

# **Historic Economic Asset Lifeline Grant**

## **Application Guidelines**

Opening Date: October 1<sup>st</sup>, 2025

Webinar Date: September 29<sup>th</sup> at 11:00 AM

Office Hours:

October 16, November 13, December 11, December 18 from 10:00 – 11:00 AM

Deadline: December 31<sup>st</sup> at 11:59 PM

# HEAL Guidelines

## Overview

The HEAL program was created to preserve and bring new economic activity to underutilized, vacant, or dilapidated downtown buildings in rural Kansas. Building grants are intended to bring buildings back into productive use as spaces for new or expanding businesses, childcare, housing, arts and culture, civic engagement, or entrepreneurship. These projects are required to have a tenant occupying the space by the end of the grant period. Façade grants are intended to rehabilitate the façade of downtown buildings in need of repair to stimulate economic growth and reinvestment in the downtown district.

## Purpose

HEAL was created to preserve and bring new economic activity to underutilized, vacant, or dilapidated downtown buildings in rural Kansas.

## Goals

- Revitalize downtown districts
- Accelerate economic development
- Catalyze private investment to support these projects
- Encourage entrepreneurship and innovation
- Preserve historic and architectural assets

## Eligible Applicants

- Kansas Main Street Programs
- Economic Development Organizations
- Cities
- Counties
- Tribal Nations
- 501(c)3 or 501(c)6 organizations
- Local Community Foundations

# HEAL Guidelines

## Ineligible Applicants

- If the town was awarded a grant in the two previous rounds, it is not eligible for HEAL.
- If a town is larger than 50,000 in population, it is not eligible for HEAL.

## Timeline

Grant Announcement: September

Application Period: October 1, 2025

Submission Deadline: December 31, 2025 at 11:59 PM

Award Notification: Award notifications expected late March 2026

Informational Application Webinar:

Date: September 29<sup>th</sup>

Time: 11:00 AM

Link: [https://us02web.zoom.us/webinar/register/WN\\_9GpOdD5hRdG2S-7tWT3vBA](https://us02web.zoom.us/webinar/register/WN_9GpOdD5hRdG2S-7tWT3vBA)

## Application Procedures

- Online application link can be found here: [www.kansascommerce.gov/HEAL](http://www.kansascommerce.gov/HEAL)
- Questions and submission of additional documentation should be directed to the HEAL team at HEAL@ks.gov
- Applications that are incomplete or missing documentation will not be reviewed for rating or considered for funding.

**Estimated Time to Complete Application:** 2 hours

## Funding Availability

\$1.5 Million available

- Total Funding Available: \$1.5 million
- Minimum Award Amount: No Minimum
- Maximum Award Amount: \$100,000
- Expected Number of Awards: 15
- Period of Performance: March 2026 – February 2029

# HEAL Guidelines

The Kansas Department of Commerce expects to announce selected grantees by the end of March 2026. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed, and the period of performance date has started.

## Eligible Projects

Nonprofit or local government organizations applying on behalf of building owners of underutilized, vacant, or dilapidated downtown buildings or those needing façade improvements are eligible applicants for the HEAL program. A private building owner must have an eligible local partnering support organization apply for the grant on their behalf. This organization will commit to supporting the project through the fiscal administration of the grant funds (distributing the payments to the building owner), tracking the quarterly reports, and ensuring that the building owner is on track with program deadlines.

Properties must be in cities with a population of 50,000 or less, must be in the downtown business district or corridor and hold architectural significance for the district. Projects must show potential for reuse and revitalization as an economic driver in the community. Projects must incorporate Main Street Design Standards and follow local ordinances and code.

## Eligible Program Costs

Masonry, insulation, foundations, roofs and guttering, fire stairs, windows, doors, chimneys, walls, ceilings, floors, interior stairs, elevators, lighting and fixtures, electrical wiring, data and communication, wiring (not including equipment), HVAC systems and components, plumbing systems, fire suppression sprinkler systems, CDBG environmental review, and ADA accessibility solutions. This list is not exhaustive. Project expenses not listed here are at the discretion of the Secretary of the Kansas Department of Commerce for eligibility under the grant. Up to 5% of the grant award may be retained by the applicant organization for project administration expenses.

