



Tuesday, March 5, 2024

3:30 PM

Economic Development Advisory Board

City Commission/Municipal Court Room, 1916 City Hall

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- I. CALL TO ORDER
- II. MINUTES
  - a. Approval of the August 8, 2023 Minutes.
  - b. Approval of the February 15, 2024 Minutes.
- III. ACTION ITEMS
  - a. Consider a request from Labette Health regarding their Incentive Agreement.
  - b. Consider modifications to the Neighborhood Exterior Grant Program.
- IV. DISCUSSION
- V. ADJOURNMENT



**REQUEST FOR ECONOMIC DEVELOPMENT  
ADVISORY BOARD ACTION  
CITY OF INDEPENDENCE  
MARCH 5, 2024**

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**Department Finance**

**Prepared By Lacey Lies**

**AGENDA ITEM** Approval of the August 8, 2023 Minutes.

**SUMMARY RECOMMENDATION**

**BACKGROUND**

**SUGGESTED MOTION** I move to approve the August 8, 2023 minutes.

**SUPPORTING DOCUMENTS**

1. August 8, 2023 Meeting Minutes

## Minutes of the Economic Development Advisory Board's August 8, 2023 Meeting

### I. Call to Order

**Present:** Keith Stone, Jason Curtis, Wayne Stephany, Chuck Goad, Jim Kelly, Rod Zinn, Lori Kelley

**Absent:** None

Chuck Goad, Chairperson, called the meeting to order.

### II. Minutes

- a. Consider approving minutes of the June 6, 2023 Economic Development Advisory Board meeting.

**Motion:**

**On the motion of Wayne Stephany, seconded by Keith Stone the Commission approved the June 6, 2023 Economic Development Advisory Board minutes.**

**Aye:** Jason Curtis, Rod Zinn, Jim Kelly, Chuck Goad, Wayne Stephany, Keith Stone

**Nay:** None

### III. Action Items

- a. Consider a request from Main Street to change the licensing requirements for Food Trucks.

**Tabatha Snodgrass said that the Food Truck fees are high for this area and that they are more in line with larger cities. A more reasonable amount would be \$10.00 per day, \$25.00 for two weeks, \$50.00 for 30 days and \$200.00 per year, plus proof of insurance and Kansas sales tax. Food trucks bring in people from surrounding communities. Small downtown businesses have said the food trucks are not hurting them. Patio 210 does not charge for setting up there.**

**Lacey Lies suggested having only one application fee per year. Currently there is a \$10 per application fee on top of the license.**

**The board discussed the importance of inviting people in, but also taking care of those who are already here, paying taxes in a brick and mortar building.**

**Kelly Passauer stated that from her point of view, the City could go with the \$10.00 per day and one application fee per year, but not in lowering the other fees.**

**Chuck Goad said that if the City Commission or staff want the committee to work with them on a recommendation, then that can be done.**

## Minutes of the Economic Development Advisory Board's August 8, 2023 Meeting

- b. Consider creating a sub-committee to review and report on the Extension of Services Policies.

**Chuck Goad explained that there are instances where a building project takes place outside of city limits. The City can either annex or extend services. A subcommittee could gather facts and bring back to the board.**

**Keith Stone, Wayne Stephany and Jason Curtis volunteered to be on the subcommittee. Rod Zinn will be an alternate member.**

### IV. Discussion

- a. Broadband Update

**Lori Kelley said that Cox Communication came to the City and wanted to put in some infrastructure for businesses. The initial place had some problems and now they are looking at City-owned land behind Appletree Inn. KwiKom is looking to put in fiber optic at residences and businesses.**

**Kelly Passauer said that the location behind Appletree Inn has not been approved by the City Commission.**

- b. EV Charging Update

**Lori Kelley is going to the Commission on Thursday to get permission for proposals for EV Charging stations.**

- c. Downtown Building Grant Update

**Lacey Lies said that there are funds available for this year. There is a maximum of \$25,000 per building regardless of owner. Discussion was had on how the program came to be. April Nutt said that the Downtown Building Grant was started because the historical downtown buildings were falling down.**

- d. Neighborhood Exterior Grant Program Update

**Lacey Lies said this is out of funding until 2024.**

- e. Montgomery County Action Council Updates

**Melissa Johnson, the new MCAC Director, introduced herself to the board.**

- f. Main Street Updates

**Tabatha Snodgrass said the common consumption district plans are moving forward.**

- g. Chamber Updates

**Lisa Wilson said they are continuing to meet potential business owners through B.E.S.T. and there have been several inquiries.**

- h. Other Items for Discussion

**April Nutt says she is hopeful that they will move forward with the Jefferson development. Independence will be hosting a housing conference. IHA is**

**Minutes of the Economic Development Advisory Board's August 8, 2023 Meeting**

**working on several developments within the city.**

**Kelly Passauer stated that the City has received three proposals for the Comp Plan and are working on having this done by the end of the month.**

