

# 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 **reimbursement** grants up to \$10,000 to homeowners in eligible counties to complete minor housing upgrades. This program is intended to help preserve housing stock that is often underserved by other assistance programs.

## Who is Eligible

2024 eligible service locations include the following Kansas counties:

**Logan, Osborne, Ottawa, Phillips, Rawlins, and Sherman**

- Assistance is available on a first come, first served basis. *Funding is limited on a per county basis.*
- Households must meet moderate income guidelines to be eligible to apply. Proof of the household income will be determined from the 2023 annual tax form 1040\* using adjusted gross income guidelines listed in the table below. For example, a family of five (5) must have an adjusted gross income between \$74,000 and \$148,500 to qualify. For families larger than eight, contact NCRPC for income qualifications.

*\*Copy of Form 1040, U.S. Individual Income Tax Return(s), for the 2023 tax year (excluding schedules) is required.*

*\*If taxes are in extension, then ineligible.*

Number in Family	Adjusted Gross Income							
	1 Person	2 Person	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Maximum Income	\$96,300	\$109,950	\$123,750	\$137,550	\$148,500	\$159,600	\$170,550	\$181,500
Minimum Income	\$38,000	\$43,000	\$52,000	\$63,000	\$74,000	\$84,000	\$95,000	\$106,000

## 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](mailto: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](mailto: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.

# Moderate Income Housing Rehabilitation Pilot Program

## How it Works

- **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 below.*
- Homeowners must certify their commitment to provide the 10% match, as well as pay any costs above and beyond the \$10,000 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 page 1).
- All expenditures must be made after April 1, 2024.
- Rehabilitation project **must be complete within 90 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.

## 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

## 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 Radon Testing and Lead Based Paint Risk Assessments. Should you have interest in these services, visit

<https://www.ncrpc.org/services/housing/> or contact the NCRPC.

## Contact Information

North Central Regional Planning Commission (NCRPC)

109 N. Mill Street, PO Box 565 | Beloit, KS 67420

Keegan Bailey, Housing Director

[www.ncrpc.org](http://www.ncrpc.org)

**Email:** [housing@ncrpc.org](mailto:housing@ncrpc.org)

**Phone:** 785-738-2218

**Fax:** 785-738-2185

# Moderate Income Housing Rehabilitation Pilot Program

## How to Apply:

To apply, submit the items listed in the checklist below. Email is preferred for everything except the Application Certifications (page 5 signed and notarized), which must be mailed. Requested documents may be sent to:

**Email:** housing@ncrpc.org

**Subject Line:** Last Name, First Name, County Name

**Please note that submitting ALL items in the checklist below is required to process your application.**

- Completed application (Page 4)
- Proof of household income for all occupant(s) age 18 & older.  
Copy of Form 1040, U.S. Individual Income Tax Return(s), for the 2023\* tax year (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 of the project 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.

## Also needed:

**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 signed and notarized original of page 5.**

- Notarized 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"](#)

## Submit the completed application and documents to:

NCRPC – Keegan Bailey

PO Box 565

Beloit, KS 67420

**Email:** housing@ncrpc.org

**Fax:** 785-738-2185



**North Central Regional  
Planning Commission**  
*Serving Kansans Since 1972*



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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		

	Continued—Full Name	Age
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: *(Please have your loan officer contact NCRPC if your project is awarded)*

\_\_\_\_\_ *Bank Name*

\_\_\_\_\_ *Loan Officer*

\_\_\_\_\_ *Phone Number*

4. Detailed project description, subject to approval from NCRPC:

*(A narrow scope of work is recommended to ensure projects are completed within 90 days of approval.)*

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

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

7. If yes, what year was the insurance claim filed? \_\_\_\_\_

# Application Certifications | Moderate Income Housing Rehabilitation Pilot 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](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/2023-06/RenovateRight\\_ColorBook\\_06-2023.pdf](https://www.epa.gov/system/files/documents/2023-06/RenovateRight_ColorBook_06-2023.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