

# KINGMAN COUNTY IMPROVEMENT PROGRAM



Kingman County has established the Kingman County Improvement Program (KCIP) to encourage investment in properties throughout the county. Assistance is available in two areas: Business Facades and Dilapidated Structures. The County Commission has allocated \$50,000.00 per year to the program. Total available funding varies by category: \$26,000.00 will be set aside for façade improvement and \$24,000.00 for demolition of dilapidated structures. Maximum awards vary by category and available city match. Incorporated cities over 100 in population are required to match county funding 1:1 to participate. Cities under 100 in population may offer a match, but it is not required. Maximum grant amount is \$5000.00. A match of 50% of the project total is required from the applicant.

Grant applications are accepted until funds are exhausted and are available first come, first serve. Approval by the appointed Economic Advisory Committee is required before work begins and based on evaluation criteria set forth in the application process. Use of local contractors is encouraged. 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 proof of payment on completed projects. Only eligible improvements will be reimbursed. Please see attached list for full list of acceptable and excluded improvements for each area. Use of local contractors is encouraged and may be used as evaluation criteria.

## FAÇADE IMPROVEMENT OVERVIEW

**Total funds allocated: \$26,000.00**

**Max Award with City Match: \$5000.00**

**Max award in unincorporated areas & cities < 100 pop: \$2,500.00**

Kingman County has established a Façade Program to enhance the character and encourage investment by improving store fronts of our business corridor/s. The maximum grant is \$5000.00 funded equally by the County and the City where the project is located. Projects located in unincorporated areas, Nashville, Penalosa, and Spivey have a maximum award of \$2500. A match of 50% of the project total is required from the business and/or building owner. Cities are eligible and may receive one grant per year.

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 Kingman County.

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 Economic Development Advisory Committee
  - f. Lighting (may include display window lighting)
  - g. Landscaping features including art installation
  - 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
  - o. Removal of non-conforming signage
  - p. Murals/Art Installations
  
2. Ineligible Improvements
  - a. Indoor Improvements including security/alarm systems
  - b. Structural Changes
  - c. New commercial construction including parking lots
  - d. Asbestos remediation
  - e. Improvements for which insurance money has been received
  - f. Property acquisition/expansion

## **DILAPIDATED STRUCTURE OVERVIEW**

**Total funds allocated: \$24,000.00**

**Max Award with City Match: \$4000.00**

**Max award in unincorporated areas & cities < 100 pop: \$2,000.00**

Kingman County has established a Dilapidated Structure Abatement Program to remove sources of blight from Kingman County, improve the appearance, and encourage development on clean, shovel ready sites. The maximum grant is \$4000.00 funded jointly by the County and the City where the project is located. Projects located in unincorporated areas, Nashville, Penalosa, and Spivey have a maximum award of

\$2000.00. A match of 50% of the project total is required from the applicant. Cities are eligible and may receive two grants per year.

The mission of the Dilapidated Structure Abatement Program is to remove sources of blight and improve the appearance of our county. Our goal is to increase economic viability and spur new development. Eligible expenses include contractor fees, landfill fees, and dumpster rental.

## GENERAL PROGRAM GUIDELINES

1. Eligible applicants include property owners, tenants, and/or business owners within Kingman County. Written approval by property owner is required for all rental properties. Property must be located within Kingman County.
2. Applications for grants are available at some City Halls, the KCED office, [kingmancountyks.com](http://kingmancountyks.com), or by email ([economicdevelopment@cityofkingman.com](mailto:economicdevelopment@cityofkingman.com)).
3. Applications will open January 1, 2023. All work must begin within 60 days of *Notice to Proceed*, and work must be completed by December 31, 2023.
4. Applications are reviewed on a first come, first serve basis. County funds are awarded based on criteria set forth in the Application Process section on page 5. The KCED Advisory Committee is committed to funding projects throughout the County and will use the following table as a guideline to ensure funds are distributed equitably.

### **KCIP Suggested Funding Allocations** Guideline only, actual project funding may differ

Location of Property	Percent of Population	Percent of Funding	Max Award/ Applicant	County Funding Total	City Funding Total
Cunningham	6%	16%	\$5,000.00	\$8,000.00	\$8,000.00
Kingman	42%	38%	\$5,000.00	\$19,000.00	\$19,000.00
Norwich	6%	16%	\$5,000.00	\$8,000.00	\$8,000.00
Unincorporated Areas & Cities Under 70 pop.	45%	20%	\$2,500.00	\$10,000.00	N/A
Zenda	1%	10%	\$5,000.00	\$5,000.00	\$5,000.00

5. Only one grant will be awarded for a single address within the County per calendar year. Only one property per owner/tenant will be eligible per calendar year.
6. Applicants must be up to date on all city and county taxes (both 1<sup>st</sup> and 2<sup>nd</sup> half) and free from liens against the property.