**V. Adjournment**

**Motion:**

**On the motion of Rod Zinn, seconded by Wayne Stephany the Commission adjourned the meeting.**

**Aye: Jason Curtis, Rod Zinn, Lori Kelley, Jim Kelly, Chuck Goad, Wayne Stephany, Keith Stone**

**Nay: None**

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**Chuck Goad, Chairperson**

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**Jason Curtis, Secretary**



**REQUEST FOR ECONOMIC DEVELOPMENT  
ADVISORY BOARD ACTION  
CITY OF INDEPENDENCE  
MARCH 5, 2024**

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**Department Finance**

**Prepared By Lacey Lies**

**AGENDA ITEM** Approval of the February 15, 2024 Minutes.

**SUMMARY RECOMMENDATION**

**BACKGROUND**

**SUGGESTED MOTION** I move to approve the February 15, 2024 minutes.

**SUPPORTING DOCUMENTS**

1. February 15, 2024 Meeting Minutes

## Minutes of the Economic Development Advisory Board's February 15, 2024 Meeting

### I. Call to Order

Wayne Stephany called the meeting to order.

**Present:** Jason Curtis, Jim Kelly, Wayne Stephany, Keith Stone, Lori Kelley, Chuck Goad

**Absent:** Rod Zinn

**Non-Voting:** Tabatha Snodgrass, Kelly Passauer, Lydia Collins, David Cowan, Lacey Lies

### II. Minutes

Minutes from August 8, 2023, will be on the March 5, 2024 agenda.

### III. Action Items

#### a. Reorganization

**Chairperson - Chuck Goad**

**Motion:**

**On the motion of Wayne Stephany, seconded by Jason Curtis the Commission moved that Chuck Goad be Chairperson in the reorganization.**

**Aye:** Jason Curtis, Lori Kelley, Jim Kelly, Wayne Stephany, Keith Stone

**Nay:** None

**Vice-Chairperson - Wayne Stephany**

**Motion:**

**On the motion of Chuck Goad, seconded by Jason Curtis the Commission moved that Wayne Stephany be Vice-Chairperson in the reorganization.**

**Aye:** Jason Curtis, Lori Kelley, Jim Kelly, Wayne Stephany, Keith Stone, Chuck Goad

**Nay:** None

**Secretary - Jason Curtis**

**Motion:**

**On the motion of Wayne Stephany, seconded by Chuck Goad the Commission moved that Jason Curtis be Secretary in the reorganization.**

**Aye:** Jason Curtis, Lori Kelley, Jim Kelly, Wayne Stephany, Keith Stone

**Nay:** None

## Minutes of the Economic Development Advisory Board's February 15, 2024 Meeting

b. Set 2024 Meeting Time, Date and Location

The board members agreed to leave the date, 1st Tuesday of the month at 3:30 p.m. and to meet in the Commission Room at City Hall, 120 N. 6th St.

c. Neighborhood Exterior Grant Program

Lacey reintroduced the Neighborhood Exterior Grant Project and spoke about the program and presented challenges and program guidelines to discuss.

Per the program guidelines, applications are to be opened April 1st and close when funds are exhausted for the year. Currently, applicants are trying to turn them in year round and asking for the City to hold them. Additionally, applicants are reaching out saying that with the difficulties finding a contractor, they can't afford to wait until April 1st to even apply, they need applications to open as soon as possible to secure the work. The board concluded that there should be a window of opening/closing on the applications and agreed not to hold any applications outside that window. It was decided that applications should be accepted beginning March 1st for 2024 and Feb 1st, if possible, thereafter. The board also suggested that the City submit a story to the local newspapers highlighting the program's past success and announcing the opening of applications for 2024.

**Motion:**

On the motion of Chuck Goad, seconded by Keith Stone, the Commission moved to recommend accepting applications on March 1st and until the funds are exhausted, then in 2025 begin February 1st until the funds are exhausted.

**Aye:** Jason Curtis, Chuck Goad, Lori Kelley, Jim Kelly, Wayne Stephany, Keith Stone

**Nay:** None

Lacey Lies introduced three questions to the board to prompt discussion regarding program guidelines such as eligible improvements and matching guidelines:

1. Should we prioritize primary dwellings over accessory structures (i.e. disallow or reduce funding for garage improvements or additions, etc.)?
2. Should we allow loans through the program to assist low-income homeowners who may not have the 50% matching funds, or reduce the required matching funds for low-income individuals?

**3. Should we change any other parameters or requirements of the program?**

**Discussion per item:**

**1. Should we prioritize primary dwellings over accessory structures (i.e. disallow or reduce funding for garage improvements or additions, etc.)?**

The inclusion of garages in the program was discussed. The board emphasized that garage structures are an important feature of homes and critical to resolving some of the problems we are seeing with on=street and off=street parking. Carports could also be considered if a garage structure is not feasible given the current footprint of the structure or lot. Carports also mitigate some financial issues with the cost of a fully enclosed garage structure. The consensus was that both attached and detached garage structures as well as permanent carports add to the value and desirability of the dwelling and neighborhood as a whole, and meet the intent of the program.

