



Attachment A

Downtown Facade Grant Program Rules and Process

Program Goals

The goal of the Downtown Facade Grant Program is to encourage historically appropriate facade improvements to existing buildings downtown in a manner that promotes the success of the businesses while preserving the unique historical characteristics of those buildings.

- Preserve historic buildings
- Promote a high level of maintenance for the exterior of buildings
- Enhance pedestrian safety by increasing maintenance of building facades in zero setback areas
- Promote commercial vitality and increase economic activity and sales tax revenues
- Maintain or improve existing property values and add to the tax base
- Enhance the overall attractiveness of the community

Eligible Applicants

The applicant can be either the property owner or the tenant of a building. Both the applicant and the owner must sign the application form.

Non-Eligible Buildings

Owners or tenants of buildings that have one of the following special circumstances are not eligible to apply until the situation is resolved, if applicable:

- Properties and buildings that have special assessments, real estate taxes or personal property taxes that are delinquent
- Property with outstanding code violation orders, unless these are corrected as part of the project
- Property or buildings in litigation, mediation, condemnation, or receivership
- Exclusively residential property
- Tax exempt property
- Buildings outside of Knob Noster city limits

Eligible Activities

The work paid for by the grant funds or applicant's matching funds can take place on either the front or rear facade of the building or on an exterior side facade open to a common space or public right-of-way and must be visible to the public. The building must be located within Knob Noster city limits and zoned commercial. The types of work that may be funded include, but are not limited to, the following:

- Masonry repair/Tuck pointing
- Painting
- Signage (*no neon or flashing*)
- Awnings

- Window and door repair (*no tinted windows or doors*)
- Exterior lighting attached to building
- Other
- Carpentry work
- Cornice repair

Non-Eligible Activities

- Roof repairs/replacement not related to an exterior facade improvement
- Structural work to foundations or walls, security systems, non-permanent fixtures, interior window coverings, security bars, and barbed wire fencing
- Purchase of property and/or building
- Construction of a new building
- Demolition
- Fixtures, furnishings, and equipment
- Inventory
- Design costs
- Exterior furniture
- Tinted windows or doors
- Signs with neon or flashing elements
- Work started or completed before approval of an application and a Notice to Proceed is issued by the City of Knob Noster for this grant program

Program Funding

Starting with the February 1st, 2023 grant cycle, there will be two categories of grant applications: one for large scale projects (between \$1,001 to \$5,000) and one for small scale projects (between \$0-\$1,000). Only 1 large scale project will be awarded in a grant cycle. Small scale projects will be awarded as funds allow. The private match requirement for each grant will be determined by the table below.

	Total Project Costs	Grant Committee Approval	Grant Funds (% of total costs)	Applicant Match (% of total costs)
Large Scale	\$1,001-\$5,000	Required	90%	10%
Small Scale	Up to \$1,000	Required	90%	10%

1. One grant per cycle (February 1, 2023 to April 1st, 2023) may be awarded per property. A property is considered any individual platted lot or tract of land described by metes and bounds.
2. Any work done prior to the approval of a grant application and Notice to Proceed being issued by the City is not eligible for funding.
3. Grant funds and the required private matching funds are to be spent for actual owner-paid, direct expenses approved by the grant committee such as purchasing materials and paying a contractor.
4. All contractors performing work associated with a Facade Grant must have a current City of Knob Noster business license. Business Licenses may be obtained from City Hall.
5. Funding is limited and the amount awarded for a project is at the discretion of the City.
6. Applicants that have received a Facade Grant in previous cycles may have to sit one year out if there are an abundance of applications in any given year.
7. Information on the Secretary of Interior's standards is available at http://www.nps.gov/hps/tps/standguide/rehab/rehab_index.htm

Small Scale Projects

1. Applications for small scale projects can be submitted starting February 1, 2023 until April 1, 2023.
2. Grants for small scale projects are awarded on a first-come, first-served, competitive basis.
3. The small scale grant review process may take up to 30 days from the date the application is received. If a building permit is required, that could extend the review period.

Large Scale Projects

1. Applications for large scale projects can be submitted starting February 1, 2023- April 1, 2023.
2. Applications received during the February 1, 2023- April 1, 2023 application window will be evaluated on a competitive basis.
3. An award for the large scale project to be funded may take up to 30 days from the date the application is received. If a building permit is required, that could extend the review period.
4. Any large scale application that is not funded, may amend their project and apply for a small scale grant.

Judging Criteria for Small Scale and Large Scale Projects

Applications will be scored based upon the following criteria.

1. Use of Johnson County labor or materials purchased in Knob Noster
2. Whether or not the applicant is a first time applicant
3. Projects producing the most visible facade changes and having maximum impact.

