APPLICATION AND PROGRAM INFORMATION

NCRPC HOUSING INITIATIVE

Administered by North Central Regional Planning Commission through a partnership with the Dane G. Hansen Foundation

About the Initiative

The NCRPC Housing Initiative offers two programs to help improve housing in eligible counties:

- **Demolition Program**: Provides reimbursement grants of up to $5,000 to property owners to demolish dilapidated residential structures.
- **Moderate Income Housing Rehabilitation Program**: Provides reimbursement grants of up to $10,000 to homeowners to complete minor housing upgrades.

Previous recipients of the NCRPC Housing Initiative funding are not eligible to reapply.

What Counties May Be Eligible?

The programs are available in the eligible Kansas counties listed below. Assistance is available on a first-come, first-served basis.

Cheyenne	Graham	Osborne	Rooks	Sherman
Cloud	Jewell	Ottawa	Russell	Smith
Decatur	Lincoln	Phillips	Saline (located outside Salina city limits)	Thomas
Ellsworth	Logan	Rawlins	Sheridan	Trego
Gove	Mitchell	Republic		Wallace

How to Apply

The application begins on page 7 of this packet. Complete the applicant information and program selection sections. Then complete only the project information section for the program for which you are applying. All required supporting documentation must be submitted for an application to be considered complete. Approval is subject to program eligibility, available funding, and NCRPC review.

Additional NCRPC Housing Services Available

The NCRPC has housing inspectors on staff who are licensed or certified to provide a variety of inspection services, including Certified Asbestos Material Inspections, Radon Testing and Lead Based Paint Risk Assessments. Should you have interest in these services, contact the NCRPC.

Program Contact Information

North Central Regional Planning Commission (NCRPC)
109 N. Mill Street, PO Box 565 | Beloit, KS 67420
Keegan Bailey, Housing Director | **Email:** housing@ncrpc.org | **Phone:** 785-738-2218 | **Fax:** 785-738-2185

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About the Demolition Program

How the Demolition Program Works

- Homeowner submits a completed application by uploading on NCRPC's ShareFile platform (details on Page 3).
- Homeowner should mail the notarized original signature page to NCRPC.
- If approved for funding, homeowner completes the NCRPC-approved project.
- A maximum grant of $5,000 per property is available.* Please note that owners must provide proof of payment for the removal and cleanup of dilapidated properties for which they will be reimbursed for the exact cost up to, but not exceeding, $5,000.
  **If choosing to use self-help rather than hiring a contractor, see reimbursement limitations below.*
- Demolition project **must be complete within 120 days** after the application is approved by the NCRPC.
- Only one application per property owner.
- The Demolition Program is not an income-based program; anyone may qualify. However, if adjusted gross income for the household is greater than the maximums listed in the table below, a IRS 1099 Miscellaneous Income Form will be issued. If not enough income to file taxes, a signed and notarized statement of such will be required.

	Adjusted Gross Income							
Number in Family	**1 Person**	**2 Person**	**3 Persons**	**4 Persons**	**5 Persons**	**6 Persons**	**7 Persons**	**8 Persons**
A 1099 will be issued if above this amount	$106,500	$121,650	$136,800	$151,950	$164,250	$176,400	$188,550	$200,700

Self-Help Allowances/Limitations for Demolition

If you choose to utilize self-help rather than hiring a contractor, there are limitations on what the program can reimburse. The program will **ONLY** cover the following items and allowances for self-help demolition projects:

- Construction and demolition (C&D) debris landfill fees
- Dirt for backfill
- Large machinery rental fee, up to $1,000 (e.g., dump truck and skid steer)

Receipts must be submitted for reimbursement.

If there is a Business Ownership Conflict of Interest with the property owners utilizing the self-help option, notification to NCRPC must be made before demolition can occur. Otherwise, funding is subjected to be denied and not reimbursed if proper documentation cannot be obtained for the true costs of the demolition.

Demolition Project Exclusions

Purchases such as fuel, tires, and tools are not allowed for reimbursement.
Properties owned in a business name are not eligible.

Demolition Waste

It is the responsibility of the property owner to ensure proper disposal of demolition waste in accordance with any and all state and local requirements as required by demolition personnel and, if necessary, obtain permit approval.

