

**DAYTON
BUSINESS
ASSISTANCE
PROGRAM
2022**



CITY OF DAYTON

DAYTON BUSINESS ASSISTANCE GRANT PROGRAM GUIDE

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Business Toolbox

HOW TO GET STARTED OPENING YOUR BUSINESS

1. CREATE A BUSINESS PLAN

- The City of Dayton offers educational programs, free of charge, for potential entrepreneurs through our partnership with the Small Business Development Center. Visit <https://kentuckysbdc.com/covington/> for more information.

2. FUND YOUR BUSINESS

- The Kentucky SBDC can assist entrepreneurs with securing funding. Visit <https://kentuckysbdc.com/covington/> for more information
- The City of Dayton offers several grant opportunities for new and existing businesses (see City Grant Opportunities section)

3. FIND AVAILABLE PROPERTY IN DAYTON

- Visit the City of Dayton's website to view current vacancies in property in the city at: <https://daytonky.com/business>
- Verify the location's zoning at: <https://daytonky.com/resources/zoning-map/>

4. ATTAIN NECESSARY PERMITS

- City of Dayton's permits can be found at: <https://daytonky.com/resources/forms-and-applications/>
- State licensing can be found at: <https://onestop.ky.gov/Pages/default.aspx>
- State ABC (Alcohol) Licensing can be found at: <https://abc.ky.gov>
- A federal tax ID can be found at: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

CITY GRANT OPPORTUNITIES FOR COMMERCIAL ENTITIES

1. RENTAL ASSISTANCE PROGRAM

- Three-year reimbursement funding for rent payments made by a new applicable commercial business in the Central Business District (CBD).
- Rent reimbursement up to 50% or \$5,000 for year-one, 25% or \$2,500 for year-two and 10% or \$1,000 for year-three.

2. UNIFORM SIGNAGE GRANT

- Reimbursement program designed to assist businesses in updating or purchasing new signage in the Central Business District.
- The City of Dayton will reimburse up to 50% or \$1,500 for grant award recipients.

3. FACADE IMPROVEMENT GRANT

- Reimbursement program for commercial building owners to renovate exterior storefronts of structures in the Central Business District (CBD).
- Facade Improvement reimbursements will not exceed 50% of costs or \$10,000 for approved expenses.

Find Dayton Business Assistance Grant information at:

FOR MORE INFORMATION VISIT
WWW.DAYTONKY.COM

CONTACT

Call 859-491-1600 or
email info@daytonky.com

DON'T JUST TAKE OUR WORD FOR IT, HEAR TESTIMONIALS FROM OUR PAST GRANT RECIPIENTS.

GALACTIC FRIED CHICKEN

"While considering Galactic Fried Chicken's first location in NKY and Cincinnati, the Dayton DBA grant convinced us to invest in our own "up and comer" community! We wouldn't do it any other way and look forward to the GFC-HQ being an anchor of growth, stability, and opportunity for years to come in the place we call home."

- Kathy and Shane (Owners of Galactic Fried Chicken and Dayton Residents)



PROGRAM POLICIES

The following is a list of policies for the City of Dayton, Kentucky, and its Dayton Business Assistance Program (“DBA policies” or “these policies”). Decisions for granting DBA awards should meet these policies unless specific and demonstrable reasons exist for an exemption, which the City Council would need to expressly approve. Each program has an individual purpose with corresponding regulations that are unique to that specific program.

I. PURPOSE AND POLICY

The City of Dayton (“the City”) is committed to the promotion of high-quality development in the City’s downtown Central Business District and ongoing improvement in the quality of life for its citizens by enacting the Downtown Business Assistance Program (“DBA” or “Program”).

The City desires to encourage superior businesses to locate, remain, and expand in the City. Furthermore, the City seeks to enhance its economic development efforts to attract and retain high-quality developments and jobs by establishing these DBA Policies and Procedures.

These DBA policies are established to develop and expand the local economy by:

1. Promoting and encouraging economic and small-business development and redevelopment projects to enhance the City’s economic base in the Central Business District;
2. Diversifying and expanding job opportunities within the City;
3. Promoting and encouraging projects that create additional revenue for the City without substantially increasing demand on City services or infrastructure;
4. Reducing the number of blighted and/or vacant commercial properties in the City; and
5. Promoting tourism and interstate commerce.

The goal and public purpose of DBA is to protect and enhance the City’s fiscal ability to provide municipal services for the safety, comfort, health, welfare, and enjoyment of Dayton residents.

In furtherance of these objectives, the City will, on a case-by-case basis, consider providing economic incentives to applicants in accordance with these policies as amended from time to time pursuant to the City’s authority under KRS 82.082.

