



## **2020 Residential Improvement Program Application Packet**

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## **City of Kingman 2020 Residential Improvement Program**

**Goal:** To spur revitalization of and private reinvestment in Kingman's housing stock

The City of Kingman is interested in providing assistance to individuals who desire to clean or improve their residential properties. As part of its new comprehensive development plan, the City undertook a housing survey for the entire community. Those results have been tabulated on a master map, which is available at City Hall for review. This program will be keyed to that survey with regard to financial assistance for improvements.

In its 2020 budget, the City Commission set aside money to be specifically targeted for residential improvement projects. As a result, the City will provide assistance in the following areas:

1. House Abatement Plan
  - For houses designated as dilapidated on the housing survey, the City will reimburse up to fifty percent (50%) of the cost of demolition of such houses. The maximum grant will be \$2,000.00.
  - City staff will consider applications for houses not designated as dilapidated on a case-by-case basis.
2. Kingman Fix-It Project
  - For houses designated as minor substandard or major substandard on the housing survey, the City will reimburse some of the cost of making improvements to the property.
  - The maximum grant is 50% of the total cost or \$500 maximum.
  - Improvements eligible include the following:
    - Siding on house or shed/out building on property
    - Fencing
    - Shed/out building exterior repair
    - Roofs
    - Landscaping
    - Tree removal
    - New/repair driveway
    - New/repair sidewalk
    - Door/window replacement
    - Others projects deemed appropriate by City staff based upon program's intent
3. Paint Kingman Initiative
  - All non-apartment residential properties in the City are eligible for this initiative.
  - These grants will be for 50% of the cost or \$400 maximum for painting houses and/or accessory buildings on the property.









### *Residential Improvement Program Guidelines:*

1. Applications for grants are available at City Hall and on the City's website ([www.cityofkingman.com/services/building-zoning](http://www.cityofkingman.com/services/building-zoning)). Grant applications will start being accepted at City Hall on January 15, 2020.
2. Applicants must be available to discuss their project with City staff as requested.
3. Only actual property owners are eligible to apply – no renters or lessees. Only one grant will be awarded for a single address within the City. Additionally, only one property per owner will be eligible.
4. Property taxes on the subject property must be current to be eligible.
5. Funding is limited, so it is possible that all requests cannot be fulfilled. Applications will be screened and evaluated for awards by City staff. **GRANTS WILL BE AWARDED TO ELIGIBLE APPLICATIONS ON A FIRST-COME, FIRST-SERVED BASIS UNTIL ALL GRANT MONEY HAS BEEN AWARDED.**
6. There are three (3) different programs being offered in this year's Residential Improvement Program. All of the programs are keyed to the City's recent housing survey conducted for the Comprehensive Development Plan. The housing survey map is available at City Hall for viewing if owners are uncertain of a property's classification. Applicants must specify from which program a grant is being requested because only one (1) grant overall will be awarded to a single property. These programs are as follows:
  - a. *House Abatement Plan (HAP)*: The intent of the House Abatement Plan is to remove houses that are beyond repair and a blight on the neighborhood. The house must be listed as "dilapidated" on the housing survey, unless special permission is granted.
  - b. *Kingman Fix-It Project (KFP)*: The intent of the Kingman Fix-It Project is to enhance the aesthetic look of neighborhoods and to make improvements in the local housing stock. The projects approved must improve the exterior of the house, accessory building, or yard of the project property in order to be eligible. Grants cannot be used to purchase things such as pools, sprinklers, garages, carports, accessory buildings, and other things of this nature. The focus should be on repairs, maintenance, and improvements to existing structures. Properties must be listed as "major substandard" or "minor substandard" on the housing survey to be eligible.
  - c. *Paint Kingman Initiative (PKI)*: The intent of the Paint Kingman Initiative is to encourage property owners to have fresh paint on their structures to improve the overall look of neighborhoods in the community. All property is eligible, except those listed as "dilapidated" on the housing survey.

