



RESIDENTIAL EXTERIOR IMPROVEMENT GRANT APPLICATION

CITY OF MERRIAM-COMMUNITY DEVELOPMENT DEPARTMENT

9001 W. 62nd St., Merriam, KS 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 or use back of form):			
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. I also certify that to the best of my knowledge all the information that I provide is truthful and factual. 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>			
Owner's Signature:		Date:	
FOR CITY OFFICE USE BELOW			
Before		After	
Submittal Date		Work completed <input type="checkbox"/>	
Funding available <input type="checkbox"/>		Improvements meet city/building code <input type="checkbox"/>	
Improvements eligible <input type="checkbox"/>		After pictures <input type="checkbox"/>	
Real estate taxes current <input type="checkbox"/>		Receipts Total <input type="checkbox"/>	
Valid home insurance <input type="checkbox"/>		Completed W-9 <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 09/16/2020	
Application approval date:		Approved by: _____	
Date project to be completed:			

APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO JAN. 4, 2021

Property owner submits application to Community Development by mail or in person at City Hall



2021 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
- Can be used in conjunction with Residential Sustainability Grant (one project cannot be funded by both programs)
- Approved applications will be allocated funding until all program funds are expended

Eligibility:

- Non-apartment residential properties
- Minimum **\$2,500** investment by property owner
- Reimbursement amount – minimum \$500; maximum \$2,500
- Eligible improvements include, but are not limited to: painting, siding, door/window replacement, masonry repair, awnings, building additions, landscaping (must be on the same property/lot as the residence), driveway, and new construction of a residence
- Ineligible items include, but are not limited to: playsets, play equipment, swimming pools, spas, sump pumps, foundation repair, and lawn care or maintenance
- The city reserves the right to determine if a proposed improvement meets program requirements
- All improvements must conform to Merriam Codes
- Contractor(s) utilized to perform improvements must have a current Merriam Occupational license, and if appropriate, a Johnson County Contractor License
- 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 by the applicant in Merriam must be code complaint
- Property owner must provide proof of adequate property insurance
- Governmental subsidies or funds utilized for the improvements are not eligible for reimbursement

Process:

- Community Development manages the program
- Program applications will be accepted starting January 4, 2021
- Property owner submits an application to Community Development
- Applications are 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 must be approved by the city prior to start of work
- Before and after photos of the project will be taken by city staff
- Property owner is responsible for ensuring that all required permits have been obtained. All permits must be in place prior to any work taking place
- Work must be completed within 120 days of application approval
- Work must be completed by October 15th
- One Residential Exterior Improvement 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 \$2,500 in receipts. All receipts should be submitted at the same time
- Staff performs a post project inspection to verify project completion
- No exterior code violations are present
- Recipient must complete a W-9