

City of Platte City, Missouri



Downtown Property Revitalization Grant Program Application 2016-2017

Revitalization Grant Program Checklist

To assist in the review of a revitalization grant program funding application attach the following documentation.

- Grant Application
- Project Detail and Plans
- Material list
- Property and Liability Insurance Certificate
- Minimum of two (2) price quotes
- Signed Construction Contract
- Building Permit (if required)
- Vendor Information Sheet and W-9

Revitalization Program Conditions and Restrictions

The City's revitalization program consists of a residential component and a commercial component. While the two components may be funded separately and have different specific conditions and restrictions, both are subject to the following general conditions and restrictions:

General Conditions and Restrictions: **Applicant must read and initial here** _____

- a. All revitalization grant funds provided by the City are subject to a dollar for dollar match of the project applicant/property owner. No in-kind or labor matches will be eligible.
- b. Applications must be complete including two contractor quotes before the project will be approved and funds reserved. Contractors must have valid Platte City business license.
- c. Property owners (defined as individuals listed on warranty deeds or other recorded ownership documents acceptable to the City) or property owner agents with valid specific powers of attorney are the only eligible applicants. Applicants must provide proof of ownership or authority to act for the owner upon request of the City.
- d. All work must be performed in accordance with a signed contract or other similar document between the applicant and a contractor eligible to conduct business within Platte City. A copy of this agreement must be submitted with grant application.
- e. Work activities approved under each grant can only occur on the specific property identified in the approved grant agreement.
- f. Work activities/work project must be those described and listed in the approved grant agreement. Any changes to work activities or project description must have prior approval of the City in order to remain eligible for grant funding.
- g. Grant funds will be made available to property owner upon submittal of invoice to City showing contractor billing accompanied by a signed mechanic/lien release made signed by the contractor releasing the City from any or all liens.

- h. City grant funding will only be released for work that has been performed (either for progress payment or final payment). City grant funding will not be used to pay deposits or for material ordered/material on site but not yet used for the project. These costs may be part of the project cost, but will not be paid until work has actually occurred.
- i. Projects must be a complete project in and of themselves in order to be eligible for grant funding. For example, project must replace all roof shingles rather than shingle patching or project must complete result in a fully finished facade restoration. City shall be sole judge of a complete project based on applicant's project description and any supplemental information requested by City.
- j. Individuals and their immediate family (parents, children, significant others or other individual in the same address at time of award and step/half relations of the same order) may receive a grant (in a specific component) only one time in a five year period.
- k. Specific address can be the subject of grant funded work one time in a five year period.
- l. Properties/projects for which funds are reserved but which are not completed or cancelled by applicant shall not be eligible for grant funds in the fiscal year following the fiscal year in which funds had been reserved. (Must skip one grant year before next application.)
- m. Property owners who are elected or appointed officials of the City of Platte City are not eligible to participate in the grant program effective upon date of swearing in (for elected officials) or appointed.
- n. Property owners related to within fourth degree of consanguinity of elected officials of the City of Platte City are not eligible to participate in the grant program if the relative is an elected official as of the date application is submitted.
- o. Property owners whose immediate family member (see definition of immediate family in item i.) is a full-time employee of the City of Platte City are not eligible to participate in the grant program if the relative is an employee as of the date the application is submitted.

- p. Any project work that starts prior to receiving formal approval by the City of the grant agreement shall not be eligible for payment of grant funding.
- q. City shall be the sole judge of the definitions, terms, conditions and restrictions stated in these general conditions. Applicants disagreeing with City's initial decision may appeal to the City Administrator. Applicants disagreeing with the City Administrator's decision may appeal to the Public Works subcommittee of the Board of Aldermen whose decision shall be final.
- r. All grant funds must be expended not later than October 31st of each year.
- s. Revitalization projects are not exempt from City building codes and are subject to the same City building code, building permit requirements and Public Works approvals as any identical project regardless of the funding source.
- t. Contractors must obtain City a business license prior to start of any work.
- u. Applicants may award work to the higher of two contractor cost estimates. However, City match funding shall be limited to 50% of the lowest contractor cost estimate.
- v. Expenditures greater than those listed in the revitalization agreement shall be at the sole expense of the applicant/property owner, unless City agrees, in writing, to a request to amend the project scope and revitalization funding amount.
- w. In the event contractor has not initiated work or has not made substantial progress by July 1st of each grant year, the City Administrator may cancel grant award and notify applicants on a waiting list that funds are available if the project can be completed by October 31st of that year.