If the property owner intends to demolish and bury the material, a KDHE response must be submitted to NCRPC. Otherwise, if any indication of demolition and burying has taken place, the project will not receive funding.

For more details on how to manage solid or hazardous waste during demolition, you may contact the Bureau of Waste Management using the contact information at https://www.kdhe.ks.gov/168/Waste.

Application Checklist — Demolition Program

To apply, submit the items listed in the checklists below. **All items must be submitted to process your application.**

☐	Completed application (Pages 7-8)
☐	Verification of property ownership – *Copy* Deed must be registered at the Register of Deeds Office in property owner(s) name.
☐	Verification of most recent paid real estate taxes – *Copy* Need receipt of 1st half or full payment of property taxes paid in December and/or May. This can be obtained from the County Treasurer's Office.
☐	Copy of the most recently required filed Form 1040, U.S. Individual Income Tax Return(s) (excluding schedules) *If taxes are in extension, then ineligible. Adjusted gross income is used to determine if a 1099 will be issued.
☐	A "before" color photo of project.
Note: Further documentation (i.e. proof of payment to the contractor or financial institution, a final "after" color photo of the project, and KDHE permit if debris is buried) for the project completion will be obtained at a later date for reimbursement.	

Signed Letter of Intent Certification

Within 10 days of submitting an application and the supporting documentation listed in the checklist above, the **original** Letter of Intent Certification will need to be received by NCRPC to retain your reserved slot.

☐	**Mail** the original **signed** and **notarized** page 9 to: NCRPC, PO Box 565, Beloit, KS 67420 Application Certifications | Letter of Intent Certification for Demolition Program

How to Submit the Completed Application and Supporting Documents

Upload: Submit the application and all other required documents through NCRPC's Document Center, a secure file upload system powered by ShareFile. Please name each uploaded file to include the following format: County_LastName_FirstName_Description (e.g., Cloud_Smith_Jane_Demo)
www.ncrpc.org/housing-programs/housing-initiative
Mail: The original Letter of Intent Certification for Demolition Program, signed and notarized, must be mailed to:
NCRPC - Keegan Bailey
PO Box 565
Beloit, KS 67420

For program questions, contact the North Central Regional Planning Commission:
Keegan Bailey, Housing Director | **Email:** housing@ncrpc.org | **Phone:** 785-738-2218

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About the Moderate Income Housing Rehabilitation Program

Income Guidelines

Households must meet moderate income guidelines to be eligible to apply for the Moderate Income Housing Rehabilitation Program. Proof of the household income will be determined from the most recently required federal income tax Form 1040 showing adjusted gross income, based on the income guidelines listed in the table below.* For example, a family of five (5) must have an adjusted gross income between $77,560 and $164,250 to qualify. For families larger than eight, contact NCRPC for income qualifications.

**Copy of the most recently required filed Form 1040, U.S. Individual Income Tax Return(s)(excluding schedules) is required. If taxes are in extension, then ineligible.*

	Adjusted Gross Income							
Number in Family	**1 Person**	**2 Person**	**3 Persons**	**4 Persons**	**5 Persons**	**6 Persons**	**7 Persons**	**8 Persons**
Maximum Income	$106,500	$121,650	$136,800	$151,950	$164,250	$176,400	$188,550	$200,700
Minimum Income	$42,600	$48,660	$54,720	$66,100	$77,560	$88,800	$100,100	$111,500

How the Program Works

- Homeowner submits a completed application by uploading on NCRPC's ShareFile platform (details on Page 6).
- Homeowner should mail the notarized original signature page to NCRPC.
- If approved for funding, homeowner completes the NCRPC-approved project.
- **Reimbursement grants** of up to $10,000 to help with housing rehabilitation are available for qualified applicants.
- Homeowner must provide 10% of project total up to $1,000. *See Project Calculation Examples section.*
- Homeowners must certify their commitment to provide the 10% match, as well as pay any costs above and beyond the $10,000 grant.
- The NCRPC will provide a reimbursement after proof of payment to the contractor, financial institution, or material supplier has been received.
- Selection of a contractor and coordination of rehabilitation work is up to the homeowner(s). NCRPC is **NOT** involved with that process. Self-help is also allowed (see page 5). **No tools; material only!**
- All expenditures must be made after November 5, 2026.
- Rehabilitation project **must be complete within 120 days** after the application is approved by the NCRPC.
- Owner must provide before and after proof of complete project and photographs of the improvements to receive the grant funding. All properties are subject to random audit by NCRPC staff prior to reimbursement.

