

# COMMUNITY IMPACT PROGRAM

(CIP) aids Phillips County homeowners and commercial building owners in rehabilitating their existing residential or commercial property, or in the demolition of no less than two (2) dilapidated residential or commercial structures.

## CIP: Residential/Commercial Rehabilitation Instructions

The Rehab portion reimburses homeowners and commercial building owners **up to 25%** in matching funds, **not to exceed \$20,000**, for the purchase of *contracted labor and materials* required to rehabilitate their property.

- The home must be owner-occupied.
- Commercial buildings must house an operational business.
- All projects must be considered **MAJOR** projects to qualify, meaning **material purchases must exceed \$15,000 for both residential and commercial projects.**
- The program is operated on a *first-come, first-serve* basis and funding priority will be given to structures in the greatest need of rehabilitation.
- Applicants are only allowed to apply for the program on *one* property, *once* per year.

**RENTAL PROPERTIES:** If you own rental property, you can apply to participate in the program. You must, however, provide proof of a rental agreement to take effect once the project is complete, or proof that you already have a contract with a current tenant. However, you will only be able to make improvements to one property per year, including personal property.

### **Eligible upgrades are as follows:**

- **Structural:** Foundations, sagging/rotten beams, joints, and columns; stairs/porches; roofs/chimneys; flooring as it relates to the previously mentioned upgrades; painting/replacement of siding/trim as it relates to structural defects.
- **Energy Conservation:** Insulation of ceilings and walls; repair/replacement of windows and doors; caulking/weather stripping; removal and installation of new roof covering as it relates to improved energy conservation.
- **Modernization:** Plumbing and plumbing fixtures; furnace and water heaters; air conditioning; lighting/wiring; repairing of walls, ceilings, and floors as it relates to the previously mentioned upgrades.

The homeowner **and** contractor must be able to demonstrate a level of experience in property rehabilitation and present a plan utilizing contracted resources to accomplish the rehabilitation process.

Applicants will only be reimbursed for *labor* performed by **an insured contractor**. It is highly encouraged, but not required, to purchase materials within Phillips County.

**PCED reserves the right to do a walk-through before, during, and after project completion.**

Applicants have **one year** to complete the Rehabilitation process.  
PCED Board may allow an extension upon request. Justification must be provided.

*\*\*PCED requires that applicants adhere to laws regarding licensing and permits of the county seat of Phillips County – Phillipsburg. \*\**

## How Do I Apply?

Submit all required attachments listed on the application (see *page 5*) along with your completed application form and you will receive an approval response within 30 days. **You must schedule a time for PCED Staff to come take “Before” photos of your Rehabilitation project.** If you are approved to participate, you will then have **365 days** to complete your Rehabilitation or Demolition project.

**APPLICATIONS WILL NOT BE ACCEPTED FOR PROJECTS THAT ARE EITHER COMPLETED OR CURRENTLY IN PROGRESS.**

## How Do I Receive My Funds?

**Approved** CIP Rehab participants must submit the following:

- “After” photos of their rehab project
- **Proof of payment** for materials *and* labor within **30 days** of Project completion.
- Schedule a walk-through by PCED Staff or Board Member with the PCED Office within 30 days of Completion.

**All Rehabilitation projects are subject to board approval prior to reimbursement.**

## How Much Funding is Available?

The CIP program will reimburse up to **5 Rehab projects per year per year**. Applications not approved due to the depletion of the annual funding allocation will be reconsidered the following calendar year. Applicants are encouraged to reapply. Incomplete applications will be rejected from the approval process. In this instance, the applicant would still be eligible to reapply for participation.

*Applicants may NOT participate in the Residential Revitalization Program, Commercial Revitalization Program, Demolition Assistance Program, or a PCED Loan Program, **AND** the Community Impact Program in the same year for the **SAME** Project, nor can they use the CIP to receive funding for projects that are more aligned with our smaller-scale programs.*

*Applicants MAY apply for a PCED Program or Loan Program in the same year for a **DIFFERENT** project.*

*All completed applications will be evaluated by the PCED Board in the order in which they were received.  
Funds cannot be received prior to project completion.*

*PCED reserves the right to do a walk-through at any time throughout the life of the project.*

*\*\*PCED Staff and Board Members are NOT engineers or contractors. \*\**

# COMMUNITY IMPACT APPLICATION FORM

**Please Note:** Incomplete applications will be rejected from the approval process. In this instance, the applicant would still be eligible to reapply for participation. All **completed** applications will be evaluated in the order in which they were received.

