

## COMMUNITY IMPACT PROGRAM

(CIP) aids Phillips County homeowners and commercial building owners in rehabilitating their existing residential or commercial property, or in the demolition of no less than two (2) dilapidated residential or commercial structures.

### CIP: Rehabilitation Instructions

The Rehab portion reimburses homeowners and commercial building owners **up to 25%** in matching funds, **not to exceed \$20,000**, for the purchase of *contracted labor and materials* required to rehabilitate their property.

- The home must be owner-occupied.
- Commercial buildings must house an operational business.
- All projects must be considered **MAJOR** projects to qualify, meaning **material purchases must exceed \$30,000 for both residential and commercial projects.**
- The program is operated on a *first come, first-serve* basis and funding priority will be given to structures in the greatest need of rehabilitation.
- Applicants are only allowed to apply for the program on *one* property, *one* time per year.

**RENTAL PROPERTIES:** If you own rental property, you can apply to participate in the program. You must, however, provide proof of a rental agreement to take effect once the project is complete, or proof that you already have a contract with a current tenant. However, you will only be able to make improvements to one property per year, including personal property.

**Eligible upgrades are as follows:**

- **Structural:** Foundations, sagging/rotten beams, joints, and columns; stairs/porches; roofs/chimneys; flooring as it relates to the previously mentioned upgrades; painting/replacement of siding/trim as it relates to structural defects.
- **Energy Conservation:** Insulation of ceilings and walls; repair/replacement of windows and doors; caulking/weather stripping; removal and installation of new roof covering as it relates to improved energy conservation.
- **Modernization:** Plumbing and plumbing fixtures; furnace and water heaters; air conditioning; lighting/wiring; repairing of walls, ceilings, and floors as it relates to the previously mentioned upgrades.

The homeowner **and** contractor must be able to demonstrate a level of experience in property rehabilitation and present a plan utilizing contracted resources to accomplish the rehabilitation process.

Applicants will only be reimbursed for *labor* performed by **an insured contractor**. It is highly encouraged, but not required, to purchase materials within Phillips County.

**PCED reserves the right to do a walk-through before, during, and after project completion.**

Applicants have **one year** to complete the Rehabilitation process.

PCED Board may allow an extension upon request. Justification must be provided.

**\*\*PCED requires that applicants adhere to laws regarding licensing and permits of the county seat of Phillips County – Phillipsburg. \*\***

## **CIP: Demolition Instructions**

The Demolition portion reimburses homeowners **up to 25%** in matching funds, **not to exceed \$15,000**, to help offset expenses such as contractor fees, material removal and landfill costs. These funds may be used for the *demolition* of **no less than 2 residential or commercial properties**.

*Please verify property zoning for the application process.*

**CIP: Demolition participants must also sign a contract verifying their commitment to one or more of the following (Contract is attached to this application):**

1. Each house or commercial building listed for demolition must be replaced by another home, commercial building, or community hub\* within **2 years** of project completion.
  2. If the property owner does not plan to rebuild the demolished homes, they must market and sell the properties for home ownership within **one year** of demo completion.
  3. If the commercial property owner does not plan to rebuild the commercial buildings or build a community hub in their place, they must market and sell the properties for commercial use within **one year** of demo completion.
  4. Vacant properties (residential OR commercial) are NOT to be sold for more than the total cost of the demolition process.
- It is highly recommended that disposal of demolition projects be done within Phillips County, but it is not required.
  - Owner must be current on all property tax payments.
  - Applicants will only be reimbursed for material removal, landfill costs, and the *labor* performed by an insured contractor.
  - Funds may NOT be used for the replacement or sale of structures.

Applicants have **one year** to complete the Demolition process.

*\*This does not include the above stated time to rebuild or sell new structures, or properties. \**  
PCED Board may allow an extension upon request. Justification must be provided.

