



## **2021 Residential Improvement Program Application Packet**

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# 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 or LOAN	DESCRIPTION	MAXIMUM AWARD PER HOUSEHOLD	TYPICAL REPAIRS	FREQUENCY OF USE	GENERAL ELIGIBILITY REQUIREMENTS
HOUSING ABATEMENT	Reimbursement of demolition costs for houses designated as dilapidated on 2018 housing survey unless special permission is granted.	Reimbursement of up to 50% of demolitions costs. Maximum award is \$2000.	Demolition of homes beyond repair.	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.





## City of Kingman 2021 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. As part of its new comprehensive development plan, the City undertook a housing survey for the entire community. Those results have been tabulated on a master map, which is available at City Hall for review. This program will be keyed to that survey with regard to financial assistance for improvements.

In its 2021 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. House Abatement Plan

- For houses designated as dilapidated on the housing survey, the City will reimburse up to fifty percent (50%) of the cost of demolition of such houses. The maximum grant will be \$2,000.00.
- Those who receive grants will be required to deposit their share of the project with the City, who will pay the funds to the contractor at the end of the project.
- City staff will consider applications for houses not designated as dilapidated on a case-by-case basis.

### 2. Kingman Fix-It Project

- All non-apartment residential properties in the City are eligible for this initiative.
- The City will reimburse some of the cost of making improvements to the property.
- The maximum grant is 50% of the total cost or \$500 maximum.
- 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
  - New/repair sidewalk
  - Door/window replacement
  - Others projects deemed appropriate by City staff based upon program's intent

### 3. Paint Kingman Initiative

- All non-apartment residential properties in the City are eligible for this initiative.
- These grants will be for 50% of the cost or \$400 maximum for painting houses and/or accessory buildings on the property.

