

**Downtown Revive & Thrive:  
Rehabilitation for Innovation and  
Incubator Spaces  
Informational Webinar**

**January 29, 2026**

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**COMMERCE**

# Agenda

- Purpose
- Timeline
- Eligibility
- Eligible & Ineligible Expenses
- Required Supporting Materials in Application
- Main Street Design Guidelines
- State Historic Preservation Law Review
- Project Milestones
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# Purpose

Supports projects that repurpose existing downtown infrastructure to create spaces and provide equipment for pop-up retail and restaurants that contribute to livable, vibrant communities. This initiative aims to create high-quality workspaces that blend technology, collaboration and historic preservation. The goal is to repurpose existing downtown buildings to create spaces and provide equipment for pop-up retail, restaurants, workspaces and innovation centers that contribute to livable, vibrant communities.



# Timeline

- **Grant Application Opens:** January 29
- **Office Hours:** Every Thursday at 10:00 a.m. from February 5 to March 5
- **Grant Application Closes:** March 10 at 5:00 p.m.
- **Review Period:** March – April
- **Notification of Funding Decisions:** April
- **Awards Publicly Announced & Contracting:** April





# Applicant Eligibility

A private building owner must have an eligible local partnering organization collaborate on the grant to complete the administration of the grant award. This organization will commit to supporting the project through fiscal administration of the grant funds (distributing payments to the building owner), tracking quarterly reports, and ensuring that the building owner is on track with program deadlines. The applicant will also designate a primary point of contact that Commerce will be working with throughout the grant award, who will be responsible for managing communication between the building owners and Commerce as needed.



# Fiscal or Supporting Organizations

- Kansas Main Street programs
- Economic development corporations
- Chambers of commerce
- Cities
- Counties
- Schools
- 501(c)3 or 501(c)6 organizations
- Local community foundations
- Tribal nations.



# Project Eligibility

- Buildings must be in the downtown or primary corridor of a rural community
- Properties must be in cities with a population of 5,000 or less
- Renovates interior spaces to create a functional incubator or a facility that is designed for temporary retail, workspaces, innovation centers, or restaurant operations
- Project creates a space that would increase downtown foot traffic
- Buildings must be currently underutilized or vacant
- Buildings should be older than approximately 30 years. Buildings do not need to be on the historic registry. Buildings made of plain cinder block, metal or another modern building material lacking any significant architectural details will not be strong candidates for this grant.
- Projects must show potential for reuse and revitalization as economic drivers in the community



# Project Eligibility Continued

- Projects must include Main Street Design Guidelines and follow local ordinances and code for rehabilitation/construction/façade improvements
- The supporting organization and building owners are required to sign a contract agreeing to the conditions of the program
- Construction must be complete within 24 months, with a tenant/incubator space in place in 30 months
- Building must be occupied and pass all local occupancy permits or local permitting inspection requirements
- A maximum of \$100,000 per city would be awarded





# Eligible Expenses

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 and ADA accessibility solutions. Architecture fees up to 15% project costs. Equipment that supports the business use of the building.

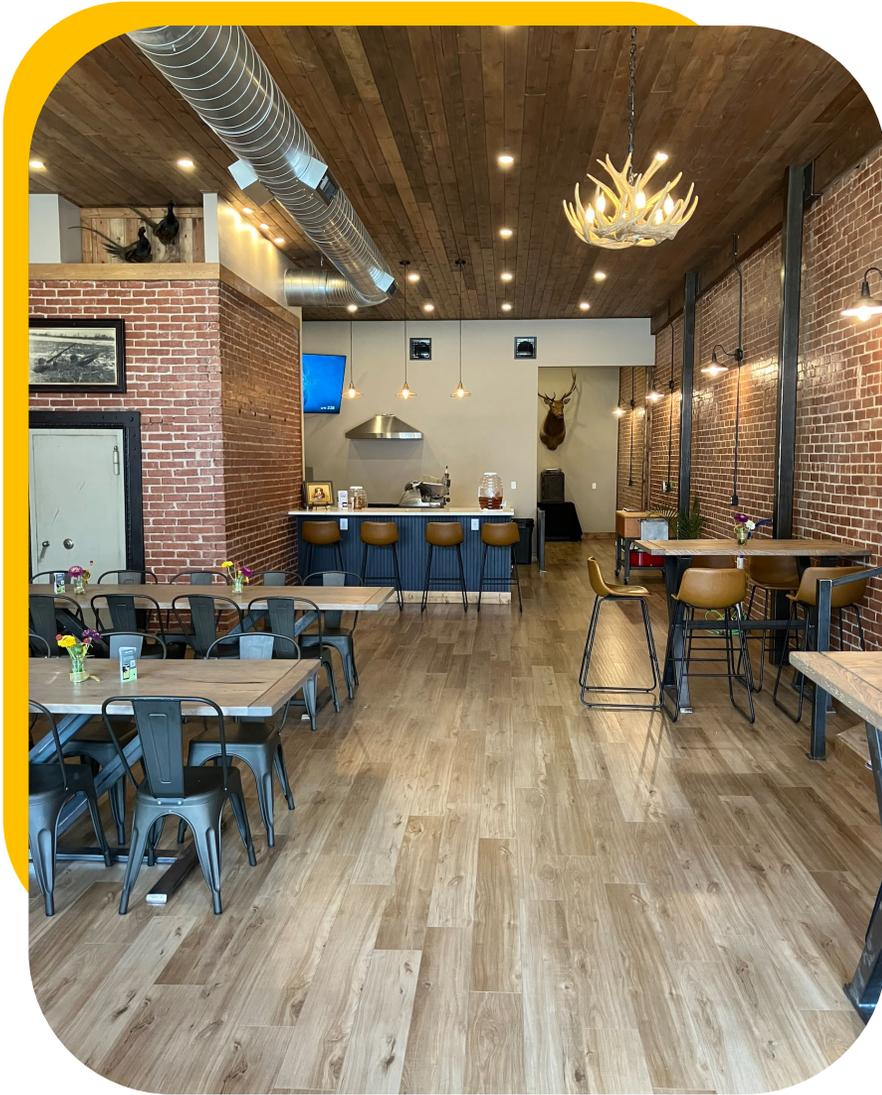
This list is not exhaustive. Project expenses not listed here are at the discretion of the Secretary of the Kansas Department of Commerce for eligibility under the grant. Up to 5% of the grant award may be retained by the support organization for project administration expenses.



