the building interior.

Life safety improvements include:

- Professional design services for structural engineering, engineering or architectural drawings
- New wiring or electrical paneling to bring building up to current building code
- Fire sprinkler system repair or installation
- Interior fire separations to appropriate rating, including doors
- New or improved egress, including interior elevation work as required
- Required life-safety signage (fire exits, escape routes, etc.)

Please note: Life-safety work must be completed by a licensed professional specializing in the associated work and must be licensed through Miami County.

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 improvements.
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 60 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.

Kansas Tax Clearance Certificate <https://www.ksrevenue.gov/taxclearance.html>

Application Deadline

Applications for both FLIP and Enhanced FLIP will be accepted starting Jan. 1, 2023, and will be considered while funding is available per the amount budgeted by City Council on a first-come, first-served basis until grant funding is depleted. Applications are reviewed on the 15th and 30th day 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. jmcr@miamicountyks.org

Process

1. The same application is used for FLIP and Enhanced FLIP and 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 and must be pre-approved by city staff.

**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 if 75 percent of the project’s work is completed by contractors with Miami County-based business operations. Up to 5 bonus points may be awarded if 50 percent of a project’s work is completed by contractors with Miami County-based business operations. 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
20 pts	Does the proposed project enhance the commercial appearance of Louisburg?	5 pt	Do the proposed improvements enhance the exterior of the property?
		5 pt	Are the proposed improvements such that future tenants would benefit from them?
		5 pt	Do the proposed improvements enhance the efficiency of the property?
		5 pt	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 or materials purchased locally	10 pts	Is 75% of project completed by Miami County contractors? If self-contracted, are materials purchased locally?
		5 pts	Is 50% of the project completed by Miami County contractors. If self-contracted, are materials purchased locally?

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-Commercial (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. Reminder: Bids must be no older than 60 days.

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. If using contractor services, is the contractor licensed in Miami County?

___Yes___ No

If yes, what is the contractor business address: _____

13. List of materials being purchased locally and from what business(s).

14. Estimated Total Project Cost: (A)_____ (*attach itemized budget*)

15. 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. All bids must be valid within 60 days.

16. Proposed Start Date:_____

17. Proposed Completion Date:_____

18. What is the existing use of the building?_____

19. When was this business established? _____

20. Will this project proposal cause a change in the building's use? ____Yes____No

21. If so, please explain._____

22. Please write a summary of the complete project scope. You may attach additional pages.

Signature of Applicant

Date

This application is for ____ FLIP ____ Enhanced FLIP

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 two 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.
jmcrae@miamicountyks.org**

**For all questions, please contact Nathan Law at 913-837-5839 or
nlaw@louisburgkansas.gov**