**PCED reserves the right to do a walk-through before, during, and after project completion.**

*\*\*PCED requires that applicants adhere to laws regarding licensing and permits of the county seat of Phillips County – Phillipsburg. \*\**

## How Do I Apply?

Submit all required attachments listed on the application (*see page 5*) along with your completed application form and you will receive an approval response within 30 days. **You must schedule a time for PCED Staff to come take “Before” photos of your Rehabilitation or Demolition project.** If you are approved to participate, you will then have **365 days** to complete your Rehabilitation or Demolition project.

**APPLICATIONS WILL NOT BE ACCEPTED FOR PROJECTS THAT ARE EITHER COMPLETED OR CURRENTLY IN PROGRESS.**

## How Do I Receive My Funds?

**Approved** CIP Rehab participants must submit the following:

- “After” photos of their rehab project
- **Proof of payment** for materials *and* labor within **30 days** of Project completion.
- Schedule a walk-through by PCED Staff or Board Member with the PCED Office within 30 days of Completion.

**All Rehabilitation projects are subject to board approval prior to reimbursement.**

**Approved** CIP Demo participants must submit the following:

- “After” photos of their demolition project
- Proof of payment for materials and labor
- Plan for sale and/or redevelopment within **30 days** of Project completion as outlined in the attached contract.
  - Implementation of the sale or redevelopment must begin within **90 days** of project completion.
  - Redevelopment must be finalized within **two years** of original project completion.
  - Sales must be finalized within **one year** of original project completion.

**All Demolition projects are subject to board approval prior to reimbursement.**

## How Much Funding is Available?

The CIP program will reimburse up to **5 Rehab projects per year, and 5 Demolition Projects per year.** Applications not approved due to the depletion of the annual funding allocation will be reconsidered the following calendar year. Applicants are encouraged to reapply. Incomplete applications will be rejected from the approval process. In this instance, the applicant would still be eligible to reapply for participation.

*Applicants may NOT participate in the Residential Revitalization Program, Commercial Revitalization Program, Demolition Assistance Program, or a PCED Loan Program, **AND** the Community Impact Program in the same year for the **SAME** Project, nor can they use the CIP to receive funding for projects that are more aligned with our smaller-scale programs.*

*Applicants MAY apply for a PCED Program or Loan Program in the same year for a **DIFFERENT** project.*

*All completed applications will be evaluated by the PCED Board in the order in which they were received.  
Funds cannot be received prior to project completion.*

*PCED reserves the right to do a walk-through at any time throughout the life of the project.*

**\*\*PCED Staff and Board Members are NOT engineers or contractors. \*\***

## COMMUNITY IMPACT APPLICATION FORM

**Please Note:** Incomplete applications will be rejected from the approval process. In this instance, the applicant would still be eligible to reapply for participation. All **completed** applications will be evaluated in the order in which they were received.

Applicant's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Applicant's Phone: \_\_\_\_\_  
 Applicant's Email: \_\_\_\_\_

**IF APPLICABLE:**

Demolition Property #1 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Property Zoning: \_\_\_\_\_  
 Demolition Property #2 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Property Zoning: \_\_\_\_\_

Project Description(s):

**\*\*Attach sheet with more addresses and project descriptions if applicable.**

**Home Details:**

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Number of Garage Bays: \_\_\_\_\_  
 Finished Basement? Yes  No  N/A   
 Do you currently have Central Heat? Yes  No  N/A   
 Do you currently have Central AC? Yes  No  N/A

Anticipated project start date: \_\_\_\_\_  
 Anticipated project completion date: \_\_\_\_\_

