

# 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 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

2023 eligible service locations include the following Kansas counties:

**Cheyenne, Decatur, Gove, Graham, Republic and Rooks**

- Assistance is available on a first come, first served basis. *Funding is limited on a per county basis.*
- 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 adjusted gross income between \$71,000 and \$140,250 to qualify.

*\*Copy of Form 1040, U.S. Individual Income Tax Return(s), for the 2022 tax year (excluding schedules). If taxes are in extension, then ineligible.*

Number in Family	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	\$38,520	\$43,980	\$50,000	\$61,000	\$71,000	\$81,000	\$91,000	\$102,000

## Allowable Projects

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

## 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.

## Project Exclusions

- Ineligible grant rehabilitation: appliances, new construction or additions, fencing, driveways, landscaping, window blinds, shade structures, patio covers, and gazebos/ pergolas. Please note this is not an exhaustive list. 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.

# 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.
- 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, 2023.
- 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.

## 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, 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, please submit the following items. Email is preferred for everything except the Application Certifications (page 5 with original signatures), which must be mailed. Requested documents may be sent to:

Email: [housing@ncrpc.org](mailto: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 2022\* tax year (excluding schedules).  
*\*If taxes are in extension, then ineligible.*
- 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.
- "Before" photo of project. Please note a final "after" picture of the project will be required for reimbursement.

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.

**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 Signed Application Certifications (page 5) will need to be received to retain your reserved slot.

**Please mail the signed original of page 5.**

- 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"](#)

## Submit the completed application and documents to:

NCRPC – Keegan Bailey

PO Box 565

Beloit, KS 67420

Email: [housing@ncrpc.org](mailto: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		
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 note NCRPC will contact your loan officer)*

\_\_\_\_\_

*Bank Name*

*Loan Officer*

*Phone Number*

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

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

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.

\_\_\_\_\_  
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/2016-02/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."

\_\_\_\_\_  
Applicant - Signature

\_\_\_\_\_  
Co-Applicant - Signature

\_\_\_\_\_  
Date

**This page with original signatures must be mailed to the following: NCRPC, PO Box 565, Beloit, KS 67420**