



Independence Neighborhood Exterior Grant Program

This program administered by the City of Independence in conjunction with the Independence Housing Authority helps homeowners living in the Neighborhood Revitalization Districts reinvest in their properties and improve neighborhoods. 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.

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 three requirements: 1) be located in a [Neighborhood Revitalization District](#); or 2) your property must be valued at \$100,000 or less by Montgomery County records, or 3) your property must be rated as an Average Minus or below by Montgomery County records.

To learn more about the [Neighborhood Revitalization Tax Rebate and to fill out an application](#), please visit our website.

Eligibility - Continued

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

- Non-apartment residential properties (multi-family and duplexes 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 applicants 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.
- 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).

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)

Ineligible Improvements include:

- Fences
- Decks
- Patios
- Play equipment
- Lawn care or maintenance
- Swimming pools or spas

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 April 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 [laceyl@independenceks.gov](mailto:lacey@independenceks.gov) or received at City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program
- Applicants will be notified within **30** business days of application. An application is not considered complete until both co-applicant applications are received.
- 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 with the same owner, 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: _____

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Co-Applicant: _____ Property Address: _____

Required supplemental documentation:

___ Copy of current homeowner’s insurance policy

___ Property Tax Statement ___ 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 lacey@independenceks.gov or sent to:
City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program

FOR CITY OFFICE USE BELOW

- Located in Neighborhood Revitalization District
- Appropriate Property Type
- Property Valued at less \$100,000 or less or rated Average Minus 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
- Receipts Received
 - Date: _____ Amount: \$ _____
- Payment Submitted to Accounts Payable (50% of eligible receipts, up to \$5,000)
 - Date: _____ Amount: \$ _____ By: _____