**2. Should we allow loans through the program to assist low-income homeowners who may not have the 50% matching funds, or reduce the required matching funds for low-income individuals?**

The board does not feel that loans through the City for people who do not have the \$5,000 should be allowed. It was noted that organizations whose mission aligns already exist in our community, such as Community Mission for Improved Housing and the Independence Housing Authority, and that those organizations would be better suited to further help those individuals along with the City's program. No preference should be given and no changes to the language of the program documentation was recommended.

**3. Should we change any other parameters or requirements of the program?**

The board discussed the success of the Neighborhood Exterior Grant Program and noted that we have run out of funds each year because the program is in high demand and is addressing the needs of homeowners. The board recommends requesting a current year budget increase from the City Commission. This proposed increase from \$50,000 to \$100,000 for the 2024 budget year by amending the budget should be brought to the Commission on a regular agenda.

**Motion:**

On the motion of Chuck Goad, seconded by Keith Stone the Commission moved to request that the City Commission double the funds for 2024 by amending the City budget.

**Aye: Jason Curtis, Chuck Goad, Lori Kelley, Jim Kelly, Wayne Stephany, Keith**

Minutes of the Economic Development Advisory Board's February 15, 2024 Meeting

Stone

Nay: None

IV. Discussion

- a. Future Planning Needs for County Growth Related to Bartlett & Azure

**Chuck Goad, chairperson, asked that the board give thought to what the future planning needs are and bring back to the March 5 meeting.**

- b. Broadband: KwiKom inducement agreement

**Lacey Lies and David Cowan announced to the board that KwiKom was in the process of laying fiber optics throughout Independence to service both residential and commercial customers. While KwiKom received a grant to work outside of Independence within Montgomery County, KwiKom approached the City with the proposition to go ahead and put fiber optics throughout Independence, even though the grant for the City did not come through. The Commission entered into an inducement agreement (building on what the board had put together for the previous broadband grant incentive) for \$150,000 to be paid out in three installments. In addition, KwiKom entered into a franchise agreement for Independence.**

- c. Subcommittees

**When future planning needs have been brought in and decided on, subcommittees will be put together to build on and bring back to the board.**

V. Adjournment

The next meeting will be March 5th. Labette Health turned in document for inducement agreement but have not met the requirements for employees that reside in Independence. Wants to change to Montgomery County rather than Independence.

**Motion:**

**On the motion of Jason Curtis, seconded by Keith Stone the Commission adjourned the Economic Development Advisory Board meeting.**

**Aye: Jason Curtis, Chuck Goad, Lori Kelley, Jim Kelly, Wayne Stephany, Keith Stone**

**Nay: None**

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Chuck Goad, Chairperson

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Jason Curtis, Secretary





**REQUEST FOR ECONOMIC DEVELOPMENT  
ADVISORY BOARD ACTION  
CITY OF INDEPENDENCE  
MARCH 5, 2024**

**Department Finance**

**Prepared By Lacey Lies**

**AGENDA ITEM** Consider a request from Labette Health regarding their Incentive Agreement.

**SUMMARY RECOMMENDATION**

**Options:**

1. Confirm that Labette Health has not met the requirements of the incentive agreement, and therefore they will lose the Year 2 Incentive.
2. Amend the agreement.
3. Allow for the recapture of the Year 2 Incentive at a later date so that Labette does not lose the incentive.

**BACKGROUND** In March 2021, the City of Independence entered into an inducement agreement with Labette Health for the expansion of the Independence Healthcare Center. As part of the agreement, the City would grant Labette Health a total of \$1,000,000 payable in ten (10) equal installments of \$100,000 over a ten (10) year period. In order to receive the funding each year, Labette Health must meet certain employment requirements, set forth in Section 2, for hiring and maintaining certain numbers of full-time equivalent (FTE) employees that live in Independence and work at the Independence Healthcare Center. In that same section, the agreement notes that "The parties realize and acknowledge that Labette Health may experience employment turnover for reasons unrelated to this agreement, and that a reasonable period of time shall be granted to Labette Health to hire replacement employees in order to maintain employment levels as set forth in this agreement". Per the agreement, residency was defined as employees who reside in an area served by the City's public utilities are considered residents of the City.

<b>Year</b>	<b>New Hires During the Year</b>	<b>New Hires During the Year Who Reside Within City Limits</b>	<b>Cumulative New Employees Above Base Employment on 12/31/2021</b>
2022	4	4	4
2023	4	4	8
2024	3	3	11
2025	1	1	12
2026	1	1	13
<b>Total</b>	<b>13</b>	<b>13</b>	

In March 2023, the City and Labette Health amended the original agreement to expand the residency area and defined residency as employees who reside in the zip code 67301. All other requirements remained in effect.

Labette Health met the Year 1 requirements for 4 new hires who reside in the 67301 area code and work at the Independence Healthcare Center, as indicated in the Y1 chart below.

Baseline	@12.31.21	TTL	67301	City Utility Service	Mont.Co
	Full Time		55	36	29
Part Time		3	3	2	3
PRN		21	10	6	18
Total		79	49	37	69

Yr 1 IHC	@1.06.23	TTL	67301
	Full Time		63
Part Time		6	3
PRN		23	8
Total		92	51

For Year 2 reporting, as indicated by the chart below, Labette Health has submitted that they did not meet the employment requirements per the agreement. However, if looking at facility-wide employees that reside in 67301, they noted that they would have met the residency requirements, just not for employees that specifically work at the Independence locations.