**DECLARATIONS**

1. I OWN THE PROPERTY LISTED ON THIS APPLICATION FORM.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. I LIVE AT THE PROPERTY LISTED ON THIS APPLICATION FORM.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
3. I HAVE A TENANT LIVING AT THE PROPERTY LISTED ON THIS APPLICATION FORM.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
4. I HAVE A SIGNED CONTRACT FOR A TENANT TO MOVE IN UPON COMPLETEION OF THIS PROJECT.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
5. I HAVE APPLIED FOR A RRP, CRP, OR DAP FOR ANOTHER PROPERTY THIS CALENDAR YEAR	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. ALL PROPERTY TAXES ON THIS BUILDING ARE CURRENT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. I WILL BE DEMOLISHING THE DESCRIBED PROPERTY(S) AND REMOVING ALL ASSOCIATED MATERIAL FROM THE PLOT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. I HAVE CONTACTED MY LOCAL CITY/COUNTY OFFICE AND I AM AWARE OF ALL APPLICABLE REGULATIONS PERTAINING TO THE COMPLETION OF THIS PROJECT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. I AM AWARE THAT PCED REQUIRES ADERHEANCE TO ALL LICENSING AND PERMIT LAWS AND POLICIES OF THE COUNTY SEAT OF PHILLIPSBURG.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. I HAVE BEEN APPROVED FOR ALL NECESSARY PERMITS AND LICENSES REQUIRED TO COMPLETE THIS PROJECT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO DISPOSE OF ALL WASTE, HAZARDOUS OR OTHERWISE, IN A SAFE, LEGAL, AND COMPLIANT MANNER.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. I GRANT PERMISSION TO PCED TO USE PICTURES FOR MARKETING PURPOSES AND PLACE A PCED SIGN IN THE WINDOW OR YARD OF MY PROJECT.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. THESE FUNDS ARE NOT BEING USED IN CONJUNCTION WITH ANY INSURANCE CLAIM RELATED TO THIS PROJECT	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. THESE FUNDS ARE NOT BEING USED IN CONJUNCTION WITH ANY OTHER PCED PROGRAM OR LOAN PROGRAM FOR THE SAME PROJECT	Yes <input type="checkbox"/> No <input type="checkbox"/>

**ATTACHMENTS (Please enclose the following with your application)**

- "Before" picture of the property for which CIP assistance is requested, photographed by PCED representative
- Copy of itemized bids or estimates for CIP project costs
- Supporting documentation to show project details (Drawings, contractor plans, etc.)
- Proof of Property Ownership (Copy of mortgage statement etc.)
- Any building permit/approval required from governing body.
- Rental Agreement for either current, or new, tenant as explained above
- Signed contract as outlined in CIP: Demolition (If applicable)
- Contractor's proof of licensure in Phillips County (if applicable)
- Contractor's proof of insurance

\_\_\_\_\_  
Property Owners Signature

\_\_\_\_\_  
Date

**Return your completed application to: PCED, PO Box 604, Phillipsburg, KS 67661**

Office Use Only    Appr \_\_\_    Rej \_\_\_    I. \_\_\_\_\_    Date \_\_\_\_\_    RMB Date \_\_\_\_\_

Phillips County Economic Development  
205 F Street  
P.O. Box 604  
Phillipsburg, Kansas 67661

[Date]

[Grant Recipient]  
[Address]  
[City, State, Zip Code]

### REBUILD OR SELL GRANT AGREEMENT

This Rebuild or Sell Grant Agreement (the “Agreement”) is effective as of [Date] (the “Effective Date”), between the following parties (individually “Party” and collectively the “Parties”): Phillips County Economic Development (hereinafter referred to as “PCED”) and [Grant Recipient] (hereinafter referred to as the “Property Owner”).

#### **Article 1. Grant**

Subject to the following terms of this Agreement, PCED pledges to transfer to Property Owner a grant valued at \$[Amount] (the “Grant”)

The Grant may be transferred in the form of a check issued by the Phillips County Treasurer’s Office from First National Bank & Trust in Phillipsburg, Kansas.

#### **Article 2. Transfer of Grant**

This is a reimbursement grant so the grant will be transferred at the completion of the following agreed upon terms in this Agreement. PCED should transfer the grant within fifteen (15) days after completion of the terms.

Initial\_\_\_\_\_

### **Article 3. Terms of this Agreement**

#### **1. Property Description**

- a. The Property Owner is the legal owner of the property(s) located at [Address], including any structures situated on the property (the “Property”).

