



EXTERIOR GRANT PROGRAM APPLICATION
 CITY OF MERRIAM-COMMUNITY DEVELOPMENT DEPARTMENT
 9001 W. 62ND St., Merriam, Kansas 66202-2815
 Phone: 913-322-5520 Fax: 913-322-5505

REIMBURSEMENT WILL NOT BE MADE FOR PROJECTS STARTED PRIOR TO CITY APPROVAL

Project Address:			
Owner's Name:			
Owner's Address:			
City/State/Zip:			
Phone Number:			
Email Address:			
Single Family Residential <input type="checkbox"/>		Two Family Residential (Duplex) <input type="checkbox"/>	Other <input type="checkbox"/>
Description of Improvements (Attach additional pages if needed):			
Estimated Completion Date:		Estimated Cost of Improvements:	
Provide the following documentation:		Contractor Estimate (if applicable) <input type="checkbox"/>	
Property site plan (if applicable) <input type="checkbox"/>		Construction plans (if applicable) <input type="checkbox"/>	
Valid property insurance <input type="checkbox"/>		Property taxes payments are current <input type="checkbox"/>	
<p><i>By signing below, I understand the project must be completed within 120 days of the application approval date. If the project is not finished within that time, reimbursement may not occur. Additionally, I understand that this is a City program and all application and project information may be subject to Kansas open records laws.</i></p> <p><i>I also understand that by participating in the 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 including, but not limited to, City website, emails, newsletters, brochures, etc.</i></p> <p><i>Reimbursement amount will be based on submitted project receipts.</i></p>			
Owner's Signature:		Date:	
FOR CITY OFFICE USE BELOW			
Before		After	
Funding available <input type="checkbox"/>		Work completed <input type="checkbox"/>	
Improvements eligible <input type="checkbox"/>		Improvements meet city/building code <input type="checkbox"/>	
Real estate taxes current <input type="checkbox"/>		After pictures <input type="checkbox"/>	
Valid home insurance <input type="checkbox"/>		Receipts Total <input type="checkbox"/>	
Building permit required <input type="checkbox"/>		NOTES: Total Reimbursement: _____ 20% of _____	
Building permit issued <input type="checkbox"/>			
Rental License current <input type="checkbox"/>			
Before Pictures <input type="checkbox"/>			
Estimated reimbursement amount:		Rev 08/22/2018	
Application approval date:			
Date project to be completed:		Approved by:	

APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO JAN. 2, 2019
 Property owner submits application to Community Development by mail or in person at City Hall

2019 Merriam Residential Exterior Improvement Grant Program

Goal: Spur revitalization of and private reinvestment in Merriam's housing stock

Program:

- Provide a 20% reimbursement for exterior improvements
- Total annual program amount - \$50,000
- Complete applications will be funded until all program funds are allocated

Eligibility:

- Non-apartment residential properties
- Minimum **\$3,000** investment by property owner
- Reimbursement amount – minimum \$600; maximum \$2,500
- Eligible improvements include, but are not limited to, painting, siding, door/window replacement, masonry and foundation repair, awnings, building additions, landscaping (must be on the same property/lot as the residence), and new construction of a residence
- Ineligible items include, but are not limited to, playsets, play equipment, swimming pools, and spas
- Eligibility of improvements not listed are to be determined by the Community Development Director
- All improvements must conform to Merriam Codes
- Property owner must be current on all property taxes in Merriam
- Program property must be code complaint with the exception of the violation to be addressed by this grant program
- All other properties owned in Merriam must be code complaint
- Property owner must provide proof of adequate property insurance

Process:

- Community Development manages the program
- Program application will be accepted starting Jan. 2, 2019
- Property owner submits application to Community Development by mail or in person at City Hall. The City will not accept applications by email
- Applications will be reviewed in the order they are received
- Work bids must be submitted prior to application approval
- The program will only reimburse the labor costs of the labor provided by a third-party contractor
- Application approval must occur prior to start of work
- Property owner is responsible for obtaining all required permits. All permits must be in place prior to any work taking place
- Work must be completed within 120 days of application approval
- All permits must be paid for at the time of application approval
- Work must be completed by November 1
- One grant per property with same owner, per 10 years
- Only one property per owner, per year may participate in the program

Before reimbursement:

- Property owner provides at least \$3,000 in receipts
- Staff performs a post project inspection to verify project completion
- No exterior code violations are present