Yr 2 All Facility Wide	@1.10.24	TTL	67301
	Full Time		68
Part Time		5	2
PRN		27	17
Total		100	67

Yr 2 IHC	@1.10.24	TTL	67301
	Full Time		70
Part Time		5	1
PRN		27	10
Total		102	49

Meets Meets

Meets Does Not Meet

The Independence expansion project has been delayed from starting for a number of reasons, one being Labette's pursuit in securing congressionally directed spending dollars to put toward the project.

In September 2023, Labette Health received a Notice of Award (NOA) from Health Resources and Services Administration (HRSA) for \$6,000,000 in Congressionally Directed Spending for construction at the Independence campus. This funding was authorized at the end of 2022 in the 2023 appropriations bill. The NOA had 3 conditions, of which 2 have been removed and the remaining, the Environmental Assessment, was submitted in February 2024.

**SUGGESTED MOTION** Possible Motions:

1. I move to confirm that Labette Health has not met the requirements of the incentive agreement, and therefore they will lose the Year 2 Incentive.
2. I move to amend the agreement as follows:
3. I move to allow for the recapture of the Year 2 Incentive at a later date so that Labette does not lose the incentive.

## **SUPPORTING DOCUMENTS**

1. 2021 Incentive Grant Agreement\_Labette Health
2. Amendment to 2021 Incentive Grant Agreement\_Labette Health
3. NoA (003)NFI

**INCENTIVE GRANT AGREEMENT FOR  
LABETTE HEALTH INDEPENDENCE HEALTHCARE CENTER**

This Incentive Grant Agreement for Independence Healthcare Center (“Agreement”) is entered into by and between the City of Independence, Kansas, a municipal corporation (“CITY”), and Labette County Medical Center d/b/a Labette Health (“LABETTE HEALTH”), on this 25<sup>th</sup> day of MARCH 2021 (“Effective Date”).

**Whereas**, LABETTE HEALTH operates the newly constructed Independence Healthcare Center at 510 North Peter Pan Road, Independence, Kansas;

**Whereas**, the Independence Healthcare Center is essential to the health and welfare to the citizens of the CITY;

**Whereas**, LABETTE HEALTH intends to expand the Independence Healthcare Center due to increased need for healthcare services; and

**Whereas**, the CITY desires to provide a significant financial contribution to support the expansion of the Independence Healthcare Center to meet the critical healthcare needs of, and to increase employment and economic opportunity for the citizens of the CITY.

**Now Therefore**, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree to the following:

1. **Incentive Grant.** Subject to meeting the requirements in this Agreement, CITY shall pay LABETTE HEALTH an incentive grant totaling \$1 million payable in ten (10) equal installments of \$100,000 over a ten (10) year period beginning March 1, 2023, and thereafter on the 1st day of March in subsequent years, ending March 1, 2032. The incentive grant shall be paid out of CITY’s economic development fund.

2. **Employment Requirements.** LABETTE HEALTH will provide documentation to the CITY of its hiring and maintaining the number of new full time equivalent (FTE)

employees who are residents of the CITY working at the Independence Healthcare Center over the base employment established on December 31, 2021, during each subsequent year as set forth in the schedule below. Two (2) of the new employees hired by LABETTE HEALTH at any time after the Effective Date and before September 30, 2024, shall be family practice physicians.

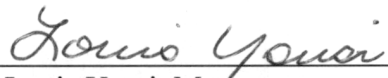
<b>Year</b>	<b>New Hires During the Year</b>	<b>New Hires During the Year Who Reside Within City Limits</b>	<b>Cumulative New Employees Above Base Employment on 12/31/2021</b>
2022	4	4	4
2023	4	4	8
2024	3	3	11
2025	1	1	12
2026	1	1	13
<b>Total</b>	<b>13</b>	<b>13</b>	

For purposes of this agreement, employees who reside in an area served by the CITY's public utilities shall be considered residents of the CITY. Should less than the stated number of new employees be hired and maintained during the applicable year, the annual incentive grant payment for that period will be discounted on a pro rata basis. Notwithstanding the foregoing, LABETTE HEALTH must hire on or before September 30, 2024 and maintain the employment of two (2) family practice physicians that reside within the areas served by the CITY's public utility to receive any portion of the subsequent payments. The parties realize and acknowledge that LABETTE HEALTH may experience employment turnover for reasons unrelated to this agreement, and that a reasonable period of time shall be granted to LABETTE HEALTH to hire replacement employees in order to maintain employment levels as set forth in this <sup>BA</sup> agreement.


3. **Reporting Requirements.** LABETTE HEALTH must submit employment records to the CITY by February 1, 2023, and thereafter by the 1st day of February in subsequent years.

4. **Cash Basis Law.** The parties acknowledge that the CITY is bound by the statutory provisions of the Cash Basis Law found at KSA 10-1101, et seq., which require that the future annual payments to be made by the CITY to LABETTE HEALTH be approved by future CITY commissions annually as part of the budgetary process.