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Applicant's Phone: \_\_\_\_\_  
Applicant's Email: \_\_\_\_\_

**IF APPLICABLE:**

Demolition Property #1 Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Property Zoning: \_\_\_\_\_

Demolition Property #2 Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Property Zoning: \_\_\_\_\_

Project Description(s):

**\*\*Attach sheet with more addresses and project descriptions if applicable.**

**Home Details:**

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Number of Garage Bays: \_\_\_\_\_

Finished Basement? Yes  No  N/A   
Do you currently have Central Heat? Yes  No  N/A   
Do you currently have Central AC? Yes  No  N/A

Anticipated project start date: \_\_\_\_\_

Anticipated project completion date: \_\_\_\_\_

## DECLARATIONS

1. I OWN THE PROPERTY LISTED ON THIS APPLICATION FORM.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. I LIVE AT THE PROPERTY LISTED ON THIS APPLICATION FORM.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
3. I HAVE A TENANT LIVING AT THE PROPERTY LISTED ON THIS APPLICATION FORM.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
4. I HAVE A SIGNED CONTRACT FOR A TENANT TO MOVE IN UPON COMPLETEION OF THIS PROJECT.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
5. I HAVE APPLIED FOR A RRP, CRP, OR DAP FOR ANOTHER PROPERTY THIS CALENDAR YEAR	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. ALL PROPERTY TAXES ON THIS BUILDING ARE CURRENT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. I WILL BE DEMOLISHING THE DESCRIBED PROPERTY(S) AND REMOVING ALL ASSOCIATED MATERIAL FROM THE PLOT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. I HAVE CONTACTED MY LOCAL CITY/COUNTY OFFICE AND I AM AWARE OF ALL APPLICABLE REGULATIONS PERTAINING TO THE COMPLETION OF THIS PROJECT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. I AM AWARE THAT PCED REQUIRES ADERHEANCE TO ALL LICENSING AND PERMIT LAWS AND POLICIES OF THE COUNTY SEAT OF PHILLIPSBURG.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. I HAVE BEEN APPROVED FOR ALL NECESSARY PERMITS AND LICENSES REQUIRED TO COMPLETE THIS PROJECT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO DISPOSE OF ALL WASTE, HAZARDOUS OR OTHERWISE, IN A SAFE, LEGAL, AND COMPLIANT MANNER.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. I GRANT PERMISSION TO PCED TO USE PICTURES FOR MARKETING PURPOSES AND PLACE A PCED SIGN IN THE WINDOW OR YARD OF MY PROJECT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. THESE FUNDS ARE NOT BEING USED IN CONJUNCTION WITH ANY INSURANCE CLAIM RELATED TO THIS PROJECT	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. THESE FUNDS ARE NOT BEING USED IN CONJUNCTION WITH ANY OTHER PCED PROGRAM OR LOAN PROGRAM FOR THE SAME PROJECT	Yes <input type="checkbox"/> No <input type="checkbox"/>

### ATTACHMENTS *(Please enclose the following with your application)*

- “Before” picture of the property for which CIP assistance is requested, photographed by PCED representative
- Copy of itemized bids or estimates for CIP project costs
- Supporting documentation to show project details (Drawings, contractor plans, etc.)
- Proof of Property Ownership (Copy of mortgage statement etc.)
- Any building permit/approval required from governing body.
- Rental Agreement for either current, or new, tenant as explained above
- Signed contract as outlined in CIP: Demolition (If applicable)
- Contractor’s proof of licensure in Phillips County (if applicable)
- Contractor’s proof of insurance

\_\_\_\_\_  
Property Owners Signature

\_\_\_\_\_  
Date

**Return your completed application to: PCED, PO Box 604, Phillipsburg, KS 67661**

*Office Use Only*    Appr\_\_    Rej\_\_    Init

Date

RMB Date