7. Applications will be screened and evaluated for awards by the Economic Development Advisory Committee.
8. Each application must include “before” pictures showing the area(s) to be improved with the grant proceeds. Recipients must provide “after” pictures showing the improvements made prior to reimbursements being processed. The County may choose to use these pictures for program publicity on its online platforms.
9. Cost estimates/bids will be required to be submitted with applications. Applications without proper documentation will be rejected. If a contractor is not being used, an itemized list of materials with pricing will suffice to give an overall estimate.
10. Applications must include a completed W-9.
11. Grants must be approved **before** proposed work begins in order to be eligible.
12. Grants will be distributed after the work is completed and inspected by grantor. Grants will not be disbursed until work is compliant with codes and ordinances.
13. Receipts/proof will be required to show the actual costs paid by the recipients for the materials used and work performed under the grant. No reimbursement will be given without such documentation. The grant amount paid will be based upon the verified proof/receipts, up to the amount listed in the initial grant award letter.
14. When applicable, City permits will be required, but the cost of such permits will be waived for grant recipients who are performing work to be covered by the grant.
15. The property owner will be responsible for appropriate disposal of debris, including debris from demolition and remodeling, and must show proof of proper and lawful disposal such as a landfill receipt, disposal service receipt, or burn permit. The debris is not to remain on the property once the project is completed.
16. All federal, state, and local laws, codes, and ordinances must be followed for any work done under this program.
17. These programs will only reimburse the labor costs for the labor provided by a third-party contractor. “Sweat equity” or volunteer labor is not reimbursable.
18. Work must begin within 60 days of *Notice to Proceed*. Updates through email to the program administrator are required every 60 days from date on Notice to Proceed. Extensions are available by request and may result in a 10% reduction of award total after 90 days.
19. All work covered by these grants must be completed by December 31, 2023, which also includes any additional work needed to comply with city codes and ordinances. Grants will be forfeited for projects not completed by this deadline.

## APPLICATION PROCESS

Step 1. Complete and submit a formal application including W-9. Submit application to [economicdevelopment@cityofkingman.com](mailto:economicdevelopment@cityofkingman.com) or KCED, PO BOX 168, Kingman, KS 67068.

Step 2. Kingman County Economic Development Advisory Committee will review each application. Funding is limited. Applications may be denied, partially funded, or fully funded based on the evaluation of the following criteria:

- Location/Visibility/Use of building
- Visual, Business, and Historic Impact
- Significance of grant to completion of project
- Financial Need
- Project Amount (provide estimates)
- Total linear footage to be improved
- Previous grant award
- Use of local contractors and/or retailers
- Distribution of funds throughout county

Step 3. After approval, the applicant will receive a “Notice to Proceed.” Work done before official notification will not be reimbursed. Work must begin within 60 days of notification and must conclude on or before December 31, 2023.

Step 4. After completion of work submit all receipts, canceled checks, paid bills, and contractor lien waivers within 30 days to the KCED Director for reimbursement. Attach photos of completed work. A final inspection by KCED is required to ensure all work was completed.

Step 5. After project completion, paperwork submission, and grantor inspection funds will be made available to the applicant within 45 business days.

*Questions about the Kingman County Improvement Program may be directed to Kingman County Economic Development at 620-553-4029 or by email at [economicdevelopment@cityofkingman.com](mailto:economicdevelopment@cityofkingman.com).*

# KINGMAN COUNTY IMPROVEMENT PROGRAM



## ***ATTACH COPY OF W-9 WITH APPLICATION***

Project Area: \_\_\_\_\_ Business Façade \_\_\_\_\_ Dilapidated Structure

### PROPERTY INFORMATION

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

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

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

### APPLICANT INFORMATION

Applicant/Business Name \_\_\_\_\_

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

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

Years in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

PROPOSED IMPROVEMENTS (Attach estimates, design drawings, photographs, and supporting information) \_\_\_\_\_  
\_\_\_\_\_

If the contractor and/or retailer is not located in Kingman County, please explain \_\_\_\_\_  
\_\_\_\_\_

Estimated Cost \_\_\_\_\_ Projected Start & Completion Date \_\_\_\_\_

*\*\*Program requirements, eligibility, and funding amounts are subject to change.*

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 \_\_\_\_\_



**OFFICE USE ONLY**

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

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

\_\_\_\_\_ Approved by Kingman County Economic Advisory Committee

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

\_\_\_\_\_ Start Date (within 60 days of Notice to Proceed)

\_\_\_\_\_ 60-Day Update

\_\_\_\_\_ Completion Date (Before December 31, 2023)

\_\_\_\_\_ Receipts & photos submitted (within 30 days of completion date)

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

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

# Request for Taxpayer Identification Number and Certification

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

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

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 <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	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.

<b>Social security number</b>	
[ ] [ ] [ ] [ ]	- [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]
<b>or</b>	
<b>Employer identification number</b>	
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	- [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**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.

## 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.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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## 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.*