About the Moderate Income Housing Rehabilitation Program

Project Calculation Examples

The following examples illustrate how the grant reimbursement/homeowner match amounts are calculated.

Furnace Upgrade Project:
$8,750 - Total project cost $7,875 - Moderate Income Housing Rehabilitation Program reimbursement grant $875 - 10% Homeowner match up to $1,000
Window Replacement Project:
$15,000 - Total project cost $10,000 - Moderate Income Housing Rehabilitation Program reimbursement grant maximum $1,000 - 10% Homeowner match up to $1,000 $4,000 - Additional amount paid by homeowner to cover the project costs above the $10,000 grant

Allowable Projects

- Examples of eligible housing upgrades: roofing, siding, electrical, A/C, furnace, foundation repair, windows, etc. This list is not exhaustive. For project specific questions, email NCRPC Housing Director Keegan Bailey at housing@ncrpc.org.
- Must be primary residence.

Project Exclusions

- Ineligible grant rehabilitation: appliances, window blinds, cameras, solar panels, new construction or additions, fencing, driveways, landscaping, shade structures, patio covers, and gazebos/pergolas. This list is not exhaustive. For project specific questions, email NCRPC Housing Director Keegan Bailey at housing@ncrpc.org.
- Rental properties are not eligible for this program.
- **No tool purchases** will be allowed for reimbursement.

Self-Help

If self-help is utilized rather than a contractor, **material only** will be reimbursed and proof of payment will be required. Self-help is defined as the homeowner supplying the needed labor with the program supplying reimbursement for materials. A 10% match is still required.

Application Checklist — Moderate Income Housing Rehabilitation Program

To apply, submit the items listed in the checklists below. **All items must be submitted to process your application.**

☐	Completed application (Pages 7-8)
☐	Proof of household income for all occupant(s) age 18 & older. Copy of the most recently required filed Form 1040, U.S. Individual Income Tax Return(s), (excluding schedules). **If taxes are in extension, then ineligible. Adjusted gross income is used to determine eligibility.*
☐	Verification of property ownership – *Copy* Deed must be registered at the Register of Deeds Office in property owner(s) name.
☐	Verification of most recent paid real estate taxes – *Copy* Need receipt of 1st half or full payment of property taxes paid in December and/or May. This can be obtained from the County Treasurer's Office.
☐	A "before" color photo of project. A final "after" color photo showing the project from the same angle will be required for reimbursement.
Application Disclaimer: *NCRPC reserves the right to request additional documentation to determine eligibility. Should this additional documentation not be supplied, an application will be denied.*	

Signed Application Certifications

Within 10 days of submitting an application and the supporting documentation listed in the checklist above, the original Application Certifications will need to be received by NCRPC to retain your reserved slot.

☐	**Mail** the original **signed** and **notarized** page 10 to: NCRPC, PO Box 565, Beloit, KS 67420 Application Certifications — Including Confirmation of Receipt of Required Materials acknowledging receipt of the following brochures: "Consumers Guide to Radon Reduction" "Protect Your Family From Lead In Your Home" "The Lead-Safe Certified Guide To Renovate"

How to Submit the Completed Application and Supporting Documents

Upload: Submit the application and all other required documents through NCRPC's Document Center, a secure file upload system powered by ShareFile. Please name each uploaded file to include the following format: County_LastName_FirstName_Description (e.g., Cloud_Smith_Jane_Rehab)
www.ncrpc.org/housing-programs/housing-initiative
Mail: The original Application Certifications for the Moderate Income Housing Rehabilitation Program, signed and notarized, must be mailed to:

