



KODIAK
ECONOMIC
DEVELOPMENT
CORPORATION

in partnership with



KODIAK AREA NATIVE ASSOCIATION



2023

STOREFRONT IMPROVEMENT PROGRAM

Kodiak Economic Development Corporation (KEDC), in partnership with Kodiak Area Native Association (KANA) and the City of Kodiak, is offering the Storefront Improvement Program (SIP) to revitalize Kodiak's Downtown core area by stimulating new private investment in Kodiak's economy.

Prepared By :

KEDC

Project Name :

Storefront Improvement Program (SIP)



PURPOSE

Kodiak Economic Development Corporation (KEDC), in partnership with Kodiak Area Native Association (KANA) and the City of Kodiak, is offering the Storefront Improvement Program (SIP) to revitalize Kodiak's Downtown core area by stimulating new private investment in Kodiak's economy. By partnering with local business owners and lessees to share the cost of improving the exterior of businesses, this program's objectives are to boost traffic, and improve the overall look and vitality of Kodiak's Downtown area.

The program goals are to:

1. Promote revitalization of our "downtown area" to attract both visitors and residents;
2. Encourage new development and increase foot traffic in our Downtown;
3. Ensure a healthy economy by supporting diverse local businesses;
4. Improve storefront exteriors to create a more welcoming, customer-friendly appearance in the Downtown core area adjacent to St. Paul Harbor.

GENERAL INFORMATION

The SIP is a discretionary reimbursement grant, which can be used for exterior improvements to businesses in the Kodiak Downtown area. The amount available to each business is \$7500 in matching funds for eligible applicants. Grant funds will be paid upon completion of the pre-approved project. Grant funds will not be disbursed for any work completed before a Commitment Letter is provided and signed. Grant applications are reviewed once a year, and KEDC anticipates funding two to three projects per year. Applicants interested in participating in the program are encouraged to contact the SIP program administrator as soon as possible to begin the process, or to seek more information.

ELIGIBILITY

Eligible work: Rehabilitation of building façades that are visible to the street, including the following elements: storefronts; signs and graphics; exterior lighting; canopies and awnings; painting and masonry work; permanent landscaping; and accessibility improvements. The emphasis of the grant program is to encourage the transformation of building facades through improvements to one or more of the elements listed above. ***Greater weight is awarded to projects that incorporate multiple elements.*** The grant program is not intended to provide financial assistance for routine upkeep and maintenance (e.g., painting) or to satisfy required updates (e.g., franchise requirements to change paint scheme, signage, etc.). Applications are competitive and the highest ranking proposals will be funded first.

Ineligible work: Funds may not be used for improvements that are not permanent or mounted to the building, sidewalk (unless improvement to sidewalk improves accessibility), or parking lot. In addition, the following items are ineligible for funding: regular maintenance and upkeep; roofs; structural foundations; security systems; interior window coverings; personal property and equipment; sidewalks and paving (unless removing paving to install permanent landscaping). In addition, funds may not be used for structures which are non-conforming to current ordinances (for example: a sign which exceeds the allowable height or area), unless the funds are used to bring the structure into conformance.

Eligible participants include property owners and business lessees (with written authorization of the property owner), located in the Commercial or Limited Commercial zoning districts within the Downtown area shown on map. Please refer to map page 8 or contact the SIP program administrator to determine if your property is eligible.

Ineligible participants: - Properties primarily in residential use (ex. apartments or condominiums); - Structures not facing or visible from the right-of-way; - Government offices and agencies (non-governmental tenants are eligible); - New construction, less than 5 years old.

APPLICATION & SELECTION

The first step is to submit an application form to the KEDC SIP program administrator. The form requires a short project description and rough cost estimate of the work you plan to do. KEDC will select projects that will provide the greatest public benefit to the community, as determined by a selection committee. KEDC reserves the right to prioritize projects and reject applications.

The deadline for all applications to be submitted and eligible for review is December 8th, 2023, by end of business.