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Residential Revitalization Program Specific Conditions and Restrictions

In addition to the General Conditions and Restrictions stated above, the specific conditions and restrictions of the residential revitalization program are as follows:

Applicants must read conditions and initial here:_____

- a. Only single family, owner occupied properties are eligible for this program.
- b. Main residence must be at least 25 years old at time of grant application.
- c. Applicant must complete full grant application and provide all relevant ownership, insurance or contract documents requested by the City.
- d. Project application must be complete and shall at a minimum include, Owner's Name, Property Address, detailed project description, material list, signed construction contract document, documents showing a minimum of two legitimate price quotes for the project and City building permit for the project (if required). Description and drawings must be complete enough to support issuance of any required building permit or to provide a reasonable person with detailed understanding of the scope of the project and specific result to occur at the conclusion of the revitalization project.
- e. Applicants must provide evidence of property and liability insurance coverage. (Insurance certificate is acceptable for this purpose.)
- f. Work under the residential revitalization project is limited to exterior work only and includes the specific items listed below:
 1. Repainting building exterior including trim.
 2. Residing building exterior. Siding on front and visible sides must be seamless variety when using manufactured (fiberglass, plastic, metal) products. Wood, concrete siding and and similar composite materials designed to show a seam may also be used, with permission of City.
 3. Exterior windows and doors.
 4. Sidewalk and driveway (concrete or asphalt only) construction or replacement.
 5. Garage door replacement or significant rehabilitation.
 6. Porch or Deck replacement, significant rehabilitation or construction.
 7. Exterior lighting replacement, repair or installation.
 8. Roof repair, significant rehabilitation or replacement.
 9. Repair or rehabilitation of existing detached structures. No new or replacement detached structures.

10. Replacement or significant repair to sanitary sewer lateral.
11. Replacement, installation or significant repair of stormwater discharge system (underground roof drains discharge lines, gutters, downspouts).

Residential project will not include fencing, landscaping or foundation drain repair.

Residential project applications must have a minimum property owner contribution of \$2,500 resulting in \$2,500 in City revitalization funding for a minimum project cost of \$5,000.

The maximum amount of City revitalization funding for a specific property shall be \$10,000 (with property owner contribution resulting in a project cost of at least \$20,000).

Property owners may combine more than one work activity from the eligible list so long as all work is performed under one construction contract and it all occurs as a single, uninterrupted project.

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Downtown Revitalization Program Specific Conditions and Restriction

In addition to the General Conditions and Restrictions stated above, the specific conditions and restrictions of the downtown revitalization program are as follows:

Applicants must read conditions and initial here:_____

1. Only property/buildings located in the C-1 Central Business Zoning District are eligible for this program.
2. Applicant must complete full grant application and provide all relevant ownership, insurance or contract documents requested by the City.
3. Project application must be complete but shall at a minimum include, Owner's Name, Property Address, detailed project description, material list, signed construction contract document, documents showing a minimum of two legitimate price quotes for the project and City building permit for the project (if required). Description and drawings must be complete enough to support issuance of any required building permit or to provide a reasonable person with detailed understanding of the scope of the project and specific result to occur at the conclusion of the revitalization project.
4. Applicants must provide evidence of property and liability insurance coverage. (Insurance certificate is acceptable for this purpose.)
5. Work under the downtown revitalization projects include interior renovation, tenant improvements, structural improvements and exterior appearance projects and includes the specific items listed below:
 - a. Repainting and/or tuckpoint building exterior including trim.
 - b. Rehabilitating building exterior including removal of metal siding.
 - c. Exterior windows and doors replacement.
 - d. Sidewalk and driveway (concrete or asphalt only) construction or replacement.
 - e. Garage door replacement or significant rehabilitation.
 - f. Exterior lighting replacement, repair or installation.
 - g. Roof repair, significant rehabilitation or replacement.
 - h. Repair or rehabilitation of existing detached structures. No new or replacement detached structures.
 - i. Replacement or significant repair to sanitary sewer lateral.

- j. Replacement, installation or significant repair of stormwater discharge system (underground roof drains discharge lines, gutters, downspouts).
 - k. Interior rehabilitation, improvements and upgrades including interior wall repair and painting, lighting repair and upgrade, electrical service repair and upgrade, plumbing repair and upgrade, floor replacement, repair and upgrade. HVAC system and ductwork repair, replacement or upgrade.
6. Downtown project applications must have a minimum property owner contribution of \$5,000 resulting in \$5,000 in City revitalization funding for a minimum project cost of \$10,000.
 7. The maximum amount of City revitalization funding for a specific property shall be \$20,000 (with property owner contribution resulting in a project cost of at least \$40,000).
 8. Project cost estimates may be anywhere from the \$10,000 minimum to more than \$40,000; however, City revitalization funds shall be limited to 50% of the actual expenditure up to a maximum grant of \$20,000. Project expenditures greater than \$40,000 shall be at the sole expense of the applicant/property owner.
 9. Property owners may combine more than one work activity from the eligible list so long as all work is performed under one construction contract and it all occurs as a single, uninterrupted project.

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Application for the 2016-2017 Platte City Downtown Matching Grant Revitalization Program

Note: Submitting an application does not guarantee selection for either component of the City's property revitalization program. To be selected for the program, the applicant and project must comply with applicable conditions and restrictions. Funding is on first come, first served basis.

