

## RESIDENTIAL REVITALIZATION PROGRAM

(RRP) provides assistance to Phillips County homeowners for updates to the exterior appearance and maintenance of their existing residential property.

### HOW DOES IT WORK?

The RRP Program reimburses homeowners up to \$1,500 in matching funds for the purchase of materials and equipment rentals required to renovate the exterior of their property. This program is operated on a first-come, first-serve basis and funding priority will be given to structures in the greatest need of revitalization. Applicants are only allowed to apply for the program on one property, one time per year.

### HOW DO I APPLY TO PARTICIPATE IN THE PROGRAM?

Submit a “before” picture of your property along with your completed application form (*see reverse*) and you will receive an approval response within 30 days. If you are approved to participate, you will then have **180 days** to get your revitalization project completed. Applications will not be accepted for projects that are either completed or currently in progress. **Applicants are encouraged to purchase their materials within Phillips County.** \*Check with the PCED office for current available discounts and consulting services through Phillips County businesses.

### HOW DO I RECEIVE MY FUNDS?

**Approved** RRP participants must submit an “after” picture of their revitalization project along with an itemized receipt(s) for materials and equipment rentals within 30 days of project completion.

### WHAT EXTERIOR IMPROVEMENTS ARE ALLOWED?

Eligible improvements include exterior painting, siding replacement, roof repair/replacement, landscaping revitalization, driveway repair, deck repair/replacement, etc. All projects **MUST** be exterior, and visible to those passing by.

### \*I OWN RENTAL PROPERTY – CAN I STILL APPLY?

If you own rental property, you can apply to participate in the program. However, you will only be able to make improvements to one property per year, including personal property.



### CAN I DO THE WORK MYSELF OR DO I NEED TO HIRE A CONTRACTOR?

You do not need to use a contractor to complete this work, provided that the revitalization project is done to a satisfactory standard. However, labor costs will only be reimbursed for professional contractors. Applicants are required to follow all local codes, ordinances, and regulations in relation to the revitalization project.

### HOW MUCH FUNDING IS AVAILABLE?

The RRP program will reimburse up to 10 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.

# RESIDENTIAL REVITALIZATION 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 by which they were received.

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Project Description:

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

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

## DECLARATION

I own the property listed on this application form. Yes  No

I live at the property listed on this application form. Yes  No

I have applied for RRP assistance for another property. Yes  No

All property taxes on this building are current. Yes  No

I grant permission to PCED to use pictures for marketing purposes. Yes  No

I attest that these funds will not be used in conjunction with any insurance claim related to this project.

I hereby apply for reimbursement through the RRP program and declare that the information provided on this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Homeowners Signature

\_\_\_\_\_  
Date

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

"Before" picture of the property for which RRP assistance is requested.

Copy of bids or estimates for RRP project costs.

Supporting documentation to show project details.

Proof of Property Ownership (Copy of mortgage statement etc.).

Any building permit/approval required from governing body.

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

*Office Use Only*    *Appr*    *Rej*    *Init*    \_\_\_\_\_    *Date*    \_\_\_\_\_    *RMB Date*    \_\_\_\_\_  
\_\_\_\_\_