All applications shall be considered on a case-by-case basis. The city has the right to reject any and all applications for any reason. Funding for this program runs on a fiscal year (July 1 to June 30), and funding is limited for each program. DBA is an evolving program, and all policies and guidelines are subject to change as determined by the Dayton City Council. The DBA is subject to review and can be modified based on effectiveness, use and demand.

II. DEFINITIONS.

- Applicant: The “Applicant” is defined as a person and/or business applying for grant funds under the DBA.
- Award Term: “Award term” is defined as a three-year term starting from the date the City approves the application.
- Arms-Length Transaction: In the rental abatement program, no party to the lease agreement, including tenant or the business (includes owners, agents, servants, employees, or assigns), is a relative of, a business associate of, or shares any business interest with landlord or landlord’s agent(s) (if applicable). Furthermore, no hidden or implied terms or special understandings may exist between the tenant or the business and the landlord that have not been made part of the written lease agreement.
- Central Business District: The “Central Business District” or “CBD” is defined by the City of Dayton’s official zoning map at the time an application is made.
- City: The “City” is defined as the City of Dayton, Kentucky.
- City Administrator: The City Administrator, or his or her designee, is the chief operating officer of the City of Dayton, who shall be responsible for the administration of the DBA program.
- Façade Improvement: an alteration or improvement to the exterior front side of a commercial building. A façade is the portion of a structure that faces city street(s) within the CBD. A façade acts or has the potential to act as the entrance into a commercial space in the structure.
- Historic District: The “Historic District” or “HD” is defined by the City of Dayton’s ordinances at the time an application is made.

III. PROGRAM REQUIREMENTS

All applicants granted funds under DBA must comply with all program requirements during the entire award term. Applicants are also encouraged to schedule quarterly meetings with the City Administrator or his or her designee to discuss expectations, progress, and program concerns. The requirements of DBA include:

A. Completed application, which shall include the following information:

1. Applicant and co-applicant's name, if appropriate, address, phone number, and email address.
2. Employer Identification Number of the business.
3. Proposed or actual property location of the business (mailing address and PIDN).
4. Business's name, address, phone number, email address, and website address if it has one.
5. Business's registered agent or contact person name, address, phone number, and email address.
6. Business plan with the following sections: an executive summary, company description, market analysis, organization and management, service or product line, marketing and sales backup, and financial history and projections.
7. Past three years business tax filings, if available.
8. Business owner and applicant's work and management history.
9. Supporting information to demonstrate financial stability and statement regarding prior business incentives received. It is a general policy to give a higher priority to applicants who have received no incentive previously.

B. City of Dayton Occupational License

C. No outstanding or unpaid fines, orders, taxes (including property and payroll taxes), occupational license fees, rental license fees, or other city-related bills or charges owed by the applicant either at this proposed business location or at other locations in the City of Dayton.

D. Signed grant contract between the applicant and the City.

E. Completed initial and final building inspections through the City, the Bellevue- Dayton Fire Department and County Planning and Zoning Office or any combination thereof as deemed necessary. Inspections by the City also be conducted before and after an approved façade improvement project or sign installation takes place. Inspections can also occur at any time while under award term.

F. Compliance with all City of Dayton Ordinances. This shall include compliance with all zoning/building/health/fire codes, air-quality codes, plus any other applicable ordinances, statutes, and/or regulations. Generally, no code citations shall be filed against any the property subject to the grant under current ownership within the past 12 months after an application is filed.

G. Status reports. Applicants shall report information about the business to the City Administrator or his designee on a yearly basis following the approval of grant funds through the duration of the award term.

H. Provide detailed invoices and receipts for work completed and/or documents submitted for proof of purchase of labor and materials and payments under rental agreements.

I. Agree, in writing, that any grant of funds is conditioned upon the business remaining in the operation in the City of Dayton for a term outlined in the specific contract related to the awarded grant. The term begins on the date outlined in grant contract.

DID YOU KNOW?

THE CITY OF DAYTON
WORKS WITH THE
SMALL BUSINESS
DEVELOPMENT CENTER
(SBDC) IN COVINGTON,
KY TO PROVIDE OUR
ENTREPRENEURS WITH
TRAINING IN A VARIETY OF
TOPICS FREE OF CHARGE.

Visit

[https://kentuckysbdc.com/
covington/](https://kentuckysbdc.com/covington/)

for more information.

RENTAL ASSISTANCE GRANT

1. Purpose

The rental assistance grant is available to new business tenants to alleviate some of the leasing costs incurred by these new small businesses when starting up or relocating to the City. The rental assistance grant has a secondary benefit to property owners by reducing vacancies.