[Legal Description of the Property(s)]

#### **2. Demolition**

- a. The Property Owner shall demolish the existing structure(s) on the Property(s), as identified in the Community Impact Program Application (the “Application”), attached as Exhibit A and incorporated into this Agreement. (the “Demolition”). The Property Owner shall complete the Demolition of structures in compliance with all applicable laws and regulations.
  - i. The Property Owner has one (1) year to complete the demolition process.
    1. This does not include the time to rebuild and/or sell new structures and/or properties.
  - ii. Upon Completion of the Demolition, the Property Owner agrees to commit to, and provide proof of, one or more of the following to be eligible for reimbursement:
    1. Property Owner must replace demolished structures with a home, commercial building, or community center within two (2) years of project completion. A signed contract with an insured contractor must be presented to PCED as proof.
    2. The residential property on which the structure(s) was demolished must be marketed and sold for housing development and ownership within one (1) year of demolition completion. A signed contract with a realtor must be presented to PCED as proof.
  - iii. It is highly recommended that disposal of demolition projects be done in Phillips County, but it is not required.
  - iv. Property Owner must be current on all property tax payments.

Initial\_\_\_\_\_

### **3. Rebuilding Responsibilities (if applicable)**

- a. Property Owner will obtain all necessary permits for construction as described in the Application.
- b. Time Frame
  - i. Property Owner will begin the construction process within one (1) month of demolition completion.
  - ii. The rebuilding shall be completed within two (2) years of the construction initiation.
  - iii. Property Owner may approach PCED for an extension if construction is not complete within two (2) years.
  - iv. Property Owner may approach PCED for an extension if construction is unable to commence within one (1) month of demolition completion.
- c. Property Owner will comply with all building code and regulations.
  - i. PCED requires that applicants adhere to laws regarding licensing and permits of the county seat of Phillips County-Phillipsburg.
- d. Property Owner will bear all costs associated with the rebuilding process.
  - i. Grant received through the Community Impact Program are only to be used as reimbursement for the demolition process and may not be used for the building or sale of any property or structure associated with the process.
- e. Upon completion of sale, the property may not be turned over, gifted, bequeathed, or sold to the original owner and/or entity within two (2) years of the sale.

### **4. Sale Responsibilities (if applicable)**

- a. Time Frame
  - i. Property Owner will list the property for sale within one (1) month of demolition completion.
  - ii. Property Owner will sell the property within one (1) year of listing the property.
  - iii. Property may approach PCED for an extension if the property fails to sell within one (1) year.
- b. Property Owner will bear all costs associated with the sale process.

Initial\_\_\_\_\_



- i. Grant received through the Community Impact Program are only to be used as reimbursement for the demolition process and may not be used for the building or sale of any property or structure associated with the process.
- c. Vacant commercial or residential properties are not to be sold for more than the total cost of the demolition process.

**5. Timelines and Observations**

- a. The Property Owner must provide PCED with quarterly updates on the progress of the rebuild and/or resale.
  - i. Quarterly dates will be determined from the end date of the demolition process.
- b. PCED reserves the right to physically observe the demolition, rebuilding, and/or resale as they deem necessary to ensure that the regulations and timelines are followed as described in the Application and in this document.

IN WITNESS WHEREOF this agreement was signed by the parties hereto as of the Effective Date.

Grantor	Co-Grantee	Co-Grantee
Phillips County Economic Development	[Business Name]	[Business Name]
_____	_____	_____
Billie J. Knowles, Exec. Director	[Agent's Name]	[Agent's Name]
_____	_____	_____
Date	Date	Date

**ACKNOWLEDGMENT FOR PARTIES**

STATE OF KANSAS            )  
  ) ss.  
COUNTY OF PHILLIPS        )

NOW on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, a Notary Public, duly commissioned, in and for the County and State aforesaid, personally appeared before me are \_\_\_\_\_ (Grantor) and \_\_\_\_\_ (Grantee), known to me to be the same parties who executed the within and foregoing *Rebuild or Sell Grant Agreement* and acknowledged to me that they executed the same under their free and voluntary act and deed for the uses and purposes therein set forth.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Initial \_\_\_\_\_

**EXHIBIT A**

(Application)