**CITY OF INDEPENDENCE, KANSAS**

By:   
Louis Ysusi, Mayor

ATTEST:

  
David W. Schwenker, City Clerk

**LABETTE COUNTY MEDICAL CENTER  
d/b/a LABETTE HEALTH**

By:   
Brian Williams, President & CEO

**AMENDMENT TO THE INCENTIVE GRANT AGREEMENT FOR  
LABETTE HEALTH INDEPENDENCE HEALTHCARE CENTER**

This Amendment to the Incentive Grant Agreement for Labette Health Independence Healthcare Center is entered into by and between the City of Independence, Kansas, a municipal corporation, hereafter CITY, and Labette County Medical Center d/b/a Labette Health, hereafter LABETTE HEALTH, on this 9<sup>th</sup> day of March, 2023.

WHEREAS, the parties hereto previously entered into an Incentive Grant Agreement For Labette Health Independence Healthcare Center, dated March 25, 2021; and

WHEREAS, the parties desire to amend certain portions of said Agreement.

*Now Therefore*, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree as follows:

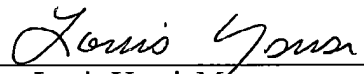
A. Paragraph 2 of the Incentive Grant Agreement For Labette Health Independence Healthcare Center, dated March 25, 2021 shall be amended to read as follows:

**2. Employment Requirements.** LABETTE HEALTH will provide documentation to the CITY of its hiring and maintaining the number of new full time equivalent (FTE) employees who reside within the zip code 67301 working at the Independence Healthcare Center over the base employment established on December 31, 2021, during each subsequent year as set forth in the schedule below. Two (2) of the new employees hired by LABETTE HEALTH at any time after the Effective Date and before September 30, 2024, shall be family practice physicians. Should less than the stated number of new employees be hired and maintained during the applicable year, the annual incentive grant payment for that period will be discounted on a pro rata basis. Notwithstanding the foregoing, LABETTE HEALTH must hire on or before September 30, 2024 and maintain the employment of two (2) family practice physicians that reside within the zip code 67301 to receive any portion of the subsequent payments. The parties realize and acknowledge that LABETTE HEALTH may experience employment turnover for reasons unrelated to this agreement, and that a reasonable period of time shall be granted to LABETTE HEALTH to hire replacement employees in order to maintain employment levels as set forth in this Agreement.

Year	New Hires During the Year	New Hires During the Year who reside within 67301 area code	Cumulative New Employees Above Base Employment on 12/31/2021
2022	4	4	4
2023	4	4	8
2024	3	3	11
2025	1	1	12
2026	1	1	13
<b>Total</b>	<b>13</b>	<b>13</b>	

B. All provisions of the Incentive Grant Agreement For Labette Health Independence Healthcare Center, dated March 25, 2021 which are not specifically amended herein shall remain in full force and effect.

CITY OF INDEPENDENCE, KANSAS

By:   
Louis Ysusi, Mayor

ATTEST:

  
David W. Schwenker, City Clerk

LABETTE COUNTY MEDICAL CENTER  
d/b/a LABETTE HEALTH

By: \_\_\_\_\_  
Brian Williams, President & CEO



**Recipient Information**

- 1. Recipient Name**  
LABETTE COUNTY MEDICAL CENTER  
1902 S US Highway 59  
Parsons, KS 67357-4948
- 2. Congressional District of Recipient**  
02
- 3. Payment System Identifier (ID)**  
1486099245A1
- 4. Employer Identification Number (EIN)**  
486099245
- 5. Data Universal Numbering System (DUNS)**  
964098136
- 6. Recipient's Unique Entity Identifier**  
X8ZQEKKLP753
- 7. Project Director or Principal Investigator**  
Brian Williams  
bwilliams@labettehealth.com  
(620)820-5371
- 8. Authorized Official**  
Brian Williams  
CEO  
bwilliams@labettehealth.com  
(620)820-5371

**Federal Agency Information**

- 9. Awarding Agency Contact Information**  
Djuana D Gibson  
Grants Management Specialist  
Office of Federal Assistance Management (OFAM)  
Division of Grants Management Office (DGMO)  
dgibson@hrsa.gov  
(301) 443-3243
- 10. Program Official Contact Information**  
Crystal Bush  
Engineer  
Healthcare Systems Bureau (HSB)  
cbush@hrsa.gov  
(000) 000-0000

**Federal Award Information**

- 11. Award Number**  
6 CE1HS52821-01-02
- 12. Unique Federal Award Identification Number (FAIN)**  
CE152821
- 13. Statutory Authority**  
Consolidated Appropriations Act, 2022, (PL 117-103)  
Consolidated Appropriations Act, 2023, (PL 117-328)
- 14. Federal Award Project Title**  
Community Project Funding/Congressionally Directed Spending - Construction
- 15. Assistance Listing Number**  
93.493
- 16. Assistance Listing Program Title**  
Congressional Directives
- 17. Award Action Type**  
Administrative
- 18. Is the Award R&D?**  
No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date 09/30/2023 - End Date 09/29/2026</b>	
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	<b>\$0.00</b>
20a. Direct Cost Amount	
20b. Indirect Cost Amount	
21. Authorized Carryover	\$0.00
22. Offset	\$0.00
23. Total Amount of Federal Funds Obligated this budget period	\$6,000,000.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	<b>\$1,156,548.00</b>
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	<b>\$7,156,548.00</b>
<b>26. Project Period Start Date 09/30/2023 - End Date 09/29/2026</b>	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$7,156,548.00