NCRPC - Keegan Bailey
PO Box 565
Beloit, KS 67420

For program questions, contact the NCRPC:
Keegan Bailey, Housing Director
Email: housing@ncrpc.org | **Phone:** 785-738-2218

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APPLICATION FOR NCRPC HOUSING INITIATIVE

DEMOLITION AND MODERATE INCOME HOUSING REHABILITATION PROGRAMS

Administered by North Central Regional Planning Commission through a partnership with the Dane G. Hansen Foundation

Office Use Only: Application Number _____ Date Received _____

SECTION 1: APPLICANT INFORMATION

Property Owner(s):

Applicant: _____
First and Last Name *Social Security Number* *Date of Birth*

Co-Applicant: _____
First and Last Name *Social Security Number* *Date of Birth*

Mailing Address: _____
Address *City* *State* *Zip*

Phone Number: _____
Main Phone *Alternate Phone*

Email Address: _____

What is the physical address of the property to be rehabilitated or demolished?

_____
Address *City* *County* *Zip*

SECTION 2: SELECT YOUR PROGRAM

Please select the program for which you are applying:

- ☐ **Demolition Program** — Assistance for the removal of an eligible dilapidated residential structure.
- ☐ **Moderate Income Housing Rehabilitation Program** — Assistance for eligible repairs and improvements to an existing primary residence.

SECTION 3: HOUSEHOLD INFORMATION (For housing rehabilitation applications only)

List the head of your household and all members who live in your home.

	Full Name	Age
1		
2		
3		
4		

	Continued—Full Name	Age
5		
6		
7		
8		

NCRPC Housing Initiative Application — Continued

SECTION 4: PROJECT INFORMATION

Complete only the applicable section below.

A. DEMOLITION PROGRAM (Skip if applying for Housing Rehabilitation Program)

1. **What structure(s) are you planning to demolish? (Check all that apply)**

   ☐ House ☐ Garage ☐ Shed ☐ All

2. **Is there a well and/or septic tank located on the property?**

   ☐ Yes ☐ No ☐ Unknown

3. **What is the plan for the lot after demolition?**

   ☐ Stay with the owner

   ☐ Go to the City or another entity

   ☐ Become part of a Land Bank

4. **Will you require a loan to pay a demolition contractor to do the work?** ☐ Yes ☐ No

   If yes, provide contact information below: ***(Please have your loan officer contact NCRPC if your project is awarded)***

   _____

   Bank Name *Loan Officer* *Phone Number*

B. MODERATE INCOME HOUSING REHABILITATION PROGRAM

1. **Fair market value of your home** (from latest County appraisal) $_____

2. **Year house built:** _____

3. **Will you require a loan to pay the contractor to do the work?** ☐ Yes ☐ No

   If yes, provide contact information below: ***(Please have your loan officer contact NCRPC if your project is awarded)***

   _____

   Bank Name *Loan Officer* *Phone Number*

4. **Provide a detailed and narrowly focused project description.** (Subject to approval by NCRPC)
   (A narrow scope of work is recommended to help ensure the project can be completed within 120 days of approval.)

   _____

   _____

5. **Estimated total project cost:** $ _____ *(This is an estimate and does not need to be an official bid)*

6. **Have there been any insurance claims in the past 3 years?** ☐ Yes ☐ No

7. **If yes, what year was the insurance claim filed?** _____

8. **If yes, what was the claim on?** _____

SECTION 5: APPLICATION CERTIFICATIONS (Select the version for the program for which you are applying)

Letter of Intent Certification for Demolition Program

If applying for the Demolition Program, mail this page with original and notary signatures to:
NCRPC, PO Box 565, Beloit, KS 67420

I/WE CERTIFY, AS THE LISTED PROPERTY OWNER(S) ON THE APPLICATION FOR DEMOLITION, THAT ALL INFORMATION IS CORRECT TO THE BEST OF MY/OUR KNOWLEDGE. IF THE APPLICATION IS APPROVED, THE DEMOLITION WILL OCCUR IN ACCORDANCE WITH ANY AND ALL STATE AND LOCAL REQUIREMENTS AS REQUIRED BY DEMOLITION PERSONNEL TO INCLUDE PROPER DISPOSAL OF DEMOLITION MATERIAL IN ACCORDANCE WITH KDHE TECHNICAL GUIDANCE DOCUMENT SW-1994-G2 AND RECOMMENDED ASBESTOS INSPECTION.