## Ineligible Program Costs

Professional services (architect and engineering fees) and slipcover removal such as metal, stucco, tiles, or stone veneer— this should be finished prior to apply for a façade grant. This list is not exhaustive. Grant funds are to be utilized for the physical construction of the project.

# HEAL Guidelines

## Match Requirement

HEAL requires a 1:1 match, thus requiring a \$100,000 cash match to receive the maximum award amount.

## Authority

The HEAL program is funded through state legislatively directed funding. The program is administered by the Kansas Department of Commerce's Office of Rural Prosperity, with support from partners in the Quality Places Division.

## Definitions

**Building Grant:** Project that covers all costs associated with the rehabilitation of a building in a rural downtown or along a corridor that goes into a rural downtown. This would include interior renovation, structural work, and all exterior work as well. Buildings must be underutilized or vacant, be in significant disrepair, risk of imminent collapse, significantly unsafe, or damaged.

**Façade Grant:** Project that only covers the exterior of a building in a downtown or a building along a roadway leading into the downtown of a rural community. This could include façade replacement, windows, roofs, tuckpointing, or other exterior only improvements. Projects that apply for only a Façade grant can have existing tenants in the building that is being rehabilitated.

**Project:** The entire scope of work required for the building to be secured, occupied, and a business open or living quarters being occupied. Note: This does not just mean what the grant funds are paying for.

**50% Complete:** When looking at the original scope of work outlined in the application, the project is halfway completed. This would also mean that 50% of the matching funds and 50% of the HEAL funds have been spent. A statement from a contractor can also suffice as proof of 50% completion. Note, that this does not mean that only the HEAL portion of the project is complete, but that the rehabilitation is 50% complete and that the building will be completed and occupied when the remaining portion of the project is completed.

**75% Complete:** Construction phase is very close to completion, a tenant is identified, the building is being customized to the tenant needs. Ceilings, floors, and walls or drywall are in place, as well as electrical and plumbing.

**100% Complete:** Construction is complete, a tenant is in place and open for business, and all reporting is complete.

**Grant Agreement:** Also known as the contractual document that Grantees and Building Owners sign with the Department of Commerce at the beginning of their grant period. This document is sent via KDC Legal through DocuSign.

# HEAL Guidelines

**Quarterly Report:** Narrative of progress including important dates that correspond with their submitted timeline, photos to show progress, roadblocks grantee has faced or are dealing with, and any amendment requests that grantee might have (see amendment in definition).

**Fiscal Update:** A detailed list of project expenses, each supported by corresponding receipts, paid invoices, or cancelled checks to verify the line items. All HEAL-related expenses have been reported and are up to date, with documentation provided for reconciliation.

**Grant Close Out Form:** A form to be filled out by the Grantee once the project has been verified as complete by KDC through a final site visit and all reporting completed.

**Amendment:** Form to be completed if scope of work needs to be changed, a change in budget that is more than 10% of the overall budget, and/or timeline changes.

**Signs:** A sign that shows that this project is funded by the Kansas Department of Commerce and is provided by Commerce to the building owner. The sign should be showcased in a prominent place throughout the duration of the HEAL grant and for a year after project completion.

**Dilapidated:** Meaning the building is in disrepair, will not meet city code or city requirements, unlivable, or is in unsafe condition.

**Historic:** 50 years or older (cinderblock or metal buildings will not score well) or that have had a historic event or tourism attraction in this location.

**Architectural Renderings:** Preliminary architectural drawings that are not stamped. A concept drawing is acceptable. For façade projects, a color drawing showing how the front will look when completed is required.

**Project Readiness:** Permits are acquired, and any environmental reviews are complete. Projects would have contractors and other workers identified and dates are set for construction completion if awarded.

**KHRI:** Kansas Historic Resources Inventory – <https://khri.kansasgis.org/>

**SHPO:** State Historic Preservation Office

**Default:** Project is not completed, or no tenant moved into the space within the required grant timeline.

# HEAL Guidelines

**Internal Team:** Trisha Purdon, Cassie Alexander, Maren Lagaly

**HEAL Reviewer Team:** Internal and external reviewers score sections of the application and are assigned based on the reviewer's area of expertise.