- 28. Authorized Treatment of Program Income**  
Addition
- 29. Grants Management Officer – Signature**  
Djuana Gibson on 10/26/2023

**30. Remarks**

This Notice of Award is issued to remove one or more Grant Conditions. Refer to the Terms and Conditions for additional information.



Notice of Award  
Award Number: 6 CE1HS52821-01-02  
Federal Award Date: 10/26/2023

**Healthcare Systems Bureau (HSB)**

**31. APPROVED BUDGET: (Excludes Direct Assistance)**

Grant Funds Only  
 Total project costs including grant funds and all other financial participation

a. Salaries and Wages:	\$0.00
b. Fringe Benefits:	\$0.00
c. Total Personnel Costs:	\$0.00
d. Consultant Costs:	\$0.00
e. Equipment:	\$0.00
f. Supplies:	\$0.00
g. Travel:	\$0.00
h. Construction/Alteration and Renovation:	\$6,819,256.00
i. Other:	\$337,292.00
j. Consortium/Contractual Costs:	\$0.00
k. Trainee Related Expenses:	\$0.00
l. Trainee Stipends:	\$0.00
m. Trainee Tuition and Fees:	\$0.00
n. Trainee Travel:	\$0.00
o. TOTAL DIRECT COSTS:	\$7,156,548.00
p. INDIRECT COSTS (Rate: % of S&W/TADC):	\$0.00
q. TOTAL APPROVED BUDGET:	\$7,156,548.00
i. Less Non-Federal Share:	\$1,156,548.00
ii. Federal Share:	\$6,000,000.00

**32. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:**

a. Authorized Financial Assistance This Period	\$6,000,000.00
b. Less Unobligated Balance from Prior Budget Periods	
i. Additional Authority	\$0.00
ii. Offset	\$0.00
c. Unawarded Balance of Current Year's Funds	\$0.00
d. Less Cumulative Prior Award(s) This Budget Period	\$6,000,000.00
e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$0.00

**33. RECOMMENDED FUTURE SUPPORT:**  
(Subject to the availability of funds and satisfactory progress of project)

YEAR	TOTAL COSTS
	Not applicable

**34. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)**

a. Amount of Direct Assistance	\$0.00
b. Less Unawarded Balance of Current Year's Funds	\$0.00
c. Less Cumulative Prior Award(s) This Budget Period	\$0.00
d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00

**35. FORMER GRANT NUMBER**

**36. OBJECT CLASS**  
41.11

**37. BHCNIS#**

**38. THIS AWARD IS BASED ON THE APPLICATION APPROVED BY HRSA FOR THE PROJECT NAMED IN ITEM 14. FEDERAL AWARD PROJECT TITLE AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE AS:**

a. The program authorizing statute and program regulation cited in this Notice of Award; b. Conditions on activities and expenditures of funds in certain other applicable statutory requirements, such as those included in appropriations restrictions applicable to HRSA funds; c. 45 CFR Part 75; d. National Policy Requirements and all other requirements described in the HHS Grants Policy Statement; e. Federal Award Performance Goals; and f. The Terms and Conditions cited in this Notice of Award. In the event there are conflicting or otherwise inconsistent policies applicable to the award, the above order of precedence shall prevail. Recipients indicate acceptance of the award, and terms and conditions by obtaining funds from the payment system.

**39. ACCOUNTING CLASSIFICATION CODES**

FY-CAN	CFDA	DOCUMENT NUMBER	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE
23 - 370CONS	93.493	23CE1HS52821	\$0.00	\$0.00	N/A	23CE1HS52821

## HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

## Terms and Conditions

**Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.**

### Grant Specific Term(s)

- The grant condition stated below on NoA 1 CE1HS52821-01-00 is hereby lifted. The award recipient must record a Notice of Federal Interest (NFI) in the appropriate official records of the jurisdiction in which the property is located. A notarized and recorded copy of the NFI must be submitted into HRSA's Electronic Handbook.

All prior terms and conditions remain in effect unless specifically removed.

## Contacts

### NoA Email Address(es):

Name	Role	Email
Brian Williams	Program Director	bwilliams@labettehealth.com
Brian Williams	Point of Contact, Authorizing Official	bwilliams@labettehealth.com

Note: NoA emailed to these address(es)

All submissions in response to conditions and reporting requirements (with the exception of the FFR) must be submitted via EHBs. Submissions for Federal Financial Reports (FFR) must be completed in the Payment Management System (<https://pms.psc.gov/>).