7. Cost estimates/bids will be required to be submitted with applications. Applications without proper documentation will be rejected.
8. Grants must be approved **before** proposed work begins in order to be eligible.
9. The program is available only to non-apartment residential units who meet the grant criteria.
10. Grants will be distributed after the work is completed and inspected by the City Building Inspector. Grants will not be disbursed until work is compliant with City codes and ordinances.
11. Receipts/proof will be required to show the actual costs paid by the recipients for the materials used and work performed under the grant. No reimbursement will be given without such documentation.
12. When applicable, City permits will be required, but the cost of such permits will be waived for grant recipients who are performing work to be covered by the grant.
13. The property owner will be responsible for appropriate disposal of debris, including debris from demolition and remodeling, and must show proof of proper and lawful disposal such as a landfill receipt, disposal service receipt, or burn permit. The debris is not to remain on the property once the project is completed.
14. The grant amount ultimately paid will be based upon the materials purchased and work actually performed that are verified with proof/receipts, up to the program maximum. Grant checks will be made payable to the applicant only.
15. All federal, state, and local laws, codes, and ordinances must be followed for any work done under this program.
16. These programs will only reimburse the labor costs for the labor provided by a third-party contractor. Contractors used must be licensed by the City of Kingman.
17. Utilities must be disconnected properly and the sewer must be plugged as part of demolition projects.
18. All work covered by these grants must be completed by August 31, 2019, which also includes any additional work needed to comply with City codes and ordinances. Grants will be forfeited for projects not completed by this deadline, unless additional time is granted with good cause shown.



Office Use:    Date Received: \_\_\_\_\_  
Time Received: \_\_\_\_\_

**Application – 2020 Kingman Residential Improvement Program**

Choose One:    \_\_\_\_\_ House Abatement Plan (HAP)    \_\_\_\_\_ Kingman Fix-It Project (KFP)  
                         \_\_\_\_\_ Paint Kingman Initiative (PKI)

Project Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Each program has qualifications based upon the City's housing map. The **HAP** property must be classified as "dilapidated." The **KFP** property must be classified as either "major substandard" or "minor substandard." For the **PKI**, the property can be any of the classifications, except dilapidated. *How is project property classified on the City's housing map – Choose One:*

Dilapidated    \_\_\_\_\_    Major Substandard    \_\_\_\_\_  
Minor Substandard    \_\_\_\_\_    Standard    \_\_\_\_\_

Property taxes at project address are current: \_\_\_\_\_ Yes    \_\_\_\_\_ No

Describe project to be done. Please be specific and attach pages, if necessary.

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Name of Contractor to be used, if any: \_\_\_\_\_  
(The only labor covered by any grant is that performed by 3rd party contractors)

Contractor licensed in the City of Kingman: \_\_\_\_\_ Yes    \_\_\_\_\_ No

Cost Estimate for Work to be Done: \_\_\_\_\_  
(Attach detailed cost estimate to application)

Estimated Date to Start Project: \_\_\_\_\_  
(Must be after grant award date)

Estimated Date to Complete Project: \_\_\_\_\_  
(Must be prior to August 31, 2020)

### Owner's Certification:

*I state that I am the lawful owner of the house at the project address. By submitting this application, I understand that the project for which I am applying must follow all of the guidelines of the 2020 Residential Improvement Program, which I have read and fully understand. I also understand that this is a City program and all application and project information may be subject to the Kansas Open Records Act. I give my consent for City staff to enter the project property to make inspections related to this program. I acknowledge that my grant proceeds will be based upon appropriate receipts submitted for project expenses. I finally agree to hold the City harmless for any claims made against it that relate to this project in any way.*

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### This Section to be completed by the City of Kingman Staff:

#### **Before**

#### **Notes:**

\_\_\_\_\_ Funding Available

\_\_\_\_\_ Property classification on housing inventory map matches program

\_\_\_\_\_ Project described meets program requirements

\_\_\_\_\_ Property taxes on project are current

\_\_\_\_\_ Building Permit required

\_\_\_\_\_ Building Permit Issued

\_\_\_\_\_ Contractor is licensed in the City of Kingman

\_\_\_\_\_ Date application received

\_\_\_\_\_ Estimated grant amount

\_\_\_\_\_ Application approval date

#### **After**

#### **Notes:**

\_\_\_\_\_ Work completed before August 31, 2020

\_\_\_\_\_ Work meets City codes

\_\_\_\_\_ Utilities disconnected properly and sewer plugged

\_\_\_\_\_ Receipts/proof of proper disposal of demolition material submitted

\_\_\_\_\_ Total of submitted receipts for project

\_\_\_\_\_ Total grant money to be sent to recipient

\_\_\_\_\_ Check requested for distribution

Project approved: \_\_\_\_\_  
City Manager

\_\_\_\_\_ Date

Reimbursement approved: \_\_\_\_\_  
City Manager

\_\_\_\_\_ Date