

City of Caldwell
14 West Central
Caldwell, KS 67022



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DOWNTOWN ROOF GRANT PROGRAM

The Caldwell Downtown Roof Grant Program is funded by the City of Caldwell and is administered by the Caldwell City Commission. *The number of grants awarded and the amount of each grant will be determined by the availability of funds.*

PURPOSE:

It shall be the objective of this matching grant program to provide assistance for the repair and replacement of the roofs of existing commercial properties located on Main Street from Avenue B to 2nd Street. The program's intention is to prevent loss of buildings due to disrepair, and prevent future City expenditures caused by blighted and dangerous structures.

APPLICANTS:

Owners, building tenants, or a joint venture of these two parties may submit an application under this grant program. Tenants must submit written approval of the property owner and evidence of their leasehold interest.

ELIGIBILITY REQUIREMENTS:

The Roof Grant Program is available to businesses and/or building owners that are located in the designated Downtown Roof Grant Program boundaries of the City of Caldwell.

The grant application must be received and approved before work begins. No reimbursement will be made for expenses occurred prior to approval of the grant award, except in emergencies.

A City building permit is required and shall be obtained before beginning the project. It is the responsibility of the applicant to obtain the permit. *If no permit is obtained, the project will be deemed ineligible for reimbursement.*

All reimbursed work must be done on the roof of the building.

There will be no minimum project cost required.

All work must begin within **90 days** of the grant being awarded. All work must be completed within the designated time period agreed upon in the grant award or as amended between the applicant and the City of Caldwell. Extensions will be considered only if made in writing and progress towards completion has been demonstrated. The City reserves the right to revoke the grant if these requirements are not met.

INELIGIBILITY:

*Downtown Roof Grant funds **cannot** be used for damages covered by insurance. But, projects for which insurance was insufficient may apply.*

Properties that are ineligible for this program include the following:

- New Construction

APPLICATION REQUIREMENTS:

The following documentation is required when submitting an application:

- A completed application form
- Written consent from the property owner giving permission to conduct roof improvements, if applicable.
- Color photographs of existing conditions
- At least two recent proposals from either a licensed architect or contractor. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule.
- The Public Works Supervisor shall review each application, perform an on-site visit of the roof to be repaired, and shall make recommendations to the Commission on grant funding.
- If the building owner or tenant will be performing part of the work, they must submit their proposal and at least one additional proposal from a licensed architect or contractor.
Any costs incurred in obtaining proposals shall be the responsibility of the applicant.

Owners, merchants, and employees may perform work on their own buildings; however, City grant funds shall be used only for materials.

GUIDELINES:

Grant applications shall be reviewed by the Caldwell City Commissioners and/or their appointee(s).

Additional points shall be awarded to an application if the applicant proposed to pay a larger percentage of the project cost than what is specified as the minimum match.

Additional points shall also be awarded if the application is requesting funds for only materials and intends to personally fund all labor related costs of the project.

In the event that a proposed project is not selected for funding, the applicant may re-submit the project for reconsideration after reasons for denial have been resolved.

Any changes to the approved plan will require a written request from the applicant and approval by the City of Caldwell in order to retain the roof grant.

Tax delinquent property and/or property in litigation may be subject to further review

GRANT TERMS:

Grants made under this program shall not have a minimum and shall not exceed \$10,000.00 per building. The applicant is expected to provide at least a 50% match..

Grant monies will be **reimbursed** within **three (3) to six (6) weeks** after the project is completed and the following documentation has been submitted and approved:

- Copies of all invoices and cancelled checks for all the roof work covered by grant. These must equal at least the required matching amount plus the requested grant funds. All project expenditures must be paid by check. *Cash payments are not acceptable and will not be reimbursed.*
- Color photographs of completed project.

For further information, please contact the City of Caldwell at 620-845-6514.

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caldwell
kansas

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Application Form

Name of Applicant: _____

Name of Business: _____

Type of Business: _____

Address of Project: _____

Applicant Contact info:

Ph: _____ Cell: _____

Fax: _____

Email _____

Applicant is the Property Owner Business Owner Other _____

If you are not the property owner, please have the property owner sign the Owner Consent Form. If more than one property owner, please attach a list with names and addresses of each owner. All owners must sign the Owner Consent Form. Consent Form must be attached to this application.

Property Owner Name: (if different) _____

Property Owner Address: _____

Property Owner Phone: _____

If the Applicant does not own the property, the below Owner Consent Form must be completed by the property Owner/s and submitted with the Application.

OWNER CONSENT FORM

The undersigned owner of the existing building located at:

_____ (Address)

certifies that _____ (Applicant)

operates or intends to operate a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on the Roof Improvement Grant Program Application ("the Application") dated _____.

The undersigned hereby waives any claim against the City of Caldwell ("the City") arising out of the use of said grant funds for the purposes set forth in the Application. The undersigned agrees to hold the CITY harmless for any charges, damages, claims or liens arising out of the Applicant's participation in the Roof Improvement Grant Program.

In witness whereof, the owner has hereunto set his hand and seal, or if a corporation, has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, if a Partnership by its Partners, if a LLC or LLP, by its Members/Managers, etc. the day and year first above written.

Corporate
Seal

(Company Name) leave blank if Owner is an Individual

By: _____ (Seal) By: _____ (Seal)

_____ Name _____ Name

_____ Title _____ Title

Kansas, County of _____

I, _____, a Notary Public, do hereby certify that
_____ personally appeared before me this day and
acknowledged the due execution of the foregoing instrument.

WITNESS my hand and official seal or stamp, this _____ day of _____,
20____.

Notary Public

My commission expires