**REQUEST FOR ECONOMIC DEVELOPMENT  
ADVISORY BOARD ACTION  
CITY OF INDEPENDENCE  
MARCH 5, 2024**

**Department Admin**

**Prepared By Kelly Passauer**

**AGENDA ITEM** Consider modifications to the Neighborhood Exterior Grant Program.

**SUMMARY RECOMMENDATION** Approve the modifications as presented.

**BACKGROUND** On January 17, 2024 the City Commission held their annual retreat to develop action plans for their 2024 goals. The biggest overall theme of the session was housing. One of the action steps was to modify the Neighborhood Exterior Grant Program to assist low-income families with their 50% match through a loan (similar to what the City is already doing with the Sewer Cost Share program which consists of an agreement to repay the loan over ten years at a specified interest rate) and to prioritize primary dwellings over accessory structures.

At your last meeting, this direction from the City Commission retreat was verbally discussed. However, I should have provided a staff report outlining the recommendations and providing background information with any relevant attachments to allow the EDAB committee time to review the request before their meeting.

With that said, I have prepared suggested edits to the policy. Based on the discussion at the last EDAB meeting, I did not include the loan for low-income individuals requested from the City Commission Retreat. I did add garages and carports as being eligible, as the EDAB committee felt they were an important value-added attribute of the primary dwelling. I did exclude hobby or shop-type structures, as the EDAB committee indicated they did not think those types of structures should be eligible. Again, these were all items that were discussed with a consensus of the board.

However, the following suggested modifications were either not discussed or there was no clear consensus.

For example, the issue of having two separate houses with separate utilities on one parcel was brought up, but no consensus was reached. I did include language in the edits that addressed this issue which states: "*Each structure containing a dwelling qualifies for an individual application if they have their own 911 address and separate utilities.*" We currently have an applicant that April Nutt is working with, and she can provide more information regarding this issue at the meeting.

Also, the language regarding multi-family housing was a bit misleading as it indicated non-apartment residential properties were excluded, but multi-family was included. In the City code, multi-family means any multi-family dwelling, including apartments. I reworded the language to make the policy consistent with City code, and also added language regarding triplexes and ADU's (Accessory Dwelling Units), which are consistent with low-density multi-family zoning districts. Encouraging more housing choices, including ADU's, was another

priority from the Commission retreat.

I also added some additional accessory structures that I felt should be excluded based on the discussion to exclude shop or hobby type structures, this would include a Playhouse; Workshop; Storage Shed; Pool House; Greenhouse; or Detached Rec Room, Den, Craft/Hobby Room, Office, or any other detached structure not specifically listed as being eligible.

I realize the EDAB discussed not changing the language of the policy to reflect their consensus and to instead refer to the committee on a case-by-case basis. However, I believe it is better to incorporate the new language into the policy, so everyone is clear about what is included and what is not. For example, if someone read the policy as is, they would not know that garages are eligible. For transparency purposes, it should be clear to applicants before they apply what is allowed and what is not allowed.

The EDAB's recommendation will be forwarded to the City Commission for their final consideration.

**SUGGESTED MOTION** I move to recommend the modifications to the Neighborhood Exterior Grant Program as presented.

#### **SUPPORTING DOCUMENTS**

1. Neighborhood Exterior Grant Program and Application-Draft Modifications



# Independence Neighborhood Exterior Grant Program

This program administered by the City of Independence in conjunction with the Independence Housing Authority helps homeowners living in the Neighborhood Revitalization Districts reinvest in their properties and improve neighborhoods. 2 or more neighboring homeowners must submit co-applications to participate. The City of Independence will reimburse each co-applicant a portion of the actual costs of improvements to their homes.

The program begins March 1<sup>st</sup> and runs until program funding is exhausted.

Homeowner Investment	Reimbursement (50%)
\$1,000 (minimum per co-applicant)	\$500
\$5,000	\$2,500
\$10,000+	\$5,000 (maximum per co-applicant)

## Eligibility

To take part in the Neighborhood Exterior Grant Reimbursement Program a property cannot be located in a flood plain and must meet one of three requirements: 1) be located in a [Neighborhood Revitalization District](#); or 2) your property must be valued at \$100,000 or less by Montgomery County records, or 3) your property must be rated as an Average Minus or below by Montgomery County records.

To learn more about the Neighborhood Revitalization Tax Rebate and to fill out an application, please visit our website.

## Eligibility - Continued

To qualify to participate in the Neighborhood Exterior Grant Program, applicants must meet the following:

- Non-apartment residential properties (~~multi-family~~ **A.D.U.'s**, duplexes and **triplexes** are eligible).
- Applicant must have a partnering neighbor within **line of sight of as a co-applicant. No single property applications will be accepted.**
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicant's name or ownership.
- You must provide proof of adequate property insurance on the property.
- The improvements must meet Independence city code and applicable building codes.
- The improvement must not be paid for using an insurance settlement or other governmental funding.
- A minimum of \$1,000 in eligible improvements is required per co-applicant.
- Previous improvements may not be considered for reimbursement.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).
- **Each structure containing a dwelling qualifies for an individual application if they have their own 911 address and separate utilities.**