To select and prioritize projects, the selection committee will consider the following factors:

1. Creative value of the project;
2. Current condition of the building/façade;
3. Feasibility of implementing applicant's goals within the specified budget and timeframe;
4. Visibility of the proposed improvements; and
5. The transformative effect and number and type of specific improvements that are proposed

The program administrator will notify you whether your project was selected for funding. If selected, you will solicit contractor bids, and sign a 'Letter of Commitment,' as noted below.

BIDDING

KEDC requires that you obtain one bid for each type of work you are doing. KEDC encourages the use of licensed professional contractors as defined and regulated by the State of Alaska Department of Labor, however this is not a requirement of the program. All construction contracts will be between the applicant and contractor, and it is the owner's responsibility to ensure all work is performed according to state and local regulations. Owner labor will not be reimbursed under the program. This includes the owners of the business, building and land if different.

LETTER OF COMMITMENT

The next step is to submit all contractor bids to KEDC for final review. The contractor bids will be considered by KEDC in determining the final funding amount for the project. KEDC will then draft up a 'Commitment Letter,' which will outline additional terms and conditions of the matching grant, and will serve as the legal commitment of both parties as to the scope and quality of work, and the amount of funds committed. The Commitment letter will also set a deadline for the project to be completed by, as agreed to by the applicant and KEDC.

BUILD IT

After the Commitment Letter is signed by KEDC and applicant, proceed with construction of your project. Please retain all invoices and material receipts during the project, as you will need these later when you request reimbursement. Please also remember that only those improvements outlined in the Commitment Letter are eligible for reimbursement, so it will be your responsibility to keep sufficient records, if needed, to separate out work which you may have completed at the same time, but which was not connected to the grant.

REIMBURSEMENT OF FUNDS

Prior to reimbursement of funds, KEDC staff will review all completed work for compliance with the Commitment Letter. KEDC will verify receipts and invoices and will issue a reimbursement check to the owner for the amount indicated in the agreement, or 50% of the actual project cost (if less than the amount indicated in the agreement).

KEDC has the authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including those of the Kodiak Island Borough Community Development Department and the City of Kodiak Building Department where applicable. All work must comply with city, state, and federal regulations.



GENERAL CONDITIONS

The following general conditions apply to all projects:

1. Improvements funded by the grant shall be maintained in good order for a period of at least five (5) years; graffiti and vandalism will be dutifully repaired by the applicant during this time period.
2. Borough property and sales tax must be current, and participants shall have no debts in arrears to the City when the Commitment Letter is issued.
3. Eligible properties qualify for a maximum of \$7,500. Businesses may apply for a second grant during the next funding cycle
4. Projects must be completed prior to applying for another grant or no later than 31 December, 2024
5. The applicant must complete, sign and submit a W-9 in order for disbursement of funds.

TAX INFORMATION

You are urged to consult your tax advisor concerning the taxability of grants. KEDC is not responsible for any taxes that may be imposed as a result of your receipt of this grant payment (directly or indirectly). Grants may be reported on IRS Form 1099. KEDC requires that you complete and return a Form W-9 (Request for Taxpayer ID Number and Certification) prior to being reimbursed.

FOR MORE INFORMATION

For more information, please contact program administrator:

Melissa Schoenwether, Associate Director for Kodiak Economic Development Corporation: phone: 907.942.6605 email: melissa@kodiakedc.com

KEDC reserves the right to make minor exceptions to the program guidelines. Application forms are available at KodiakEDC.com/SIP

LAUNCH

On behalf of KANA and the City of Kodiak, KEDC will announce this project beginning 1 October, 2023, and invite the businesses included in the eligible area to apply. KEDC will ensure a variety of forums are used to communicate this opportunity to the public, including, but not limited to: newspaper, radio, website, email, social media, as well as in person engagement.

REVIEW & AWARD

The applications will be reviewed and awardees determined and notified mid-December. KEDC will ensure KANA and the City of Kodiak, as well as various media outlets, are contacted with press release regarding the recipients of the SIP grants.

*This Storefront Improvement Program
is made possible through the partnership of :*



KODIAK AREA NATIVE ASSOCIATION



AREA OF ELIGIBILITY

Businesses in the Downtown area located from 332 Shelikof Street to Marine Way – Kodiak Marine on Rezanof from Best Western to Big Rays, to include all of Marine Way to Hana House as well as all of business within the Center Street downtown area.