2. Eligibility

This grant is only available to new commercial leases signed after the date of this municipal order and is only for businesses opening or relocating into commercial buildings in the Central Business District ("CBD"). Eligible businesses can only receive benefits under this program section one time. Businesses already located in the CBD are not eligible. Subleases are not eligible. No applicant shall be eligible for a grant more than once.

3. Funding

The grant awarded may be up to 50 percent of the lease payment made by the business owner for 12 consecutive months, 25 percent for the next 12 months (second year), and 10 percent for the remaining 12 months (third year) of the contract for a total incentive period of 36 months. The maximum award under this program is \$5,000/year for the first 12 months, a maximum award of \$2,500 for the second 12 months, and \$1,000 for the remaining 12 months, per business. Funding for this grant is limited. Applicants will be considered on a first-come, first-serve basis. All grant funds are released on a reimbursement basis only, i.e., the City will pay rental abatements only after the grant recipient provides the City with evidence of payment to the landlord. The rental assistance program awards funds will be reimbursed to the tenant monthly based on the terms and conditions of the signed contract.

BENEFITS AT A GLANCE

Year	Benefit
One	50% of rent, up to \$5,000
Two	25% of rent, up to \$2,500
Three	10% of rent, up to \$1,000

Some of our past recipients include:



Unataza
— COFFEE —



4. Additional Requirements

In addition to the general requirements applicable to all applicants for DBA grant funds, applicants of the rental abatement program must also adhere to the following:

1. Applicant must enter into an agreement with the City regarding the terms and conditions of this grant.
2. Provide City with a copy of the applicant's lease agreement, which must include a locked-in rental rate for 36 consecutive months.
3. Complete an affidavit certifying that the proposed or agreed upon lease between the business and landlord is an arms-length transaction.
4. A business applying for the funding must be an initial start-up or is relocating into the City's CBD. Any business already located in this zoning district since the adoption of this program by the city not eligible for this grant.
5. Notify the City of Dayton, Attn: City Administrator, if any lease terms are modified during the term of the award grant.
6. Applicants must agree to background, credit, and reference assessments.
7. Government buildings, government entities, non-profits, national retail franchises, and other business entities that have three (3) or more operating locations are not eligible.
8. All City of Dayton property taxes, fines, liens, licenses, and permits must be current.
9. Must be a NEW business (not currently in operation or in operation at any time over the past five years) in the City of Dayton.
10. Applicant businesses must be located inside the City of Dayton's Central Business District (CBD) zone.
11. Upon opening a business, the building must have signage, as approved by the City of Dayton, displayed in the business in a conspicuous location for a period of no less than two (2) years notifying that the business has received Rental Assistance Grant funds from the city. The sign will not be any larger than 12 inches in width and 8 inches in height and will be purchased by the City.
12. The business shall operate during business hours established in the agreement between the business owner and the City of Dayton.
13. The business must operate for a period of no less than five (5) calendar years within the City of Dayton CBD zone. If business vacates or ends its operations in this zone prior to expiration of five years, the applicant shall owe to the City all funds it received from the City under this agreement on a pro-rated basis. For example, if the City paid a business \$10,000 for façade improvements and the business ceased operation after three years, then the business will owe the City \$4,000. The applicant may submit a written document describing any extenuating circumstances that it alleges caused the premature closure. The City shall decide whether to waive any fees or charges within 30 days after receipt of this document.

14. The City will not pay funds to reimburse individuals in the program for rent payments provided to immediate family members. Immediate family members include parents, children, grandchildren, siblings, grandparents, aunts and uncles, nieces, and nephews.
15. Preference will be given to applicants in the retail and restaurant sector and those providing professional services.
16. Recipients shall be required to attend sessions with the Kentucky Small Business Development Center as agreed upon by the City of Dayton and applicant.
17. Recipient shall be willing to appear in City of Dayton marketing and promotional materials.

5. Additional Stipulations

1. The City of Dayton may refuse an application for any or no reason at all.
2. Program rules and regulations may change at any time without prior notice for any or no reason as solely by the City of Dayton.
3. Any benefits received by the program will cease immediately upon the business closing or discontinuing its operations in Dayton, Kentucky.

DBA

**READY TO
SEARCH FOR
THAT PERFECT
STOREFRONT
OPPORTUNITY?**

UNIFORM SIGNAGE GRANT

1. Purpose

The uniform signage grant is available to businesses for the purpose of promoting new and existing businesses while creating a uniform look in the Central Business District.

2. Eligibility

This incentive is available to any new or existing business located in a commercial building in the CBD. Applicants are not eligible for more than one grant.

