



# Downtown Revitalization Improvement Program Grant & Loan Guidelines

## **Purpose and Mission**

The purpose of this program is to improve the appearance and functionality of commercial properties located in the Dodge City Downtown Commercial zoning district. (See map for area boundaries.) Improving the appearance and functionality of commercial buildings is part of an overall strategy to attract consumers and new businesses as well as to support existing businesses there.

## **Strategy**

This program is designed to achieve its purpose by providing attractive financial incentives for current and prospective property owners in the downtown area to significantly improve the appearance of the outside of their buildings, as well as increasing the function of the interior of the building. These incentives will include a grant with a 50/50 match to be used for exterior property improvements, and a zero-percent interest loan with a 50/50 match to be used for interior improvements. To assure that the improvements are of high quality, are cost effective and are in keeping with the goals set by Main Street Dodge City for authentic, historically sensitive redevelopment; all improvements must comply with the Main Street Dodge City Design Guidelines. The Main Street Dodge City Board of Directors, in consultation with the Main Street Dodge City Design Committee and Economic Development Committee, will determine compliance.

## **Program Eligibility**

The program is available to commercial property and business owners in the Dodge City Downtown Commercial area that are in current standing with their property taxes and are members of Main Street Dodge City. Only projects that have not been started will be considered for this program. Applicants who have an open grant project or a balance remaining on a loan through this program are not eligible to apply. The basic principle of the Main Street Program the historic preservation of Downtown Dodge City's Historic District, therefore a preference shall be given to applications that improve and preserve historic properties that lay within the historic district. Decisions on applications for this program are based on the criteria outlined in this document. Each application/request will be considered solely on its merits, without regard to age (provided the applicant is of age as prescribed by law), color, creed, marital status, national origin, political party affiliation, race or sex of the applicant(s).

## **Eligible Use of Grant Funds**

Program funds are restricted in use to the permanent financing of design and implementation of an approved plan for improvements to the exterior – front, sides and rear – of existing commercial building in the Downtown Dodge City area. Included elements are painting, window repair, signage, awnings, masonry work, and entranceways.

## **Eligible Use of Loan Funds**

Program funds are restricted in use to the permanent financing of design and implementation of an approved plan for improvements to the interior of existing commercial buildings in the Downtown Dodge City area. Included elements are plumbing, electrical work, structural alterations, improvements to the floors or walls, and stationary fixtures.

### **Ineligible Use of Funds**

Parking lots and parking structures, sidewalks, landscaping, building maintenance, appliances and inventory. All items not covered in these guidelines shall be reviewed as to their qualification on an individual basis.

### **Application and Financing**

Applications will be judged on a competitive basis and will be evaluated as to their need and historical significance. Once approved, the money will be granted or loaned out as a 50-to-50 private funds to program funds. Meaning, once the property or business owner has turned in receipts showing their investment for 50% of the project, Main Street Dodge City will then grant or loan the individual the remaining 50% of expenses. The applicant must sign a Promissory Note before any funds will be loaned out. Applicants may apply for up to \$5,000, unless otherwise approved by the Main Street Board of Directors. All loans will receive a zero-percent interest rate based on a term length of no more than 30 months. The exact term length will be decided based on the amount of the loan.

### **Application Process**

1. Meet with the Main Street Director, or such other person the Director may designate, to determine whether the program is applicable to the project.
2. Turn in the completed application with all required attachments, including two cost estimates, to the Main Street Director. If proposed work can be done locally it is encouraged that bids be sought from local (Dodge City/Ford County) vendors. Preference shall be given to the lowest qualified bid. Please include 8 ½ by 11 copies of all drawings and photos. Copies of attachments and drawings, which are needed to secure a building permit from the City, are also acceptable.
3. The Main Street Dodge City Board will review the project and application to determine eligibility and the amount to be granted or loaned within 30 days of the submission of all required information. Applications will be judged on a competitive basis. The Board may request additional information if it considers the information supplied by the applicant to be insufficient.
4. Once all project information has been turned in, and if approval has been given for the grant or loan, the Main Street Director will notify the applicant of the award and schedule a time to sign the appropriate documents.
5. The project must be completed within 12 months of when the grant was approved. Upon receipt of evidence documenting actual project costs and a Promissory Note (if applicable) has been signed, Main Street Dodge City shall have 30 days to confirm that such project costs were so incurred. Within 30 days after all the requirements set forth are met, Main Street Dodge City will provide payment for the cost incurred, up to the amount designated in the grant or loan that was awarded.

### **Note:**

The worthiness of the applicant as determined by the Main Street Dodge City Board of Directors, and the previously mentioned criteria, will determine approval or denial of a grant. The committee for this Improvement Program reserves the right to waive any of the above requirements should any of the above requirements become a deterrent to economic development or the worthiness of a project. Any information contained in this document, including program terms, conditions and availability is subject to change without notice.