# Ineligible Expenses

Acquisition costs or leasing contracts, one-time programming such as speaker fees, event fees or salaries; consumable products such as food, paper goods, cleaning supplies, etc. This list is not exhaustive. Grant funds are to be utilized for the physical construction of the project or for equipment needed to make the space successful for the business.





# Building Use

The building must be used for one of the following: product prototyping or testing commercial concepts, temporary retail, flexible workspace, innovation center, or restaurant operations.



# Application Components

- Complete the following in the Submittable portal:
  - Capacity assessment questions
  - Narrative questions
  - Budget section
  - Timeline section
- Upload required supporting materials
- Upload any supplemental materials



# Supporting Materials

1. Signed Letter of Commitment from Building Owner and Support Organization\*
2. Building Photos – Interior & Exterior\*
3. Bids & Estimates
4. Signed W-9 Form for Support Organization\*
5. Signed State Policy Regarding Sexual Harassment Acknowledgement Form\*
6. Signed copy of the Office of Procurement and Contracts – Certification of Company Form\*
7. Required for Non-Profit Organizations: Screenshot Submission of Kansas Secretary of State Good Standing Status.
8. Required for Non-Profit Organizations: Submission Tax Clearance Certificate.
9. If applying with a request of \$100,000 a signed copy of the Israeli Anti-Boycott Form will be needed with your application.



# Scoring Rubric

## Downtown Revive & Thrive Scoring Rubric

The following are the review criteria the review team will use to score each grant application for the Downtown Revive & Thrive: Rehabilitation for Innovation and Incubator Spaces program. Each grant will be rated based on the criteria listed and given a score out of one hundred.

	Exemplary	Meets Expectations	Insufficient Evidence
<b>(1) Economic and Community Impact – 30 Points Possible</b>	Demonstrates strong potential to boost the local economy, support small businesses, and increase downtown vibrancy.  Creates space for 5+ business or innovative concepts to incubate in the building at a time.  (21-30 Points)	Shows moderate potential for economic and community impact.  Creates space for 3-5 business or innovative concepts to incubate in the building at a time.  (11-20 Points)	Minimal or unclear economic or community benefit.  Creates space for just one business or innovative concept to incubate at a time.  (0-10 Points)
<b>(2) Project Relevance and Alignment – 20 Points Possible</b>	Clearly and directly addresses underutilized rural downtown properties and the proposal presents a clear, compelling plan to drive ongoing community engagement, growth, and investment for small businesses in the community.  (14-20 Points)	Addresses a rural downtown project that proposes meaningful improvements and includes some evidence of broader revitalization potential. (7-13 Points)	Limited or unclear connection to rural downtown challenges or community benefit.  (0-6 Points)
<b>(3) Project Design and Feasibility – 20 Points Possible</b>	Timeline and budget are well-defined, realistic, and demonstrate strong feasibility.  (14-20 Points)	Timeline and budget are reasonable but lack some detail or clarity.  (7-13 Points)	Timeline and/or budget are unrealistic, incomplete, or poorly explained.  (0-6 Points)



# Main Street Design Guidelines

Guidelines will be available on the Downtown Revive & Thrive website.

The scope of the project must follow these guidelines, as stated in the program guidelines and assurances of the application. This will also be included in the grant agreement.



# State Historic Law Review

Projects that are on the State or National Register of Historic Places or contributing buildings in a Historic District must follow these standards and receive appropriate state approvals before beginning work.

State approvals will be provided by the State Historic Preservation Office (SHPO). They will require information such as scope of work, current and proposed floor plans, photos of affected areas, details on finishes (flooring, walls, lighting, etc.), renderings (especially elevations), blueprints and engineering drawings. They will also inquire if the building owner plans to apply for tax credits.



# Project Milestones

- Award Notifications – April 2026
- Grant Agreement Fully Executed – April 2026
- 50% Site Visit Completed – By April 2027
- Construction Completed – By April 2028
- Tenant Deadline – By October 2028
- Final Site Visit Completed – By October 2028
- Project Close Out Form – By October 2028

*\*Projects are encouraged to move at a swifter timeline than this, but these are the firm deadlines for completion!*



# Reporting Requirements

All awarded projects will require quarterly progress reports, receipts and progress photos.

Quarterly reporting is due at the end of March, June, September and December.

Timely completion of these reports are necessary to ensure the project stays in compliance.





# Office Hours

Register in advance to attend virtual office hours via Zoom from 10:00 – 11:00 AM on the following dates:

- February 5
- February 12
- February 19
- February 26
- March 5





**Additional technical assistance  
is available upon request to  
[Maren.Lagaly@ks.gov](mailto:Maren.Lagaly@ks.gov).**





**Questions?**