3. Funding

The City may award funds up to 50% of the cost of the sign or \$1,500, whichever is less, per business for the design, purchase, and installation of new decorative sign or awning. Funding for this grant is limited. Applicants will be considered on a first-come, first-serve basis. All payments will be released on a reimbursement basis after the applicant provides receipts to the city for materials and/or labor for design, purchase, or and after completed installation of the sign.

4. Additional Requirements

In addition to the general requirements applicable to all DBA applicants, applicants of the uniform signage grant must also adhere to the following:

1. Applicant must enter into an agreement with the City regarding the terms and conditions of this grant.
2. Complete a Certificate of Appropriateness and submit a design to the Board of Architectural Review for its approval.
3. Ensure the completed sign complies with Dayton Zoning Ordinances that address sign regulations
4. Obtain sign permit through Campbell County Planning and Zoning Office (located at 1098 Monmouth Street, Newport, Ky. 41071).
5. Signs must have external illumination at least from dusk to midnight and plans for such should be proposed in the initial submission of project details
6. Ensure signs are kept at a consistent height with the signs on either side of the proposed property.
7. The City will not pay funds to reimburse individuals in the program for signage expenses provided to immediate family members. Immediate family members include spouses, parents, children, grandchildren, siblings, grandparents, aunts and uncles, nieces, and nephews.
8. The business shall operate during business hours established in the agreement between the business owner and the City of Dayton.
9. All City of Dayton property taxes, fines, liens, licenses, and permits must be current.
10. Government buildings, government entities, non-profits, national retail franchises, and other business entities that have three (3) or more operating locations are not eligible.
11. Recipient shall be willing to appear in City of Dayton marketing and promotional materials.

5. Additional Stipulations

1. The City of Dayton may refuse an application for any or no reason at all.
2. Program rules and regulations may change at any time without prior notice for any or no reason as solely by the City of Dayton.
3. Any benefits received by the program will cease immediately upon the business closing or discontinuing its operations in Dayton, Kentucky.
4. No signage expenses accrued prior to DBA contract approval date will be eligible.

**CHECK OUT OUR
WEBSITE FOR THE
LATEST PROPERTY
LISTINGS:**

DAYTONKY.COM

FACADE IMPROVEMENT GRANT

1. Purpose

The facade improvement grant is available to assist new and existing in the Central Business District to make improvements to the facades/exterior of their buildings.

2. Eligibility

This grant is available to anyone who has purchased a commercial building in the CBD, is leasing a building in the CBD with permission to make improvements to the façade from the landlord, or commercial structures within the R1-JJ Historic District (HD) Overlay Zone within one hundred (100) feet of an intersection with Sixth Avenue, who is considering: (1) starting a new business; (2) relocating an existing business not currently located in the CBD or within the HD Overlay Zone within one hundred (100) feet of an intersection with Sixth Avenue, or (3) rehabbing or constructing a building with a first-floor commercial space with the intended purpose of renting the space to a commercial business (“façade-grant recipients”).

3. Funding

The City may reimburse up to 50% of the cost of the façade improvement or \$10,000, whichever is less, in matching funds for approved facade improvement costs for any commercial property described in Section 2 above. Once the façade work is completed and applicant provides receipts for this work to the City, the City will release grant funding to the applicant within 60 days after submittal of all receipts. If the business leaves the City during the term outlined in the grant contract, the grant recipient will owe the City a percentage of the grant funds allocated for improvements as stated in the contract. Applicants will be considered on a first-come, first-serve basis. All grant funds are released on a reimbursement basis.

Priority in determining approved costs for reimbursement shall be based on: (1) added value to property; (2) correcting/mitigating violations of City ordinances; and (3) improving aesthetics in conformance with the Central Business District and Historic District regulations and guidelines. Other factors may be considered as deemed necessary on a case-by-case basis by the City administration and City Council.

4. Additional Requirements

In addition to the general requirements applicable to all applicants for DBA grant funds, façade-grant recipients

must obtain all building and zoning permits for the façade improvements and submit a separate application.

1. Enter into an agreement with the City regarding the terms and conditions of this grant in advance of commencement of work.
2. The City will not reimburse for façade-grant improvements made by immediate family members. Immediate family members include spouses, parents, children, grandchildren, siblings, grandparents, aunts and uncles, nieces, and nephews.
3. Façade-grant recipients must have an active business currently in operation or it shall be in operation within one (1) year from the date of application. Recipients shall be responsible for reimbursing the City for any grant funds paid by the City if no viable business operates within this one-year period.
4. A business located in the building that has received a façade improvement grant shall operate during the business hours established in the agreement with the City.
5. Façade-grant recipients shall be willing to appear in City of Dayton marketing and promotional materials.
6. Applicant or property owner of building where improvements are made, if different than applicant, must execute a lien for the amount of the façade grant given by the City, which the City will file in the property records of the Campbell County Clerk and release when all of the terms of the grant set forth in the grant agreement have been satisfied by applicant. Failure to abide by the terms of the grant agreement may result in the City seeking to foreclose on this lien.

