

RESIDENTIAL REVITALIZATION PROGRAM

(RRP) provides assistance to Phillips County homeowners for updates to the exterior appearance and maintenance of their existing residential property.

HOW DOES IT WORK?

The RRP Program reimburses homeowners up to \$2,000 in matching funds for the purchase of materials and equipment rentals required to renovate the exterior of their property. All projects **MUST** be exterior, and visible to those passing by.

HOW DO I APPLY TO PARTICIPATE IN THE PROGRAM?

Submit a “before” picture of your property along with your completed application form (*see reverse*) and you will receive an approval response within 30 days. If you are approved to participate, you will then have **180 days** to complete your revitalization project. Applicants are encouraged to purchase their materials within Phillips County.

Applications will not be accepted for projects that are either completed or currently in progress.

WHAT ARE THE PROJECT REQUIREMENTS?

The minimum project cost required to be eligible for participation in the RRP program is \$1,000 (\$500 match). Approved projects must obtain any appropriate permits before commencing work and conform to all zoning, planning and municipality regulations, where applicable.

WHAT EXTERIOR IMPROVEMENTS ARE ALLOWED?

Eligible improvements include exterior painting, siding replacement, roof repair/replacement, driveway repair, deck repair/replacement, etc. All projects **MUST** be exterior, and visible to those passing by.

I OWN RENTAL PROPERTY – CAN I STILL APPLY?

If you own rental property, you can apply to participate in the program. However, you will only be able to make improvements to one property per year, including personal property.

CAN I DO THE WORK MYSELF OR DO I NEED TO HIRE A CONTRACTOR?

You do not need to use a contractor to complete this work, provided that the revitalization project is done to a satisfactory standard. However, labor costs will *only* be reimbursed for professional contractors. Applicants are required to follow all local codes, ordinances, and regulations in relation to the revitalization project.

HOW DO I RECEIVE MY FUNDS?

Approved RRP participants must submit an “after” picture of their project along with itemized receipt(s) or invoice(s) within 30 days of project completion, for all costs incurred during the 180-day time frame. Reimbursement will then be issued providing that all conditions have been met.

HOW MUCH FUNDING IS AVAILABLE?

The RRP program will reimburse up to 20 projects per year. Funding will be approved on a first come, first serve basis. Once all funds have been depleted for the year, no applications shall be accepted again until the following calendar year beginning on January 1. Applicants are encouraged to reapply each year.

CAN I RECEIVE MY AWARDED FUNDS AHEAD OF COMPLETION?

No. Funds will only be awarded to an approved applicant upon total project clearing and completion. Applicants must submit “after” pictures that demonstrate project completion along with itemized receipts and invoices of reimbursable costs within 30 days of project completion

RESIDENTIAL REVITALIZATION 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 by which they were received.

Applicant's Name: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Property Address: _____

City: _____ State: _____ Zip Code: _____

Applicant's Phone: _____

Applicant's Email: _____

Project Description:

Anticipated project start date: _____

Anticipated project completion date: _____

DECLARATION

I own the property listed on this application form. Yes No

I live at the property listed on this application form. Yes No

The project is exterior, and visible to those passing by. Yes No

I have applied for RRP assistance for another property. Yes No

I grant permission to PCED to use pictures for marketing purposes. Yes No

I attest that these funds will not be used in conjunction with any insurance claim related to this project.

I hereby apply for reimbursement through the RRP program and declare that the information provided on this application is true and correct to the best of my knowledge.

Homeowners Signature

Date

ATTACHMENTS (Please enclose the following with your application)

"Before" picture of the property for which RRP assistance is requested.

Copy of bids or estimates for RRP project costs.

Supporting documentation to show project details.

Proof of Property Ownership (Copy of mortgage statement etc.).

Any building permit/approval required from governing body.

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

Office Use Only Appr Rej Init _____ Date _____ RMB Date _____