



# Property Improvement Program Guidelines

## STATEMENT OF PURPOSE

The Kimball Property Improvement Program is intended to provide financial assistance for businesses or organizations located within the corporate limits of the City of Kimball to provide direct or indirect financial assistance for the demolition, construction, and renovation of commercial and residential properties.

## FUNDING

This program is administered by the City of Kimball Economic Development Department. For general funding guidelines in regards to the City of Kimball Economic Development Plan, please refer to Section VIII Section A in the Economic Development Plan handbook. Funding is available for improvements to commercial buildings owned or leased by businesses located in commercially zoned areas of Kimball, Nebraska with a funding priority being given to downtown building projects.

Businesses are eligible to apply for a grant of up to \$5,000 per application and property. The improvement project must be a minimum of \$1500. Project reimbursement is to be paid after work is completed. Only actual costs of demolition activities (landfill, contractor, asbestos, etc.) will be reimbursed.

## PROGRAM GUIDELINES

- Applicants must be the property owner or have written permission from property owner.
- Applicants and project contractors must meet all applicable zoning requirements, obtain any approved permits, and must meet all state and local regulatory codes.
- Applicants must submit a complete application within 120 days of project completion.
- Applicants must have an application review meeting (in person or via phone call) with the Economic Development Coordinator.
- Sales tax, building permits fees, inspections are not considered part of overall project cost.
- If applicant is unable to complete work, or contract with a craftsman, within 365 days from application approval, then applicant must contact the Economic Development Coordinator and inform them that an extension is required. Extensions may be granted with approval from the Economic Development Committee.
- Applicant shall endeavor to secure materials locally if possible and practical.
- No materials or work will be considered part of the grant project until the application and work project are approved, and applicant has been notified.
- Applicant shall attempt to honor general maintenance guidelines on historic building when possible or practical.

## REQUIRED SUPPORTING DOCUMENTATION

- A completed and signed application form.
- A written statement from property owner if applicant does not own the building, which includes reasoning as to why the building owner is not the applicant.
- Any lead based paint, asbestos material or hazardous material reports.
- Any receipts associated with the cost of the project.
- A sketched design of proposed improvements (if applicable).
- Before and After pictures of the project.

## GRANT PROCESS

After the grant application has been received and reviewed by Economic Development it will go to the Loan Advisory Committee. The Loan Advisory Committee will make a recommendation (approval or disapproval) to the City Council. Economic Development will notify the applicant of City Council's decision. Before payment disbursement, all project work must be completed and verified by Economic Development as well as paid receipts must be turned into Economic Development.



# Property Improvement Program Application

Applicant Name(s): \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

Building Owner (If Applicable): \_\_\_\_\_

Address of Building or Property to be Renovated or Demolished:

\_\_\_\_\_

Current Use of Structure:                      Residential                      Commercial

**Occupancy Status:**

- Vacant for 5 Years or More
- Vacant for less than 5 years
- Occupied

If Occupied, Please Explain Status and Nature of Occupancy.

\_\_\_\_\_

\_\_\_\_\_

Are the Real Estate Taxes Current on the Property?                      Y                      N

Lien Holders and/or Assessments Held Against the Property?                      Y                      N  
(If yes, please provide written approval from lien holder)

**Has Property Ever Been Tested For:**  
(If yes, please advise when testing occurred and provide a copy of the testing report.)

Lead-Based Paint?	Yes: Date Tested _____	No	Unknown
Asbestos Material?	Yes: Date Tested _____	No	Unknown
Hazardous Material?	Yes: Date Tested _____	No	Unknown

**Project Description (describe in detail the proposed project being undertaken):**

**Proposed Project Start Date:** \_\_\_\_\_ **Proposed Completion Date:** \_\_\_\_\_  
*All projects shall have one year from application approval to complete project to be eligible for payment.*

**Has any portion of the project been started yet?**                      Y                      N  
*Any portion of the project started prior to application approval will not be eligible for assistance.*