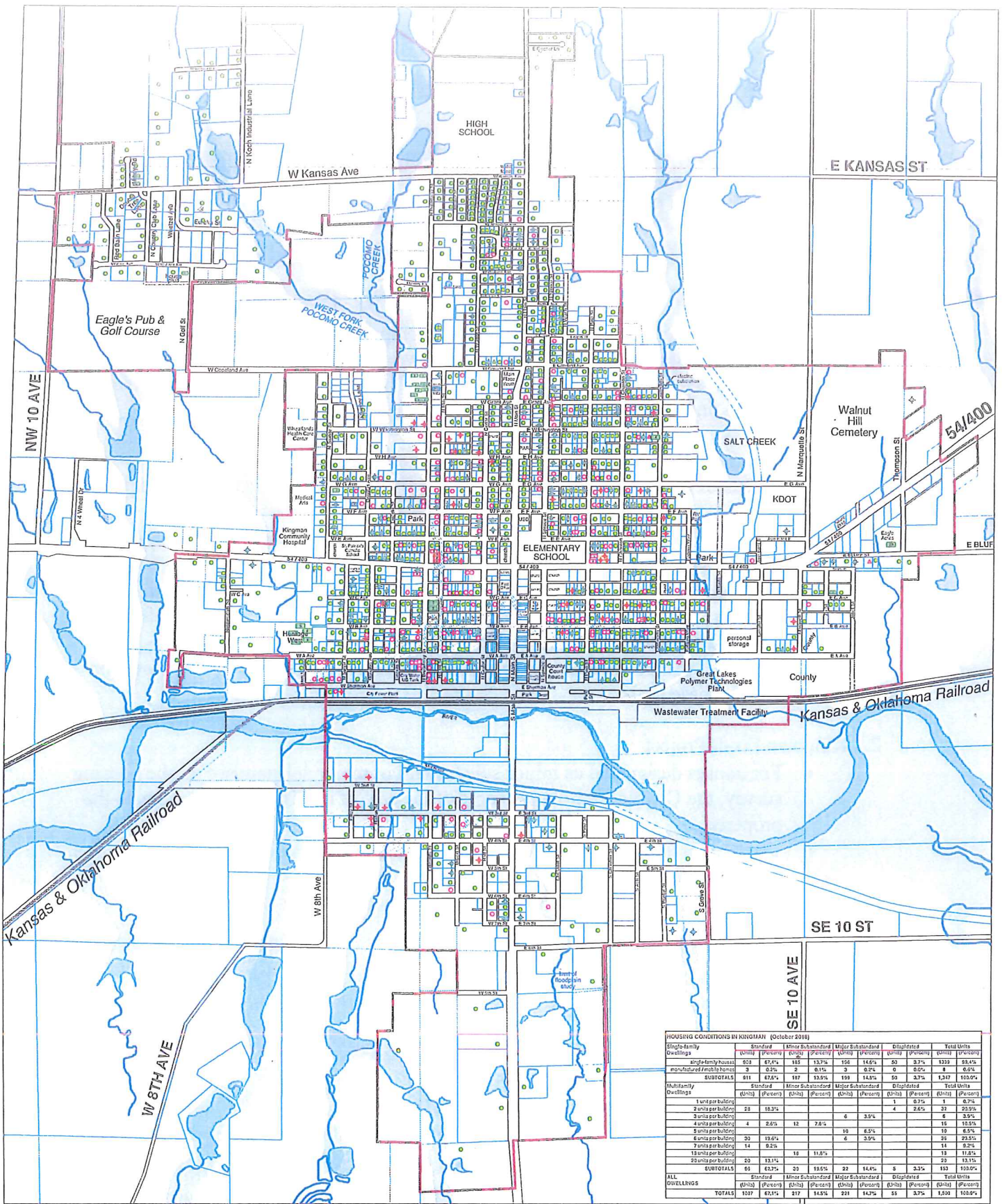


### *Residential Improvement Program Guidelines:*

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 January 25, 2021.
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. 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.
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. There are three (3) different programs being offered in this year's Residential Improvement Program. All of the programs are keyed to the City's recent housing survey conducted for the Comprehensive Development Plan. The housing survey map is available at City Hall for viewing if owners are uncertain of a property's classification. 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:
  - a. *House Abatement Plan (HAP)*: The intent of the House Abatement Plan is to remove houses that are beyond repair and a blight on the neighborhood. The house must be listed as "dilapidated" on the housing survey, unless special permission is granted.
  - b. *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 project 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. All property is eligible, except those listed as "dilapidated" on the housing survey.
  - c. *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. All property is eligible, except those listed as "dilapidated" on the housing survey.

7. Cost estimates/bids will be required to be submitted with applications. Applications without proper documentation will be rejected.
8. Grants must be approved before proposed work begins in order to be eligible.
9. The program is available only to non-apartment residential units who meet the grant criteria.
10. 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.
11. 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.
12. 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.
13. 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.
14. The grant amount ultimately paid will be based upon the materials purchased and work actually performed that are verified with proof/receipts, up to the program maximum. Grant checks will be made payable to the applicant only, except for the HAP.
15. Grant recipients under the HAP will be required to deposit their part of the project with the City at the time the grant is awarded. Failure to timely make this deposit will cancel the grant award. If the deposit is in excess of the recipient's share, that amount will be refunded. The City will pay the contractor directly once all the documentation is received and approved. Any amount owed to the contractor over the deposit and grant award will be the recipient's responsibility to pay the contractor.
16. All federal, state, and local laws, codes, and ordinances must be followed for any work done under this program.
17. 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.
18. Utilities must be disconnected properly and the sewer must be plugged as part of demolition projects.
19. All work covered by these grants must be completed by August 31, 2021, 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.





**HOUSING CONDITIONS IN KINGMAN (October 2018)**

Single-Family Overlays	Standard		Minor Substandard		Major Substandard		Dilapidated		Total Units	
	(Units)	(Percent)	(Units)	(Percent)	(Units)	(Percent)	(Units)	(Percent)	(Units)	(Percent)
single-family houses	522	67.4%	185	13.7%	155	14.5%	50	3.7%	1333	58.4%
manufactured/mobile homes	3	0.2%	2	0.1%	3	0.2%	0	0.0%	8	0.4%
<b>SUBTOTALS</b>	<b>511</b>	<b>67.6%</b>	<b>187</b>	<b>13.9%</b>	<b>158</b>	<b>14.7%</b>	<b>50</b>	<b>3.7%</b>	<b>1341</b>	<b>100.0%</b>
Multifamily Overlays	Standard		Minor Substandard		Major Substandard		Dilapidated		Total Units	
	(Units)	(Percent)	(Units)	(Percent)	(Units)	(Percent)	(Units)	(Percent)	(Units)	(Percent)
1 unit per building	1	0.7%	1	0.7%	1	0.7%	1	0.7%	4	2.5%
2 units per building	23	18.2%	6	4.7%	4	3.1%	4	3.1%	21	12.5%
3 units per building	4	3.1%	12	9.1%	18	13.6%	15	11.2%	19	10.9%
4 units per building	20	15.6%	6	4.7%	18	13.6%	15	11.2%	19	10.9%
5 units per building	14	10.8%	18	13.6%	15	11.2%	15	11.2%	20	11.8%
6 units per building	20	15.6%	20	15.6%	22	16.4%	8	6.0%	153	100.0%
7 units per building	65	50.3%	20	15.6%	22	16.4%	8	6.0%	153	100.0%
8 units per building	1037	67.1%	217	14.5%	221	14.2%	53	3.7%	1508	100.0%
<b>ALL OVERLAYS TOTALS</b>	<b>1037</b>	<b>67.1%</b>	<b>217</b>	<b>14.5%</b>	<b>221</b>	<b>14.2%</b>	<b>53</b>	<b>3.7%</b>	<b>1508</b>	<b>100.0%</b>