### Eligible Improvements include:

- Façade restoration
- Exterior painting or siding
- Masonry
- Window and door repair or replacement
- Awnings
- Gutters
- Exterior lighting or electrical work
- Building additions
- Front porch repair
- Roofs
- Driveway repair or installation
- Landscaping (limited to 20% of the total project if not related to integral components of the structural integrity)
- Tree removal (limited to 20% of the total project if not related to integral components of the structural integrity)
- Garage (attached or detached)
- Carport
- Accessory Dwelling Unit (ADU)

### Ineligible Improvements include:

- Work completed prior to grant approval
- Fences
- Decks
- Patios
- Play equipment
- Lawn care or maintenance
- Swimming pools or spas
- Playhouse
- Workshop
- Storage Shed
- Pool House
- Greenhouse
- Detached Rec Room, Den, Craft/Hobby Room, Office, or any other detached structure not specifically listed as being eligible

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

### How to Apply and Program Process

- The City will start accepting applications on March 1st at 8 a.m.
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Applications can be emailed to [apriln@independenceks.gov](mailto:apriln@independenceks.gov) or received at City Hall, 120 N. 6<sup>th</sup> St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program
- Applicants will be notified within **30** business days of completed application. An application is not considered complete until both co-applicant applications are received.
- **Work may not begin until the grant approval date. Any prior work will not be considered in the project cost.**
- Projects must start within 120 days of approval. Extensions may be granted with written approval prior

to the 120-day deadline.

- Projects must be completed within 120 days of the start date. Extensions may be granted with written approval prior to the 120-day deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate, professional license.
- All participating rentals must have a landlord license.
- Must pass a minimum exterior inspection.
- This program will only reimburse the labor costs of the labor provided by a third-party contractor.
- All receipts (labor and material) must be submitted at the same time.
- City staff will perform a post-project inspection to verify project completion and compliance.
- Limited to \$5,000 in Neighborhood Exterior Grant monies per property with the same owner, per 5 years.



# Independence Neighborhood Exterior Grant Program Application

**To be completed by the applicant:**

Owner of Record (must be applicant): \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Property Type:      \_\_\_ Single-Family Residential      \_\_\_ Multi-Family Residential

                         \_\_\_ Owner-Occupied      \_\_\_ Rental Property

Description of Proposed Improvements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Project Start Date: \_\_\_/\_\_\_/\_\_\_      Estimated Total Cost of Improvements: \$\_\_\_\_\_

Anticipated Project Completion Date: \_\_\_/\_\_\_/\_\_\_

Co-Applicant: \_\_\_\_\_ Property Address: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ Property Address: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ Property Address: \_\_\_\_\_

**Required supplemental documentation:**

\_\_\_ Copy of current homeowner’s insurance policy

\_\_\_ Paid Property Tax Receipt      \_\_\_ Bids/Quotes/Estimates to support estimated project cost

**By signing below, I understand the project must begin after an approval letter has been received and within 120 days of the application approval date. If outside of the applicable timeframe, reimbursement may not occur. I certify that to the best of my knowledge all the information that I provide is truthful and factual. I understand that this is a City program, and all application and project information may be subject to Kansas open records laws. I understand that by participating in the Neighborhood Exterior Grant Program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials. Monies granted through this program will be reported on IRS Form 1099-G.**

Signature of applicant (owner): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

SSN: \_\_\_\_\_

Applications may be emailed to: [apriln@independencesks.gov](mailto:apriln@independencesks.gov) or sent to:  
City Hall, 120 N. 6th St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program

**FOR CITY OFFICE USE BELOW**

\*\*\*\*\*

- Located in Neighborhood Revitalization District
- Appropriate Property Type
- Property Valued at less \$100,000 or less per County records
- Property is not located in the flood plain
- Rental License Current (if applicable)
- Eligible Co-Applicant      Co-Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_
- Improvements are Eligible for Grant
- Estimated Improvements over \$1,000 (supporting documents substantiating cost also received)
- Real Estate Taxes Current
- City Bills Current
- Copy of Homeowner's Insurance Received
- Before Pictures Taken
- Funding Available
- Building Permit Required (Yes/No)
- Building Permit Issued      Permit No. \_\_\_\_\_
- Initial Inspection of Property/Project:      \_\_\_/\_\_\_/\_\_\_ See Attached Inspection Sheet
- Application Approval Date: \_\_\_/\_\_\_/\_\_\_      Approved By: \_\_\_\_\_
- Project Check – 120 Days: \_\_\_/\_\_\_/\_\_\_      Checked By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_
- Project Check – Ext. Date: \_\_\_/\_\_\_/\_\_\_      Checked By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_
- Project Completion Date: \_\_\_/\_\_\_/\_\_\_      Reviewed By: \_\_\_\_\_

**Program Close-Out Documentation**

- After Pictures Taken
- Improvements Meet City Code and Building Requirements
- Payment Submitted to Accounts Payable (50% of eligible receipts, up to \$5,000)
  - Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ By: \_\_\_\_\_
  - Account 25-501-8697      Property Address: \_\_\_\_\_
  - Payee: \_\_\_\_\_      SSN/TIN: \_\_\_\_\_