

# Salina Downtown, Inc.

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Development Incentives | Façade Improvement Programs-Forgivable Loan

Funded annually by a grant from City of Salina, Salina Downtown's Façade Improvement Program encourages preservation of the Business Improvement District's existing architectural heritage. The Façade Improvement Program provides matching funds for exterior renovations and/or new construction costs to property owners or Business Improvement District tenants.

Because the Façade Improvement Program provides partial reimbursement, the property owner or business owner may obtain additional financing from any source. Design plans reviewed by the City of Salina and/or the Design Review Board are subject to their approval.

Applicants select the type of funding appropriate to their project: a **mini-grant** (for projects up to \$3,499) or a **forgivable loan** (for projects up to \$15,000).

If a single-owner commercial building has a multi-tenant building, the tenant of each separate unit with an individual storefront façade and an independent ground floor entry is eligible to receive Façade Improvement funds. Total façade funds cannot exceed \$15,000 per unit or \$30,000 for the entire building. If the owner or tenant of a building occupying more than sixty (60) feet of storefront applies for façade funding, the SDI Board may award additional funds at its discretion. A building is eligible for one mini-grant or forgivable loan per year.

Facade Program funds are disbursed after completion of project, approval of work performed by a final City inspection, and submission of a final report form to the SDI Executive Director (including copies of paid invoices for approved expenses).

Forgivable loans require a signed agreement to maintain the building's funded improvements as rehabilitated for a period of at least three years in the form of a lien against the property in an amount equal to the reimbursement amount. This property lien will be subordinate to liens of other lenders. The grantee shall agree to own/occupy the property for a period of three years after the execution of this agreement. The applicant agrees to repay to Salina Downtown Inc. a sum of money equal to one-thirty sixth (1/36) of the amount of the loan for each whole month remaining prior to expiration of the three-year period. The agreement shall be filed with Saline County Register of Deeds and transferred upon sale of the property.

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### **FORGIVABLE LOAN GUIDELINES**

Façade Forgivable Loans are designed for large-scale exterior renovation or construction projects within the Business Improvement District. Projects approved for façade funds must comply with all applicable City of Salina codes and ordinances. All projects must obtain a building permit when required by City code and may require site plan approval by the Salina Planning Commission and the Design Review Board.

### **Eligible Applicants**

Owners and/or tenants of structures located within the Business Improvement District, whose Business Improvement District Service Fees are current, may apply for Façade Improvement funds. Partner nonprofit organizations whose principal location is within the Business Improvement District boundary are also eligible to apply for DIP funds. Preference will be given to Business Improvement District Service Fee paying members.

### **Eligible Buildings**

The façade is the entire exposed exterior surface of a building that fronts a public street and contains an entrance to the building. Any elevation not containing an entrance but fronting on a public street exposed to public view will be considered a secondary elevation. Secondary elevations may also be eligible for façade grants at the sole discretion of the BID Board of Directors.

### **Available Funds**

Maximum single project award \$15,000.

### **Matching Requirement**

All applications are competitive and require a minimum cash only match of \$1.5 private investment to \$1 façade grant funds. In-kind contributions will not count toward the required match.

### **Eligible Use of Funds**

Exterior improvements only. Projects may include but are not limited to:

- Building expansion
- Vacant building redevelopment
- Facade renovation and restoration (emphasis on removal of metal siding and metal awnings) and/or replacement with new coverings or roll-ups
- Work complying with SDI Design Guidelines, contingent on Design Review Board approval
- In some projects landscaping, fencing, lighting and other permanently affixed exterior elements, not otherwise deemed part of the façade, will be considered as eligible costs under the Façade Grant Program.

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- Non-permanent items that are funded by the grant must include an agreement from the business to keep the non-permanent items in place for 36 months. Business owner is responsible for repair and/or replacement of non-fixture items for 36 months if they are vandalized, broken or stolen.
- Non-permanent items will only be considered as a part of a larger project and complementary to primary, fixed improvements.

