



## **2022 Residential Improvement Program Application Packet**

*Contents:*

- *2022 Residential Improvement Program Overview*
- *Residential Improvement Program Guidelines*
- *Application – 2022 Residential Improvement Program*



## **City of Kingman 2022 Residential Improvement Program Overview**

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.

In its 2022 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. Kingman Fix-It Project**

- The maximum grant is 50% of the total cost or \$500 maximum.
- Only improvements to the exterior of the premises are eligible.
- 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
  - Door/window replacement
  - Others projects deemed appropriate by City staff based upon program's intent

### **2. Paint Kingman Initiative**

- These grants will be for 50% of the cost or \$400 maximum for painting houses and/or accessory buildings on the property.

### **3. Sidewalk Incentive Plan**

- This plan is to repair/replace existing sidewalks in the residential areas of town that have fallen into disrepair.
- The maximum grant is 50% of the total cost or \$750 maximum



### ***Residential Improvement Program Guidelines:***

1. Applications for grants are available at City Hall and on the home page of the City's website ([www.cityofkingman.com](http://www.cityofkingman.com)). Grant applications will start being accepted at City Hall on February 1, 2022.
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. Owners can apply on behalf of their tenants, but the owner is who will be responsible for making sure the grant guidelines are followed. 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. This means both the first half and second half of property taxes must be paid.
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. Each application must include “before” pictures showing the area(s) to be improved with the grant proceeds. Recipients must provide “after” pictures showing the improvements made prior to reimbursements being processed. The City may choose to use these pictures for program publicity on its online platforms.
7. There are three (3) different programs being offered in this year's Residential Improvement Program. 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:
  - i. *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 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.
  - ii. *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.

- iii. *Sidewalk Incentive Plan (SIP)*: The intent of the Sidewalk Incentive Plan is to increase the walkability of Kingman by improving residential sidewalks. These projects will repair/replace existing sidewalks.
8. Cost estimates/bids will be required to be submitted with applications. Applications without proper documentation will be rejected. If a contractor is not being used, an itemized list of materials with pricing will suffice to give an overall estimate.
  9. Grants must be approved **before** proposed work begins in order to be eligible.
  10. The program is available only to non-apartment residential units who meet the grant criteria.
  11. 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.
  12. 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. The grant amount ultimately paid will be based upon the verified proof/receipts, up to the amount listed in the initial grant award letter.
  13. 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.
  14. 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.
  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. All work covered by these grants must be completed by September 30, 2022, 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 – 2022 Kingman Residential Improvement Program**

Choose One: \_\_\_\_\_ Sidewalk Incentive Plan (SIP) \_\_\_\_\_ Kingman Fix-It Project (KFP)  
\_\_\_\_\_ Paint Kingman Initiative (PKI)

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 September 30, 2022)*

**REQUIRED: "BEFORE" pictures of area(s) to be improved are attached:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**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 2022 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 up to the amount awarded. I agree that the City may use photographs submitted as part of the program for use on its online platforms. 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: \_\_\_\_\_

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

**Before**

**Notes:**

- \_\_\_\_\_ Funding Available
- \_\_\_\_\_ Project described meets program requirements
- \_\_\_\_\_ Property taxes on project are current
- \_\_\_\_\_ Building Permit required
- \_\_\_\_\_ Building Permit Issued
- \_\_\_\_\_ "Before" Pictures Provided
- \_\_\_\_\_ Contractor is licensed in the City of Kingman
- \_\_\_\_\_ Date application received
- \_\_\_\_\_ Estimated grant amount
- \_\_\_\_\_ Application approval date

**After**

**Notes:**

- \_\_\_\_\_ Work completed before September 30, 2022
- \_\_\_\_\_ Work meets City codes
- \_\_\_\_\_ "After" Pictures Provided
- \_\_\_\_\_ Total of submitted receipts for project
- \_\_\_\_\_ Total grant money to be sent to recipient

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

\_\_\_\_\_ Date

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

\_\_\_\_\_ Date



# CITY OF KINGMAN RESIDENTIAL IMPROVEMENT PROGRAM

Grants are subject to availability. Program applies to non-apartment housing. Visit [cityofkingman.com](http://cityofkingman.com) for details.

GRANT	DESCRIPTION	MAXIMUM AWARD PER HOUSEHOLD	TYPICAL REPAIRS	FREQUENCY OF USE	GENERAL ELIGIBILITY REQUIREMENTS
Sidewalk Incentive Program	Reimbursement of repair or replacement costs for sidewalks in the City of Kingman	Reimbursement of up to 50% of demolitions costs. Maximum award is \$750.	Repair or replacement of sidewalks	One grant per property and one grant per property owner per year.	Residential property owners within the City of Kingman current on all property taxes.
KINGMAN FIX-IT PROJECT	Reimbursement of costs for repair or improvement of exteriors on all non-dilapidated residential properties.	Reimbursement of up to 50% of total costs. Maximum award is \$500	Siding on home, garage, or shed/out buildings Fencing Roofs Landscaping Tree removal New/repair sidewalks New/repair driveways Other repairs w/ approval	One grant per property and one grant per property owner per year.	Residential property owners within the City of Kingman current on all property taxes.
PAINT KINGMAN INITIATIVE	Reimbursement of costs to paint exterior of homes and out buildings on all non-dilapidated residential properties.	Reimbursement of up to 50% of total costs. Maximum award is \$400	Painting exterior of homes, sheds, garages, and out buildings.	One grant per property and one grant per property owner per year.	Residential property owners within the City of Kingman current on all property taxes.