

# NCRPC HOUSING INITIATIVE: MODERATE INCOME HOUSING REHABILITATION PILOT PROGRAM

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

## About the Program

- The Moderate Income Housing Rehabilitation Pilot Program offers financial assistance of grants up to \$12,500 to homeowners in eligible counties to complete minor housing upgrades (e.g., roofing, siding, cabinetry, foundation repair, etc.). This program is intended to help preserve housing stock that is often underserved by other assistance programs.
- **2022 service locations include the following Kansas counties:**  
**Cloud, Jewell, Lincoln, Mitchell, Russell, and Smith**
- Assistance is available on a first come, first served basis. *Funding is limited on a per county basis.*
- Ineligible grant rehabilitation: appliances, new construction or additions.
- Rehabilitation project must be complete within 90 days after the application is approved by the NCRPC.
- Proof of the household income will be determined from the last annual tax form 1040. The income limits are listed below. For example, a family of five (5) must have an income between \$50,138 and \$125,344 to qualify.

Number in Family	1 Person	2 Person	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Maximum Income	\$81,281	\$92,906	\$104,531	\$116,063	\$125,344	\$134,719	\$144,000	\$153,281
Minimum Income	\$32,513	\$37,163	\$41,813	\$46,425	\$50,138	\$53,888	\$57,600	\$61,313

## How it Works

- Reimbursement grants of up to \$12,500 to help with housing rehabilitation are available for qualified applicants.
- Homeowner must provide 10% of project total up to \$1,250.
- Homeowners must certify their commitment to provide the 10% match, as well as pay any costs above and beyond the \$12,500 grant.
- The North Central Regional Planning Commission (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 below).
- All expenditures must be made after April 1, 2022.
- 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.

### 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.

### Rental Properties

- Rental properties are not eligible for this program.

# NCRPC HOUSING INITIATIVE:

## Application for Moderate Income Housing Rehabilitation Pilot

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### To apply, please submit or complete the following: *(To reserve funds)*

- Completed application (Page 4)

**Note: This will reserve funds. Within 10 business days, the additional documentation listed below needs to be received to retain reserved slot.**

### Additional documentation needed: *(Within 10 business days to retain reserved slot)*

**No application will be considered complete without the following documents:**

- Signed Application Certifications (Page 5) 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"](#)
- Proof of household income for all occupant(s) age 18 & older.  
Copy of Form 1040, U.S. Individual Income Tax Return(s), for the most recent tax year (excluding schedules)
- Verification of property ownership  
Deed must be registered at the Register of Deeds Office in property owner(s) name.
- Verification of most recent paid real estate taxes  
Need receipt of 1st half or full payment of property taxes paid in December and/or May.  
Note: This can be obtained from the County Treasurer's Office.
- "Before" photo of project. Please note a final "after" picture of the project will be required for reimbursement.

Please note that submitting the above items in the checklist is required to process your application. Further documentation (i.e. proof of payment to the contractor, financial institution, or material supplier) for the project completion will be obtained at a later date for reimbursement.



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### Additional services available

The NCRPC has housing inspectors on staff who are licensed or certified to provide a variety of inspection services, including Radon Testing and Lead Based Paint Risk Assessments. Should you have interest in these services, more information is available at <https://www.ncrpc.org/services/housing/> or by contacting NCRPC Housing Director Keegan Bailey at 785-738-2218.

### Please submit the completed application and documents to:

NCRPC  
PO Box 565  
Beloit, KS 67420  
Fax: 785-738-2185  
Email: [housing@ncrpc.org](mailto:housing@ncrpc.org)

### For questions, contact:

North Central Regional Planning Commission (NCRPC)  
Keegan Bailey, Housing Director  
Email: [housing@ncrpc.org](mailto:housing@ncrpc.org)  
Phone: 785-738-2218



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# NCRPC HOUSING INITIATIVE:

## Application for Moderate Income Housing Rehabilitation Pilot Program

Office Use Only: Application Number \_\_\_\_\_ Date Received \_\_\_\_\_

### 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*

**Property Address:** \_\_\_\_\_  
*Address* *City* *County* *Zip*

**Mailing Address:** \_\_\_\_\_  
*(If different)* *Address* *City* *State* *Zip*

**Phone Number:** \_\_\_\_\_  
*Main Phone* *Alternate Phone*

**Email Address:** \_\_\_\_\_

### HOUSEHOLD COMPOSITION (list the head of your household and all members who live in your home)

	Full Name	Age
1		
2		
3		
4		
5		
6		
7		
8		

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, please provide contact information below:

\_\_\_\_\_  
*Bank Name* *Loan Officer* *Phone Number*

4. List upgrades that are planned with these funds:

\_\_\_\_\_  
\_\_\_\_\_

5. Estimated total project cost: \$ \_\_\_\_\_

# Application Certifications: Moderate Income Housing Rehabilitation Pilot Program

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.

\_\_\_\_\_  
Property Owner - Print Name

\_\_\_\_\_  
Property Owner - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner - Print Name

\_\_\_\_\_  
Property Owner - 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.

\_\_\_\_\_  
Property Owner - Signature

\_\_\_\_\_  
Property Owner - 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/2016-02/documents/2013\\_consumers\\_guide\\_to\\_radon\\_reduction.pdf](https://www.epa.gov/sites/default/files/2016-02/documents/2013_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/sites/default/files/2020-09/documents/renovaterightbrochurecolor.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."

\_\_\_\_\_  
Property Owner - Signature

\_\_\_\_\_  
Property Owner - Signature

\_\_\_\_\_  
Date