Are you planning additional improvements to the property, which you will not seek reimbursement for through this grant? If so, please describe the total scope of work.

Estimated cost of storefront improvements : \$ _____

Estimated cost of other work (if applicable): \$ _____

Estimated total cost: \$ _____

Projected Start
Date: _____

Projected Completion
Date: _____

Checklist. Please attach the following:

1. Photos of your building, clearly showing all areas that will be improved.
2. An illustration of the work you would like to do. Any of the following are acceptable:
 - a. Hand drawn sketch of the front of your building (does not have to be to scale)
 - b. Printed-out digital picture with written notes
 - c. Photo with post-it notes attached
 - d. Architectural rendering(s)
3. Any other attachments you feel would help describe your project goals.

Certification by Applicant:

- All information in this application, and all information furnished in support of this application, is given for the purpose of obtaining up to a 50% storefront improvement reimbursement grant and is true and complete to the best of my knowledge and belief.
- The business and property owner(s) are current with all City of Kodiak and Kodiak Island Borough obligations, including taxes, licenses, water revenue billings, etc.
- I have read and will comply with the requirements outlined in the Storefront Improvement Program Guidelines.
- I understand that the Kodiak Economic Development Corporation (KEDC) must approve the proposed exterior storefront improvements in order to be eligible for grant reimbursement funding. Certain changes or modifications may be required prior to final approval. A Commitment of Funds Letter will not be processed prior to the KEDC's receipt and approval of necessary bids for the approved work. Any work commenced prior to a Commitment Letter being issued will not be eligible for reimbursement, and any work deviating from the approved work must be pre-approved by KEDC in order for the work to be eligible for reimbursement.

Applicant Signature/ Date

Applicant Print Name/ Date

Property Owner Signature/ Date

Property Owner Print Name/ Date

Please return your completed application to the program coordinator:

Melissa Schoenwether
Kodiak Economic Development Corporation
PO Box 669, Kodiak AK 99615
Scan and email to : melissa@kodiakedc.com
Call: 907.942.6605



SIP GOALS

- **Promote** revitalization of our “downtown area” to attract both visitors and residents;
- **Encourage** new development and increase foot traffic in our Downtown;
- **Ensure** a healthy economy by supporting diverse local businesses;
- **Improve** storefront exteriors to create a more welcoming, customer-friendly appearance in the Downtown core area adjacent to St. Paul Harbor.

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*invites you
to apply to the*

Kodiak Storefront Improvement Program

Your opportunity
to improve the
look and vitality
of Downtown
Kodiak

Interested?
Learn more by visiting
www.kodiakedc.com/sip
Download guidelines,
applications, and get
started today.

Contact us :



Email Us
melissa@kodiakedc.com



Call KEDC
907.942.6605



Storefront Improvement Program (SIP)

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How SIP works



PARTNERSHIPS

By partnering with local business owners and lessees to share the cost of improving the exterior of businesses, this program's objectives are to boost traffic, and improve the overall look and vitality of Kodiak's Downtown area.



RESOURCES

The SIP is a discretionary reimbursement grant, which can be used for exterior improvements to businesses in the Kodiak Downtown area. The amount available for each property is 50% of the cost of eligible improvements, up to a maximum of \$7,500.



ACCESSIBILITY

The application form requires a short project description and rough cost estimate of the work you plan to do. KEDC will select projects that will provide the greatest public benefit to the community,

Eligible Projects

- Accessibility improvements
- Painting and masonry work
- New siding or exterior improvement
- Canopies and awnings
- Storefront signage & graphics
- Permanent landscaping

Some types of projects are not eligible for funding, such as parking lot paving, roof or structural work, or non-permanent fixtures such as personal property or equipment.

KEDC will select projects that will provide the greatest public benefit to the community, as determined by a selection committee.

For the full set of program requirements, please refer to the SIP Guidelines, or contact program administrator:

Melissa Schoenwether,
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907.942.6605

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