**Site Visit Team:** Sites are assigned to KDC employees based on their location across the state and their familiarity with the HEAL program and historic or downtown building rehabilitation.

**Grantee:** Organization that will serve as the primary point person for the project. This organization will be responsible for checking that all documentation (receipts, pictures, financial statements, invoices, etc.) are uploaded to the shared folder.

**Signee:** The official person that has the authority to bind the grantee to the contract issued by the Kansas Department of Commerce.

**Project Contact:** The main person that would be able to answer questions regarding the status of the project and who the HEAL team would call if there were any questions or issues with the project.

**Building Owner:** The owner of the building that is being rehabilitated with HEAL funds.

**Release of Information:** Information submitted to the Kansas Department of Commerce relating to the application may be subject to the Open Records Law (K.S.A. 45-215 et seq.).

## Application and Submission Instructions

### Application Content

Please see sample application available on the HEAL webpage.

### Required Attachments

Attachments and support materials must be uploaded into the application through Salesforce. Attachments and support materials will not be accepted by any other method. Required attachments are required for eligibility. The required attachments are:

1. Preliminary Architectural Drawings/Renderings – Plans and elevations are required to support the scope of work. Color renderings are required if work is being done to the street facing façade.

# HEAL Guidelines

2. Bids & Estimates – Actual bids from licensed contractors will be required for the submission of the grant application.
3. Building Photos – Upload detailed photos of the current state of the building. If applying for a building grant, both external and internal photos are required.
4. Business Plan – A simple 1-2 page business plan showing what the intended use for the space will be upon project completion.
5. Signed Letter of Commitment – A letter signed by both the organization and the building owner that confirms commitment by both parties to the project.
6. Proof of Matching Funds – Documentation showing proof of 1:1 match requirement through signed bank letters, grant award letters, etc.
7. A complete and signed copy of the applicant organization's W-9 Form. Blank form [here](#).
8. A signed copy of the State Policy Regarding Sexual Harassment Acknowledgment Form. Blank form [here](#).
9. A signed copy of the Office of Procurement and Contracts – Certification of Company. Blank form [here](#).

## Supporting Materials (Optional)

1. If applying for \$100,000 grant request, a signed Israeli Anti-Boycott Form is required. Blank form [here](#).
2. Required for Businesses and Non-Profit Organizations: Screenshot Submission of Kansas Secretary of State Good Standing Status. Link to Business Entity Search [here](#).
3. Required for Individuals, Businesses, and Non-Profit Organizations: Submission Tax Clearance Certificate. Link to apply for a tax clearance certificate [here](#).



# HEAL Guidelines

## Submission Instructions

Applications are to be submitted through the Salesforce platform. Applicants will need to create an account or log into an existing account prior to completing the application itself. If there are any technical questions about Salesforce, please contact [KDC\\_Salesforce.Admin@ks.gov](mailto:KDC_Salesforce.Admin@ks.gov). For any program related questions, please contact [HEAL@ks.gov](mailto:HEAL@ks.gov). Once in the Salesforce portal, navigate to the HEAL 6.0 funding opportunity. Complete the required prompts on the funding opportunity. Applicants will be able to save their progress in the portal. Upon successful submission of the grant application, the primary email connected to the application will receive a confirmation email including a PDF attachment of the application.

## Late Applications

To maintain a fair application process, the Kansas Department of Commerce will not accept late grant applications.

For emergency circumstances please contact Trisha Purdon at [Trisha.Purdon@ks.gov](mailto:Trisha.Purdon@ks.gov) to discuss any extenuating circumstances that led to late submission.