Application and Payment Process

1. Complete and submit the application form and attachments to the City of Knob Noster City Hall
2. Upon receipt of a grant application and attachments, staff will determine if the application and packet is complete and contains the necessary information for review. Incomplete packets will be returned to the applicant prior to the deadline. Complete packets will be assigned a project number and forwarded to the grant committee for review.
3. If the grant is approved, the applicant must fill out a W-9 form and return to the City, prior to receiving funding disbursements.
4. The City will issue a Notice to Proceed which will include the amount of grant funds awarded and the amount of matching funds required.
5. Applicant will complete the work at their own expense.
6. All work must be completed by June 1, 2023 unless pre-approved by the City of Knob Noster.
7. The applicant will then submit 1) "after" photographs of the completed work and 2) copies of paid invoices to prove how the grant money and match money was spent to the City by June 1st, 2023 of the grant cycle.
8. Once the work has been approved by the grant committee, the City will pay the applicant the awarded grant amount within 30 days.
9. Projects must be completed by June 1, 2023 or the grant money will be returned to The City of Knob Noster

Grant Committee

The grant committee will consist of individuals selected and approved by the board of Alderman and will contain 5 members.



201 North State, Knob Noster MO 65336

Phone: 660-563-2595 Fax: 660-563-5634

Downtown Facade Grant Program Application

Type of Application: *Check only 1 box*

- Small Scale (\$0 to \$1,000)—Applications accepted February 1 -- April 1, 2023
- Large Scale (\$1,001 to \$5,000)—Applications accepted February 1 -- April 1, 2023

Type of Applicant: Building Owner Tenant

Applicant Name: _____ Date: _____

Mailing Address: _____ City: _____ Zip: _____

Applicant Phone #: _____ Applicant email: _____

Name of Business: _____

Address where work will be performed: _____

Age of building where work will be performed: _____

Building owner's name: _____

Building owner's phone #: _____

Proposed start date: _____ Expected completion date: _____

Type of Work Proposed: *please check all that apply*

- | | |
|---|---|
| <input type="checkbox"/> Masonry repair/Tuck pointing | <input type="checkbox"/> Signage (<i>no neon or flashing</i>) |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Awnings |
| <input type="checkbox"/> Window and door repair (<i>no tinted windows or doors</i>) | <input type="checkbox"/> Carpentry work |
| <input type="checkbox"/> Exterior Lighting attached to building | <input type="checkbox"/> Cornice repair |
| <input type="checkbox"/> Other | |

PROJECT DESCRIPTION

Write a description, and photos, of the work to be completed including location on the building, type of work, materials, colors, size of sign, style of awning, type of mortar, method of repair, etc. Please include enough information for the grant committee to understand the full scope of the project.

Submit completed form and attachments to the City of Knob Noster City Hall at 201 N State St. Knob Noster, Mo. 65336

BUDGET

Complete and submit the attached budget worksheet with the grant application. Attach any bids or estimates received by the contractor.

Total cost of proposed grant project: \$ _____

Amount of Grant funds being requested: \$ _____

Amount of Matching funds being committed: \$ _____

BUILDING PERMIT

If your project requires a Building Permit or Sign Permit, please apply for the Building or Sign Permit directly with the City by contacting the City Inspector at 660-563-2595. The Notice to Proceed for a Façade Grant will not be issued until the Building or Sign Permit is ready to be issued or has been issued. The building permit fee for a permit issued for the scope of work covered by a Façade Grant will be waived.

All contractors performing work associated with a Façade Grant must have a current, active Business License with the City of Knob Noster.

General Contractor Name: _____

Mailing Address: _____ City: _____ Zip: _____

Contact Phone #: _____ Business License #: _____

Subcontractors:	Name	Phone #	Knob Noster Business License		
Electrical:	_____	_____	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> In process
Sign:	_____	_____	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> In process
Masonry:	_____	_____	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> In process
Other:	_____	_____	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> In process

APPLICATION CHECKLIST

Please make sure you have attached all of the following items:

- Budget worksheet
- Bid or estimate from contractor if applicable
- Before picture of the building

I understand work cannot begin on the grant project until a Notice to Proceed has been issued by the City. Any work started before the Notice to Proceed is issued will not be reimbursed by the City and failure to abide by the Program Rules and Process will result in denial of the funds. I understand the project may be inspected by representatives of the City for compliance to the project as submitted with the application. I understand that should the project be found not in compliance with the original application and proposal as submitted and approved, I may be denied issuance of the grant funds. The undersigned applicant(s) affirms that the information submitted herein is true and accurate to the best of my knowledge. I have read and understand the conditions of the Downtown Façade Grant Program Rules and Process and agree to the conditions and guidelines.

Applicant Signature: _____ Date: _____

Building Owner Signature: _____ Date: _____

Submit completed form and attachments to the City of Knob Noster at 201 N State St. Knob Noster, Mo. 65336

