

# Kingman County Façade Program

Kingman County has established a Façade Program to enhance the character and encourage investment by improving store fronts of our business corridor/s.



The façade program will allocate \$50,000.00 per year in grants to commercial buildings located in the cities of Cunningham, Norwich, and Kingman. The maximum grant is \$5000.00 funded equally by the County and the City where the project is located. A match of 50% of the project total is required from the business and/or building owner.

Grant applications are accepted until funds are exhausted. Approval is based on economic and/or visual impact. Approval is required before work begins. Applicants must be current on all property tax. Renters may apply with owner permission. This is a reimbursement grant and funds will be dispersed upon completion of the project.

Only eligible improvements will be reimbursed. Please see attached list for full list of acceptable and excluded improvements. Professional design assistance is eligible for grant money. Final design must be approved by City Council/Commission of project location before construction begins.

## Program Overview

The mission of the Façade Program is to stimulate investment and development by improving the appearance of our store fronts. Our goal is to increase economic viability and spur business activity in our target area.

Questions may be directed to [economicdevelopment@cityofkingman.com](mailto:economicdevelopment@cityofkingman.com) or 620-553-4029.

## Eligibility Criteria

1. Pre-Application review with the program director.
2. Applicants must be commercial property owners or tenants. Tenants must receive written permission from the property owner to apply. Property must be located in the county limits.
3. Applicants are eligible for one grant per calendar year.
4. Applicants must be up to date on all city and county taxes and free from city liens against the property.
5. Applicants must comply with all laws and regulations. Permit fees will be waived.
6. If an application is denied, the city will suggest acceptable improvements for future applications.
7. Applicant must agree to not to change or alter improved facades for 3 years after the date without approval from City Commission or Council.

8. Applications can be picked up at City Hall.
9. If appropriate, nonconforming signage must be removed as part of the improvement.

### **Design Principles and Guidelines**

Designs must coordinate with the existing building and effort should be made to preserve architecturally significant details. Only facades visible from the street are eligible.

1. Eligible Façade/Signage Improvements
  - a. Professional Design Assistance
  - b. Restoration of historically or architecturally significant details
  - c. Removal of elements which cover significant details
  - d. Window and door replacement
  - e. Signage approved by City Council/Commission of project location
  - f. Lighting (may include display window lighting)
  - g. Landscaping features including outdoor furniture
  - h. Cleaning, Painting, Residing of building
  - i. Awnings, canopies, gutters, and downspouts
  - j. New storefront construction
  - k. ADA compliant renovations
  - l. Sidewalk Repair
  - m. Masonry repairs and pointing
  - n. Cornice Repair
2. Ineligible Improvements
  - a. Indoor Improvements including security/alarm systems
  - b. Playground Equipment
  - c. Structural Changes
  - d. New commercial construction
  - e. Asbestos remediation
  - f. Improvements for which insurance money has been received
  - g. Improvements made before approval
  - h. Temporary Improvements
  - i. Property acquisition/expansion
  - j. Parking Lots
  - k. "Sweat equity" or unpaid volunteer labor

## **Program Assistance**

The façade program is a grant of up to \$5000.00. A 50% match of project costs is required. Matching funds may be from financial assistance in form of a grant or loan. Funds will be distributed after completion of the project.

## **Process**

Step 1. Meet with Kingman County Economic Development

Step 2. Complete and submit a formal application including W-9. Email application and W-9 to [economicdevelopment@cityofkingman.com](mailto:economicdevelopment@cityofkingman.com) or mail to:

Kingman County Economic Development  
324 North Main Street, PO Box 168  
Kingman, KS 67068

Step 3. Kingman County Economic Development Director City Council/Commission of project location will review each application. Applications will be evaluated on the following criteria:

- Location/Visibility/Use of building
- Visual, Business, and Historic Impact
- Significance of grant to completion of project
- Project Amount (provide estimates)
- Total linear footage to be improved

Step 4. After approval, the applicant will receive a "Notice to Proceed." Work done before official notification will not be reimbursed. Secure proper permits before beginning any work. Work must begin within 60 days of notification and must conclude on or before December 31, 2022.

Step 5. After completion of work submit all receipts, canceled checks, paid bills, and contractor lien waivers within 30 days to the Kingman County Economic Development Director for reimbursement. Attach photos of completed work. A final inspection by Kingman County Economic Development is required to ensure all work in application was completed.

Step 6. After project completion, paperwork submission, and grantor inspection funds will be made available to the applicant within 30 business days.

# Façade Improvement Program Application



Date of Submission\_\_\_\_\_

*ATTACH COPY OF W-9 WITH APPLICATION*

## PROPERTY INFORMATION

Property Address\_\_\_\_\_

\_\_\_\_\_

Is property currently for sale? \_\_\_\_\_ Original Construction Date\_\_\_\_\_

Significant Historical or Architectural Information \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name\_\_\_\_\_

Applicant Address\_\_\_\_\_

\_\_\_\_\_

Applicant Phone\_\_\_\_\_ Email\_\_\_\_\_

Business Name\_\_\_\_\_ Years in

Business\_\_\_\_\_ Number of Employees\_\_\_\_\_

**PROPOSED IMPROVEMENTS** (Attach estimates, design drawings, photographs, and other supporting information)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Projected Cost\_\_\_\_\_ Anticipated Time Frame\_\_\_\_\_

Applicant Signature\_\_\_\_\_ Date\_\_\_\_\_

## PROPERTY OWNER INFORMATION & ACKNOWLEDGEMENT

Property Owner Name\_\_\_\_\_

Property Owner Address\_\_\_\_\_

\_\_\_\_\_

Property Owner Phone\_\_\_\_\_ Email\_\_\_\_\_

I am the owner of the property noted in the property information section of this application.  
The contact information provided is accurate. I have been informed by the tenant of  
improvements described in this application and I authorize the tenant to apply for funds  
towards the completion of the improvements.

Property Owner Signature\_\_\_\_\_ Date\_\_\_\_\_

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### OFFICE USE ONLY

\_\_\_\_\_ Completed Application (Pictures, Estimates, Forms)

\_\_\_\_\_ Reviewed by code enforcement

\_\_\_\_\_ Approved by City Commission/Council or Economic Development

Director

\_\_\_\_\_ Notice to proceed sent

\_\_\_\_\_ Receipts & photos submitted

\_\_\_\_\_ Grantor inspection

\_\_\_\_\_ Funds requested from County & City

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ► _____	(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.