



Business Improvement Grant

The goal of the Mission Business Improvement Grant (BIG) Program is to support local businesses through funding for exterior building repairs or improvements and qualified energy efficiency improvements. The grant program allows applicants to be reimbursed up to one-half (50%) of approved costs, with the City's share not to exceed \$10,000 per project annually (\$2,000 per sign).

2019 Eligibility and Program Details

- Applications will be accepted no sooner than the opening date of the grant period.
- The grant is open to any properties in the City of Mission with Commercial, Industrial, Main Street, Mixed Use, or Business Park District zoning.
- Grant applications may be made by either a business or property owner. All grant monies will be issued as a reimbursement to the applicant.
- Property or business owners cannot claim exemption from city, state, or federal taxes and must be current on their property taxes.
- Business must have a valid Occupational License with the City of Mission at the time of application.
- Projects must meet all applicable Design Guideline, Form Based Code, Zoning, Sign and Building Code requirements.
- Only one grant is allowed per annual cycle per applicant.
- Businesses or property owners may submit a new application only when any and all existing grant funded projects are completed.
- Reported project values shall include the total value of work, including materials and labor, for which the grant is being issued. Projects or project elements valued at over \$5,000 will be required to submit three bids. The City will reimburse at the rate of the lowest bid but the applicant is free to select whichever bid they prefer.
- Applications will be accepted and reviewed two batches throughout the year. The first round of applications will be accepted February 18-March 22. Once the application deadline has passed, grant awards will be assigned based on project scores until all funds are committed. Grant scoring criteria are listed below. If any funds remain, a second round of grant

applications will be accepted and reviewed in a similar process starting June 1-20.

- Applications will be reviewed and scored by a committee appointed by the Mayor and the City Administrator.
- Projects may not be started prior to grant approval. Project costs incurred prior to grant approval will not be reimbursed. Projects already underway are not eligible for consideration, with the exception of an energy audit. Up to twenty-five percent (25%) of the cost of the audit can be reimbursed with the project.
- Projects must be complete or substantially complete within three (3) months of approval. A deadline for completion will be included in the grant approval. Projects may only receive a one deadline extension. Projects not completed in the required timeframe may lose their grant awards.
- Properties or business may only receive assistance with the cost of conducting an energy audit once.
- For projects that require building permits, a passing final building inspection is required prior to the disbursement of any grant funds.

Examples of Qualifying Exterior Improvements

- Building repairs (painting, tuck pointing, awning replacement, etc)
- Building improvements (additions, replacements)
- Sidewalk and streetscape improvements (pedestrian pavement, seating, etc)
- Signs (\$2,000 Maximum)

Examples of Qualifying Energy Efficiency Improvements*

- Interior and Exterior Lighting Systems
- Building Mechanical Systems (Heating, Cooling, Ventilation)
- Hot Water Systems
- Building Envelope (Including doors, windows, insulation, roofing etc)
- Electric Vehicle Charging Station installation

* An energy audit conducted by a State or KCP&L certified auditor identifying the interior energy efficiency improvement and demonstrating an improvement over existing conditions is required. Up to 25% of the cost of the audit can be reimbursed with the project.

Application Process

- Contact Emily Randel for a pre-application meeting to discuss the project and identify the necessary permits and approvals.

- Submit a grant application form, W-9, and “before” photos of project by the application deadline. Site plans, elevations, architectural renderings, and contractor bids may also be required prior to the start of the project depending, on the project scope.
- Receive grant approval, then complete work by the specified deadline.
- Upon completion of the project, submit all receipts, proof of payment and “after” photos” for review.
- If all program requirements have been met, the City will reimburse the applicant up to one-half (50%) of the approved costs, with the City’s share not to exceed \$10,000 per project annually or \$2,000 per sign.

Staff Contact: Emily Randel

erandel@missionks.org

Phone: 913-676-8368 Fax: 913-722-1415

Grant Scoring Criteria

Required Elements	
An application must satisfy all of the required elements in order to proceed on to review for optional elements	Points
Zoning district (commercial, industrial, main street, mixed use, or business park)	1
Current on payment of property taxes	1
Not exempt from city, state or federal taxes	1
Has a valid occupational license	1
Meets applicable Design Guideline, Form Based Code, Zoning, Sign, and Building Codes	1
Structure not in a regulatory floodplain	1
Total	6
Optional Elements	
Facade Improvement-Project makes improvement to the primary facade of the building excluding signs	3
Professional Design-Project includes work by a design professional/architect	2
Superior Energy Efficiency-Improvements result in the building or building system obtaining energy star compliance, or uses renewable energy sources such as solar or wind, or includes stormwater runoff infiltration/reuse, or greywater reuse	2
Removes a non-conforming feature, situation, sign, or other code violation	2

Includes site improvements for non-motorists such as sidewalks, crosswalks, shade, bike facilities, and other amenities	2
Mixed Use-Project for a property that includes a mixed of uses such as commercial, residential, office	2
Johnson Drive Corridor-Project improvement for a property located on and visible along Johnson Drive	1
First time applicant-First grant application for the subject property by either a business or property owner or minimum of 5 years between applications	1
Accessibility-Project includes improvements for the accessibility of the property for those with physical limitations and mobility needs in conformance with ADA	1