### **Ineligible Use of Funds:**

- Signage
- Projects with no minimum 1.5:1 match
- Projects outside the Business Improvement District boundaries
- In-kind labor of property/business owners
- Interior renovation costs

### **Application Requirements:**

1. Project Application
2. Project description
3. Project schedule
4. Budget Worksheet
5. Detailed plans, drawings, and specifications for the project. Include all dimensions, colors and other appropriate measurements and information.

### **Selection Criteria**

Projects are judged on individual merits and components. The following criteria will serve as the basis of consideration:

- Ratio of matching funds to private investment (minimum 1.5 to 1). Additional consideration given to applicants providing more than the minimum match requirements
- Projects creating new businesses and/or additional employment in downtown will receive additional consideration or priority.
- Project's compatibility with Salina Downtown Design Guidelines

### **Approval**

Applications are subject to review and approval by the Façade Program Review Committee with final approval of the Salina Downtown, Inc. Board of Directors. The Façade Program Review Committee includes two members of the SDI Business Support and Recruitment Committee, one SDI Board member, one Design Review Board member and one member appointed by the Salina City Commission. Applicants will receive a notification letter of the Review Committee's decision.

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## **Additional Requirement**

All projects awarded grants must be completed within one calendar year from the official date of the award notification letter.

## **Application Deadline:**

Completed applications are accepted quarterly as follows:

### **Application Dates**

March 11, 2019

June 10, 2019

September 9, 2019

December 9, 2019

### **Award Notification Dates**

March 18, 2019

June 17, 2019

September 16, 2019

December 16, 2019

Application forms are available from Salina Downtown, Inc. (SDI), 120 West Ash Street, Salina, KS 67402-1065 or online at [salinadowntown.com](http://salinadowntown.com)

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## Exterior Improvement Forgivable Loan Application

Business Address \_\_\_\_\_

Business Name \_\_\_\_\_

Business Owner (Contact) \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Property owner \_\_\_\_\_

Property owner mailing address \_\_\_\_\_

Property owner phone \_\_\_\_\_ e-mail \_\_\_\_\_

Primary contact for this application \_\_\_\_\_ business owner \_\_\_\_\_ property owner

TOTAL PROJECT COST \$ \_\_\_\_\_

DIP Amount Requested \$ \_\_\_\_\_ (Maximum request \$15,000)

Total Private Match \$ \_\_\_\_\_

What is the ratio of the private investment to grant request? \_\_\_\_\_ : \_\_\_\_\_  
(Minimum \$1.5 private to \$1 grant)

### Additional Requirements:

Complete and attach the following items:

- Project description and timeline (including drawings and plans)
- Budget Worksheet
- Photographs of the existing building

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

## **Project Description:**

### **Will this project:**

- (a) Serve an existing or a new business?
- (b) Positively contribute to the downtown district's commercial development?
- (c) Has the property been the subject of a prior BID façade grant?
- (d) Has the property been completed or will the project begin within the next six months?
- (e) Are the façade grant funds used entirely for the façade?
- (f) Has the applicant received façade grant funds for a different property? If so, were program requirements fulfilled (meeting the one-year timeline, the three-year forgiveness requirement)
- (g) Increase employment?
- (h) Involve interior renovation? Interior costs are not eligible for reimbursement and may NOT be used as match. If necessary, attach additional page or use reverse.

**Project time line.** Outline the proposed time schedule for the project (be specific). Keep in mind that the project must be completed within one calendar year of the award. If necessary, attach additional page or use reverse.



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## **APPLICATION CHECK LIST**

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Project Description
- \_\_\_\_\_ Project Timeline
- \_\_\_\_\_ Budget Worksheet
- \_\_\_\_\_ Photograph(s) of the existing building

## **SUPPLEMENTARY REQUIREMENTS**

- \_\_\_\_\_ Confirmation that Business Improvement District service fees are current  
(at the time of the application and before funds are disbursed)
- \_\_\_\_\_ Professional contractor cost estimates of improvements
- \_\_\_\_\_ Design sketch (color choices and materials to be used)
- \_\_\_\_\_ Written approval from building owner if the applicant is a tenant
- \_\_\_\_\_ Approval of Design Review Board (if applicable)