FIGURE 6-A  
**HOUSING CONDITIONS**  
 — URBAN AREA —  
**COMPREHENSIVE DEVELOPMENT PLAN**  
 KINGMAN AREA  
 KINGMAN COUNTY, KANSAS

0' 400' 800' 1200'  
 NORTH  
 PLOTTED SCALE 1"=100'-0"

Base map C/D digitized by Kingman County Appraisal District, September 2018.  
 Date Plotted: September 8, 2018

**FOSTER DESIGN Associates LLC**  
 landscape architecture & planning

**Flood Hazard Areas**

- 1% Annual Chance Flood (100 Year Flood)
- 0.2% Annual Chance Flood (500 Year Flood)

Flood Plain Information is based on the following Flood Hazard Management District (FHMD) Flood Hazard Data Maps:  
 • 200309 0001A, effective 10/09/07, annotated 1/11/09  
 • 200309 0002A, effective 10/09/07, annotated 1/11/09  
 • 200309 0003A, effective 01/01/09  
 • 200309 0004A, effective 01/01/09  
 To view current Flood Maps for a specific address, visit FEMA's Flood Map Viewer website.

**City Housing Conditions Key**

- House — Standard
- House — Minor Substandard
- House — Major Substandard
- House — Dilapidated
- Mobile Home — Standard
- Mobile Home — Minor Substandard
- Mobile Home — Major Substandard
- Mobile Home — Dilapidated

Housing Conditions Key developed by Foster Design Associates LLC and City of Kingman Zoning Administrator, October 2018, 10/05/2018

**Multifamily Key**

- 1 unit per building — Dilapidated
- 2 units per building — Standard
- 2 units per building — Dilapidated
- 3 units per building — Major Substandard
- 4 units per building — Standard
- 4 units per building — Minor Substandard
- 5 units per building — Major Substandard
- 6 units per building — Standard
- 6 units per building — Major Substandard
- 7 units per building — Standard
- 8 units in 4 buildings — Minor Substandard
- 20 units per building — Standard



Office Use: Date Received: \_\_\_\_\_  
Time Received: \_\_\_\_\_

**Application – 2021 Kingman Residential Improvement Program**

Choose One: \_\_\_\_\_ House Abatement Plan \_\_\_\_\_ Kingman Fix-It Project  
\_\_\_\_\_ Paint Kingman Initiative

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

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

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

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

Each program has qualifications based upon the City's housing map. The **House Abatement Plan** property must be classified as "dilapidated." For the **Kingman Fix-It Project or the Paint Kingman Initiative**, the property can be any of the classifications, except dilapidated. *How is project property classified on the City's housing map – Choose One:*

Dilapidated \_\_\_\_\_ Major Substandard \_\_\_\_\_  
Minor Substandard \_\_\_\_\_ Standard \_\_\_\_\_

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 August 31, 2021)*



**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 2021 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. 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
- \_\_\_\_\_ Property classification on housing inventory map matches program
- \_\_\_\_\_ Project described meets program requirements
- \_\_\_\_\_ Property taxes on project are current
- \_\_\_\_\_ Building Permit required
- \_\_\_\_\_ Building Permit Issued
- \_\_\_\_\_ Contractor is licensed in the City of Kingman
- \_\_\_\_\_ Date application received
- \_\_\_\_\_ Estimated grant amount
- \_\_\_\_\_ Application approval date
- \_\_\_\_\_ Amount of recipient's share of HAP received

**After**

**Notes:**

- \_\_\_\_\_ Work completed before August 31, 2021
- \_\_\_\_\_ Work meets City codes
- \_\_\_\_\_ Utilities disconnected properly and sewer plugged
- \_\_\_\_\_ Receipts/proof of proper disposal of demolition material submitted
- \_\_\_\_\_ Total of submitted receipts for project
- \_\_\_\_\_ Total grant money to be sent to recipient
- \_\_\_\_\_ Check sent to HAP contractor and any refund check to recipient requested

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date