Applicant Name: _____

Property Address: _____

Contact Phone: _____

Contact Email: _____

To qualify for either the residential or downtown revitalization grant programs you must:

1. Be the property owner or registered agent with power of attorney
2. Must have property and liability insurance
3. Must be current on mortgage payments and real estate taxes
4. Must NOT be related to City elected/appointed official or full time City employee
5. Have a project whose work tasks are allowed under project conditions
6. Must submit a full and complete application in accordance with the application checklist below:

- Completed application form (this document)
- Proof of ownership or agent if not shown as owner on County Assessor records
- Proof of insurance (insurance certificate page)
- Proof of tax payment (only if not shown as current on County records)
- Written project description, including all individual work task/work components
- Project and property drawings and plans as may be required by City Building Official
- Material and estimated quantity list
- Building permit application reviewed by City Building Official (if applicable)
- Building permit cost estimate from City Building Official (if applicable)
- Project review form signed by City Building Official if no permit required
- Utility approval (if required) from City Public Works Director
- Two written cost estimates from contractors with Platte City business license

If applying for a downtown building matching grant, provide following information:

Is property located in the C-1, Central Building District Zoning Area? YES or NO

Are you the owner or registered agent of the owner? YES or NO

Are your project tasks allowed under downtown program work list? YES or NO

If NO, explain your eligibility for grant funding, attach additional sheet if needed.

Do you have two contractor cost estimates for this project? YES or NO

Do you have all required insurance and ownership documents? YES or NO

Does the cost estimate for your project equal or exceed \$10,000? YES or NO

Are you able to fund 50% of the cost of the proposed project? YES or NO

List estimated project cost provided by preferred contractor \$ _____

List preferred contractor: _____

Property owner may select contractor with higher estimated project cost, however City reimbursement is limited to 50% of the lowest estimated project cost.

Does work tasks include any of the following (check all that apply)

- Roof or shingle
- Window and/or door
- Garage door
- Gutter, downspout, stormwater discharge lines and/or soffit
- Exterior Painting
- Exterior Siding
- Deck or porch
- Exterior lights/electrical.
- Hard surface driveway or sidewalk
- Tuckpointing or exterior repair
- Interior renovation/tenant improvements
- Plumbing
- Interior electrical including lighting fixtures
- Bathroom renovation
- Kitchen renovation
- Flooring
- HVAC
- Cabinetry and casework (may be approved at discretion of City)
- Other: _____ (may be approved at discretion of City)

Appliances and removable items (shelving, etc) not funded under this program

Provide written description of proposed project. Project may include more than one of the work items above. (Attach separate sheet as needed)

Provide Material List: (Attached separate sheet or commercial product information sheets as needed)

Attach photos, diagrams or sketches to assist (if needed) to assist reviewer in understanding scope and expected outcome of project.

I, _____ certify that the information provided in this application is true and accurate and that I own the property at _____, Platte City, Mo. This document confirms that I understand that the acceptance of public funds for this project requires me to comply with the terms and conditions listed in this document and the attached program conditions and restrictions. I state that I have read and understood those conditions and restrictions.

I further understand that the City shall only fund a completed project; the inability of my selected contractor to complete the project with the limits of the funds provided by the City does not release me from the requirement to complete the project with my own funds. I also understand that City funds shall not be made available for construction deposits, materials on site or any other purpose other than for work that has been completed by the contractor and when my matching funds have been exhausted.

I hereby release the City of Platte City, its officers, employees and agents and any of its affiliated agencies from all actions, claims or demands that I, my assigns, heirs, guardians and/or legal representatives now have or may hereafter have for injury or damages resulting from my participation in the City's property revitalization matching grant program.

Signature of Property Owner (s)

_____ **Date:** _____

_____ **Date:** _____

_____ **Date:** _____

Note: Grant acceptance may create tax liability. City shall issue IRS Form 1099 for any reimbursement greater than \$599.99

For City Reviewer Use Only

Application review

1. Meets program eligibility criteria
2. Ownership, taxes, insurance verified (documents provided as necessary)
3. Project tasks appropriate for program
4. Project size/cost within program range
5. Building permits/utility approvals provided (as necessary)
6. Provides two cost estimates from contractors eligible to work in Platte City
7. Provides commitment from selected contractor
8. Provides statement on contractor selection if contractor not lowest estimate
9. Provides completed and signed program application..

Project Approval: YES or NO

Project Amount Approved (Amount of City Matching Funds) \$ _____

Signed _____, Date _____

Print Official Name/Title _____

If Project Not Approved, state reason for non-approval:

If Project Amount Approved is less than requested, state reason for reduced amount



City of Platte City, Missouri

Vendor Information Form

Vendor Name

Address

City

State

Zip

Phone

Fax

Email

Contact Person

SIC Code

NAICS Code

Taxpayer ID

Federal

State

Type of Entity:

(Corporation, Sole Proprietorship, Partnership, Individual, LLC, Other)

Minority Business Identification

(MBE-WBE)

Principal/Owner

Signature

(responsible party)

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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).

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 on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.