

# COMMERCIAL REVITALIZATION PROGRAM

**(CRP) provides assistance to Phillips County business owners for rehabilitation to the façade of their business location. Qualified projects include signage, awnings, windows & doors, and exterior renovation.**

## HOW DOES IT WORK?

Approved candidates will be awarded a dollar-for-dollar match towards the cost of their CRP project with a maximum reimbursement award of \$5,000 per project. Qualified projects will include signage, awnings, windows and doors, and exterior renovations.

## HOW DO I APPLY TO PARTICIPATE IN THE PROGRAM?

Submit a “before” picture of your property along with your completed application form (*see reverse*) and you will receive an approval response within 30 days. If you are approved to participate, you will then have **180 days** to complete your project.

**Applications will not be accepted for projects that are either completed or currently in progress.**

## WHAT ARE THE PROJECT REQUIREMENTS?

The minimum project cost required to be eligible for participation in the CRP program is \$1,000 (\$500 match). Approved projects must obtain any appropriate permits before commencing work and conform to all zoning, planning and municipality regulations, where applicable.

## WHAT EXTERIOR IMPROVEMENTS ARE ALLOWED?

Qualified projects will include signage, awnings, windows and doors, and exterior renovations. Other types of exterior repairs may be applied for and brought to the PCED board for discussion.

## I OWN RENTAL PROPERTY – CAN I STILL APPLY?

If you own rental property, you can apply to participate in the program. However, you will only be able to make improvements to one property per year, including personal property.

## CAN I DO THE WORK MYSELF OR DO I NEED TO HIRE A CONTRACTOR?

It is suggested that you use a contractor for any revitalization projects. You may opt to do the work yourself, provided that the revitalization project is done to a satisfactory standard. However, labor costs will *only* be reimbursed for professional contractors. Applicants are required to follow all local codes, ordinances, and regulations in relation to the revitalization project.

## HOW DO I RECEIVE MY FUNDS?

**Approved** CRP participants must submit an “after” picture of their project along with itemized receipt(s) or invoice(s) within 30 days of project completion, for all costs incurred during the 180-day time frame. Reimbursement will then be issued providing that all conditions have been met.

## HOW MUCH FUNDING IS AVAILABLE?

The CRP program will reimburse up to 6 projects annually. Funding will be approved on a first come, first serve basis. Once all funds have been depleted for the year, no applications shall be accepted again until the following calendar year beginning on January 1. Applicants are encouraged to reapply each year.

## CAN I RECEIVE MY AWARDED FUNDS AHEAD OF COMPLETION?

**No.** Funds will only be awarded to an approved applicant upon total project clearing and completion. Applicants must submit “after” pictures that demonstrate project completion along with itemized receipts and invoices of reimbursable costs within 30 days of project completion

# COMMERCIAL REVITALIZATION APPLICATION FORM

Please complete ALL fields. Incomplete applications will be rejected.

Applicant's Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

CRP Assistance requested for: Signage  Awnings  Windows/Doors  Other

Project Description: \_\_\_\_\_  
\_\_\_\_\_

Have you received bids/estimates for your planned project? Yes  No

Estimated total project cost: \_\_\_\_\_

Have you obtained necessary permits, where applicable? Yes  No

Does your project comply with all applicable regulations? Yes  No

Will you be submitting a loan application to PCED or any other lending institution to secure the necessary funds to fulfil the matching requirements for the CRP program?

No, I will be self-funding  Yes, PCED application  Yes, other lender

Will you be using a contractor for the project or will you be carrying out the work yourself?

Self  Contractor  Name: \_\_\_\_\_

Anticipated project start date: \_\_\_\_\_ Anticipated project completion date: \_\_\_\_\_

## DECLARATION (An answer of "Yes" on any of the below questions will disqualify this application from approval)

Does this business or business owner have any outstanding tax liability with Phillips County, the Kansas Department of Revenue or the IRS? Yes  No

Is the business a government-owned entity? Yes  No

Is the business located outside of Phillips County, KS? Yes  No

Does the applicant rent or lease the business location? \*Yes  No

\*The project may still qualify with landlord consent

I grant permission to PCED to use pictures for marketing purposes. Yes  No

I hereby apply for reimbursement through the CRP program and declare that the information provided on this application is true and correct to the best of my knowledge.

Business Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

## ATTACHMENTS (Please enclose the following with your application)

"Before" picture of the property for which CRP assistance is requested.

Proof of property ownership. (Copy of mortgage statement, recorded warranty deed or deed of trust, or letter of consent from landlord).

Copy of bids and/or estimates for CRP project costs.

Any Supporting documentation to show project detail/renderings.

Copy of any licenses/permits obtained to complete project.

Return your completed application to: PCED, PO Box 604, Phillipsburg, KS 67661

Office Use Only    Apr    Rej    Init    Date    RMB Date