I/WE FURTHER CERTIFY THAT IT IS OUR RESPONSIBILITY TO PAY THE DEMOLITION CONTRACTOR OF OUR CHOICE ANY AMOUNT OVER THE $5,000.00 GRANT FUNDS.

I/WE AUTHORIZE NCRPC TO UTILIZE OUR BEFORE & AFTER PHOTOS WITHIN PROGRAM MARKETING MATERIALS (NO LOCATIONS OR NAMES WILL BE USED).

_____	_____	_____
Applicant – Print Name	*Applicant Signature*	*Date*
_____	_____	_____
Co-Applicant – Print Name	*Co-Applicant Signature*	*Date*

STATE OF KANSAS

COUNTY OF _____

The signor(s) of this instrument was acknowledged before me on this _____ day _____ month _____ year.

_____
Notary Public

SEAL

My appointment expires: _____

SECTION 5: APPLICATION CERTIFICATIONS (Select the version for the program for which you are applying)

Application Certifications for Moderate Income Housing Rehabilitation Program

If applying for the Moderate Income Housing Rehabilitation Program, mail this page with original and notary signatures to: NCRPC, PO Box 565, Beloit, KS 67420

I/WE CERTIFY THAT I AM (WE ARE) THE PROPERTY OWNER(S) DESCRIBED IN THIS APPLICATION. I/WE CERTIFY ALL INFORMATION IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE. I/WE FURTHER CERTIFY THAT IT IS OUR RESPONSIBILITY TO PAY THE CONTRACTOR OF OUR CHOICE ANY AMOUNT OVER THE GRANT FUNDS.

I/WE AUTHORIZE NCRPC TO UTILIZE OUR BEFORE & AFTER PHOTOS WITHIN PROGRAM MARKETING MATERIALS (NO LOCATIONS OR NAMES WILL BE USED).

_____	_____	_____
Applicant - Print Name	*Applicant - Signature*	*Date*
_____	_____	_____
Co-Applicant - Print Name	*Co-Applicant - Signature*	*Date*

STATE OF KANSAS

COUNTY OF _____

The signor(s) of this instrument was acknowledged before me on this _____ day _____ month _____ year.

_____
Notary Public

SEAL

My appointment expires: _____

WAIVER OF LIABILITY

I HEREBY RELEASE NORTH CENTRAL REGIONAL PLANNING COMMISSION, BELOIT, KS, ITS AGENTS AND EMPLOYEES AND DANE G. HANSEN FOUNDATION, LOGAN, KS, FROM ANY AND ALL CLAIMS OF LIABILITY ARISING FROM THIS PROJECT.

_____	_____	_____
Applicant - Signature	*Co-Applicant- Signature*	*Date*

CONFIRMATION OF RECEIPT OF REQUIRED MATERIALS

Areas within Kansas are known for high radon. Please review the pamphlet "Consumers Guide to Radon Reduction" informing me of the potential risk of radon exposure in my dwelling unit that can be found at **https://www.epa.gov/sites/default/files/2016-12/documents/2016_consumers_guide_to_radon_reduction.pdf**.

Any home that was constructed prior to 1978 may contain lead-based paint. Lead based paint may present a serious health hazard. Please review the brochure "Protect Your Family From Lead In Your Home" that can be found at **https://www.epa.gov/sites/default/files/2020-04/documents/lead-in-your-home-portrait-color-2020-508.pdf** and the brochure "The Lead-Safe Certified Guide To Renovate Right" that can be found at **https://www.epa.gov/system/files/documents/2026-02/renovateright_sept2011_color_portrait.pdf**.

I/WE CERTIFY THAT I (WE) HAVE RECEIVED COPIES OF THE BROCHURES "Consumers Guide to Radon Reduction," "Protect Your Family From Lead In Your Home," and "The Lead-Safe Certified Guide To Renovate."

_____	_____	_____
Applicant - Signature	*Co-Applicant - Signature*	*Date*