



**2024 RESIDENTIAL EXTERIOR IMPROVEMENT GRANT APPLICATION**

CITY OF MERRIAM-COMMUNITY DEVELOPMENT DEPARTMENT

9001 W. 62<sup>nd</sup> 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 Cost of Improvements:			
Participated in prior City Grant Programs: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Estimated Completion Date:			
Provide the following documentation:			
Property site plan (if applicable) <input type="checkbox"/>		Contractor Estimate (if applicable) <input type="checkbox"/>	
Valid property insurance <input type="checkbox"/>		Construction plans (if applicable) <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> <p><i>Reimbursement amount will be based on submitted project receipts.</i></p>			
Owner's Signature:			Date:
<b>FOR CITY OFFICE USE BELOW</b>			
<b>Before</b>		<b>After</b>	
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: _____  30% of _____	
Building permit issued <input type="checkbox"/>			
Rental License current <input type="checkbox"/>			
Before Pictures <input type="checkbox"/>			
Estimated reimbursement amount:		Rev 10/27/2023	
Application approval date:		Approved by:	

**APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO JANUARY 2, 2024**

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

## **2024 Merriam Residential Exterior Improvement Grant Program**

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

### **Program:**

- Provide a 30% reimbursement for exterior improvements
- Total annual program amount - \$120,000
- 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
- **Contractor(s) utilized to perform improvements must have a current Merriam Occupational license, and if appropriate, a Johnson County Contractor License**

### **Eligibility:**

- Non-apartment residential properties
- Minimum **\$2,000** investment by property owner. Property owner labor may be counted toward the minimum investment
- Reimbursement amount – minimum \$600; maximum \$3,000
- Eligible improvements include, but are not limited to: roofing, 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, lawn care or maintenance, or re-graveling a driveway or any other area
- The city reserves the right to determine if a proposed improvement meets program requirements
- 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 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 2, 2024
- Application must be approved by the city prior to start of work
- 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
- 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
- Before and after photos of the project will be taken by city staff
- Work must be completed within 120 days of application approval
- Work must be completed by September 16, 2024
- One Residential Exterior Improvement grant per property with same owner, per 5 years
- Owners of multiple properties can annually submit an application for only one of their properties

### **Before reimbursement:**

- Property owner provides at least \$2,000 in receipts. All receipts shall 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

**The city at any time, without prior notice and at its sole discretion, can modify or eliminate this program. State and local grants are ordinarily taxable for federal income purposes. If awarded, the City will report the grant to the IRS and send you a Federal IRS Form 1099. Please consult a tax professional if you have questions about any possible tax liability you may incur.**