## Application Review Information

Kansas Commerce strives to review grants through an objective and unbiased process. Grants will be reviewed based on rubric criteria by a panel.

| VALUE                        | DESCRIPTION   | SCORE  |
|------------------------------|---|--------|
| <b>EXEMPLARY</b>             | Clearly explains the project and its significant public value, justifying the allocation of financial support from the State of Kansas.   | 92-100 |
| <b>EXCEEDS EXPECTATIONS</b>  | Satisfactorily explains the project and its public value, justifying the allocation of financial support from the State of Kansas.  | 80-91  |
| <b>MEETS EXPECTATIONS</b>    | Sufficiently explains the project and its public value, and may justify the allocation of financial support from the State of Kansas.   | 68-79  |
| <b>NEEDS IMPROVEMENT</b>     | Does not sufficiently explain the project or its public value; does not warrant the allocation of financial support from the State of Kansas.   | 56-67  |
| <b>INSUFFICIENT EVIDENCE</b> | Provides an incomplete and/or inadequate explanation of the project or its public value. The information is confusing, not very clear, and/or doesn't give enough details. Does not warrant funding from the State of Kansas. | 0-55   |

# HEAL Guidelines

## Rubric

Grants will be reviewed and scored based on the provided rubric available in the application package.

## Scoring

The maximum number of points an application can earn is 100. Reviewers will individually score each application or each section that is assigned to them. A scoring rubric will be published with the grant opportunity and on the grant webpage. Funding priority criteria may be allocated a higher percentage of the total score or weighed more.

Applications must earn enough points for their application to fall under “Meets Expectations”, “Exceeds Expectations”, or “Exemplary” to be recommended for funding. Meeting one of these values does not guarantee funding for a project.

## Selection Criteria

Kansas Commerce has \$1.5 million available for the HEAL grant. All grant applications approved by the Department of Commerce will be funded according to the process set forth below.

All applications received by the deadline will be reviewed for eligibility and threshold criteria, as outlined in the guidelines. Eligible applications will then be reviewed and rated according to the established rubric and scoring matrix.

Kansas Department of Commerce may determine which grant applicants will receive state grant funds based on a number of factors, including:

- Grant reviewer scores
- Geographic distribution of grant applicants
- Services to specified populations
- History of grant applicant as a state grantee
- Applicant’s capacity to perform the work
- Pre-award capacity assessment of applicant

All awards must be approved by the Secretary of Commerce.

## Award Notification

Kansas Commerce strives to notify applicants of awards in a timely manner.

All applicants will be notified of funding decisions via email with a signed letter from Kansas Commerce in March 2026.

# HEAL Guidelines

## Grant Provisions

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses. Kansas will be considered the home state for determining whether travel is out of state.

## Grant Performance Expectations

In addition to Applicant Eligibility, all grantees are expected to:

1. Complete all proposal activities within the grant period
2. Include only allowable expenses in the proposal budget
3. Comply with all grant administration requirements:
  - Provide the required information for grant award agreement
  - Sign and return the grant award agreement to Commerce within 30 calendar days of receipt.
  - Request approval for any changes to the grant award agreement.
  - Complete a final report no later than February 1, 2029.
  - Maintain complete and accurate grant records, including all documentation, for a minimum of three years after the end of the grant period.
  - Comply with the requirements of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04.
  - Use the appropriate credit line or approved logo to acknowledge grant funding in all publications. See grant contract for credit requirements.

## Accountability and Reporting

Upon being awarded, Grantees will be required to:

Progress will be evaluated through quarterly reporting forms completed by the applicant, fiscal reports due at the end of March, June, September and December completed by the applicant, and site visits with Commerce throughout the project. These are all required to keep projects moving forward, resolve challenges as they arise, and ensure the successful completion of the project.

# HEAL Guidelines

## Grant Payments

- 50% of the grant when proof of commencement of construction is verified.
- 25% of the grant when 50% construction completion has been verified. Site visit required
- 25% of the grant when 75% construction completion has been verified.

## Release of information

Information submitted to the Kansas Department of Commerce relating to the application may be subject to the Open Records Law (K.S.A. 45-215 et seq.). Confidentiality will not be guaranteed.

## Contact Information

For more information about this grant, please contact:

HEAL Team  
Kansas Department of Commerce  
1000 SW Jackson Street  
Topeka, KS 66612  
Email: [HEAL@ks.gov](mailto:HEAL@ks.gov)  
Phone: 785-289-3436