**Future Development Plans:**

- New Home
- New Structure
- New Business
- Community Project
- Maintain as Vacant
- Other: \_\_\_\_\_

**Describe the future development plans for the property, including the nature and proposed timeline of the future development.**

<b>Labor Details</b> (Demolition projects require at least 2 bids to be submitted)			
<b>Contractor &amp; License Number</b>	<b>Contractor Location</b>	<b>Estimated Project Cost</b>	<b>Description of Work to Be Performed</b>
<b>TOTAL PROJECT ESTIMATED COST:</b>			
<b>DEMOLITION REIMBURSEMENT REQUESTED:</b>			

**GUARANTEE/AGREEMENT/CERTIFICATION:**

The Applicant(s) understand(s) and agree(s) to the following:

The Property Improvement Program is a redevelopment funding reimbursement program and that any contract or agreement for renovation or demolition services is solely between the applicant and independent contractor who is providing services.

That the structure waste debris and any other materials will be properly disposed of at a State-approved disposal facility.

The Applicant(s) will hold elected officials, officers, directors, and employees of the City of Kimball harmless from and against any and all loss, liability, damage and or/ injury, including reasonable attorney’s fees and/or court costs, which may be caused during the demolition or clearance activity.

I (we) acknowledge that I (we) have authority to act on behalf of the property owner if application is different from the property owner.

I (we) have read the applicable grant program guidelines and agree to the parameters of the program.

I (we) understand that no funds will be issued until the project is completed, all receipts and documentation have been submitted, and verification of project completion.

I (we) hereby submit this application and the required documents for the proposed project.

I (we) understand that the application must be approved by the Economic Development Committee and City Council.

I (we) further understand that reimbursement will not be given for any work already completed.

I (we) hereby certify that the statements made by me (us) are true and correct to the best of my (our) belief and knowledge.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by Economic Development: \_\_\_\_\_

Date Approved by City Council: \_\_\_\_\_

Filing an application for funds does not guarantee the monies will be awarded. Application and required supporting documents must be submitted to the City of Kimball Economic Development Department in a timely manner (within 120 days from project completion). Applications will not be considered complete without all required supporting documentation. Incomplete applications will be returned to the applicant with no action taken. After the grant application has been received and reviewed by Economic Development it will go to the Loan Advisory Committee. The Loan Advisory Committee will make a recommendation (approval or disapproval) to the City Council. Economic Development will notify the applicant of City Council’s decision. Before payment dispersal, all project work must be complete and paid receipts turned into Economic Development. If applicant chooses to pre-purchase supplies, applicant shall do so at their own risk as the project may not be approved due to fund availability or project ineligibility.

If you have any further questions, contact the City of Kimball Economic Development Department at (308) 230-0542 or email: [eschlake@kimballne.org](mailto:eschlake@kimballne.org). Complete applications and supporting documentation can be returned to the City Office at 223 S Chestnut St, Kimball NE 69145 or via email to [eschlake@kimballne.org](mailto:eschlake@kimballne.org).



## Property Improvement Program Checklist

**BUSINESS NAME:** \_\_\_\_\_

**PROJECT TYPE:** \_\_\_\_\_

**PROPOSED START & END DATES:** \_\_\_\_\_

The Applicant(s) have met the following criteria:

- The project has NOT been started prior to application approval
- A completed application
- Property/Business must be located within corporate limits of City of Kimball
- Applicant(s) owns the property or has included written permission from property owner
- Any lead based paint, asbestos material or hazardous material reports
- Real estate taxes current on the property
- Lien holders and/or assessments held against the property have been notified and a written statement of approval has been received in the application packet
- Detailed project description, cost estimates, including building materials, size, color, etc
- Written Bids/Quotes for all work to be completed (Demolition and Clearance Activities require 2 bids)
- Any receipts associated with the cost of the project
- A sketched design of your proposed improvements (if applicable)
- Before and after pictures
- Contact information AND license of contractor/business who will be completing project
- Supplies were purchased locally, if practical
- Historical building(s) general maintenance guidelines have been properly honored
- Application was filed within 120 days of project completion