5. Additional Stipulations

1. Enter into an agreement with the City regarding the terms and conditions of this grant.
2. The City of Dayton may refuse an application for any or no reason at all.
3. Program rules and regulations may change at any time without prior notice for any or no reason as solely by the City of Dayton
4. Any benefits received by the program will cease immediately upon the business closing or discontinuing its operations in Dayton, Kentucky.
5. No facade improvement expenses accrued prior to DBA contract approval date will be eligible.

CHECK OUT OUR PROGRESS



BEFORE



AFTER



AFTER



BEFORE



AFTER



BEFORE



AFTER

SEE MORE AT WWW.DAYTONKY.COM

APPLICATION PROCESS

A. APPLICATION SUBMISSION

Every applicant must complete a program application specifying which type(s) of DBA grant funds the applicant desires to pursue. The applicant must attach all required documentation outlined within the application and as required in these Policies and Procedures for the different types of grants requested. Each section of the DBA will require specific supplemental documentation for the desired grant section.

Both the application and supporting material should be submitted to the City of Dayton, Attn: City Administrator. It is highly encouraged for all interested parties to meet with the City Administrator or his or her designee before applying for the grant. Applicant(s) should also be aware that upon submission of an application the parties involved become subject to a criminal and financial background checks. Any work started before the approval of an application and a signed contract will not be reimbursed through the grant.

B. REVIEW OF APPLICATION

The City will review each application in the order in which it is received. The City Administrator or his or her designee shall review all applications for compliance and accuracy and may approve it, with or without conditions, or reject it. During this process, the applicant may be required to submit additional information for clarity. The City administration may deny a request for any reason.

C. POST-APPROVAL REQUIREMENTS

If grant funds are approved, the applicant(s) will be required to sign a grant contract with the City specifying the type of grant for which funds are awarded.

Any work started before the approval of an application with a signed contract will not be eligible for the DBA funding. If approved, funding will be released according to the contract for the designated program.

After a grant has been approved and a contract signed, applicant(s) are required to submit proof of purchases/expenses with detailed proof of purchases as they are received within 90 days of invoice receipt for consideration of reimbursement. However, an applicant may not submit for reimbursement any costs not outlined in the program application and agreed upon between the applicant and the City.

D. PROGRAM COMPLIANCE.

Applicants shall comply with all DBA program requirements as administered by the City Administrator or his or her designee. An applicant is considered non-compliant if applicant fails, either through action or lack of action, during the application phase or Award Term, to abide by DBA Policies and Procedures or the terms of the signed contract. The City Administrator shall make the determination of whether an applicant is non-compliant.

If at any time, an applicant is deemed non-compliant, the applicant may have the grant award suspended and be liable to repay all funds received under the grant. Should repayment of grant award funds be required, the City may place a lien on any real or personal property belonging to the applicant and he or she shall be liable for all costs and expenses incidental to any action taken by the City, including but not limited to attorney's fees and legal costs, resulting from applicant's non-compliance.

An applicant will not be penalized, however, if the applicant can demonstrate that an adverse and generally accepted negative economic conditions impacted the applicant's ability to complete the project or otherwise comply with the terms of the grant award. However, this should not include poor management or factors that could have been prevented or foreseen.

An applicant may challenge the determination of non-compliance by the City Administrator by appealing this determination to the City Council in writing within thirty (30) days of the initial determination by the City Administrator.

DBA ADMINISTRATION

A. REPORTING

The City Administrator or his or her designee will on a quarterly basis review all DBA grants and regularly report to the City Council for the purpose of review and departmental oversight.

B. DISTRIBUTION OF GRANT FUNDS

Grant funds shall be distributed at different intervals depending on the type of grant that has been approved for funding. At a minimum, these requirements must be met before any work or action may begin or monies released. The applicant shall provide detailed invoices and receipts for work completed and/or legal documents submitted for proof of purchase and rental agreements.

READY TO APPLY?

VISIT OUR WEBSITE
FOR AN APPLICATION
DAYTONKY.COM



CONTACT US DIRECTLY AT:

PH: (859) 491-1600

EMAIL: INFO@DAYTONKY.COM





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