



Independence Neighborhood Exterior Grant Program

This program administered by the City of Independence in conjunction with the Independence Housing Authority helps homeowners in the City of Independence reinvest in their properties and improve neighborhoods. Two (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 1st 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 two requirements: 1) Your property must have a Condition, Desirability, and Utility (CDU) rating of Average Minus or below by Montgomery County or 2) your property must be valued at \$100,000 or less by Montgomery County records.

To learn more about your home's CDU rating and value, visit the Montgomery County public parcel search page at <https://montgomery.kansasgov.com/parcel/>

Eligibility - Continued

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

- Non-apartment residential properties (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) – Must be occupied as an active rental in compliance with City Code for five years after receiving the grant or funds must be repaid

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
- New home construction
- 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 davidc@independenceks.gov or received at City Hall, 120 N. 6th 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 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: davidc@independenceks.gov or sent to:
City Hall, 120 N. 6th St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program

FOR CITY OFFICE USE BELOW

___ Appropriate Property Type

___ CDU Rating (must be Average minus or under per County records)

___ Property Value (must be \$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 025-010-80510 Property Address: _____

 Payee: _____ SSN/TIN: _____