

I. CALL TO ORDER

II. MINUTES

- a. Consider approving the minutes from the January 7, 2025 meeting.

III. ACTION ITEMS

- a. Consider an incentive program for new construction in established neighborhoods.
- b. Consider changes to the Neighborhood Exterior Grant Program
- c. Consider changes to the Downtown Building Grant
- d. Consider changes to the Demolition Cost Share Grant.

IV. DISCUSSION

V. ADJOURNMENT



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
FEBRUARY 4, 2025**

Department Finance

Prepared By

AGENDA ITEM Consider approving the minutes from the January 7, 2025 meeting.

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. January 7 2025_EDAB Minutes

Minutes of the Economic Development Advisory Board's January 7, 2025 Meeting

I. Call to Order

Present: Jason Curtis, Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Absent: Lori Kelley
Chuck Goad called the meeting to order.

II. Minutes

- a. Consider approving the minutes from the May 7, 2024 meeting.

Motion:

On the motion of Wayne Stephany, seconded by Jason Curtis the Commission I move to approve the meeting minutes..

Aye: Jason Curtis, Chuck Goad, Jim Kelly, Wayne Stephany, Keith Stone

Nay: None

- b. Consider approving the minutes from the October 1, 2024 meeting.

Motion:

On the motion of Wayne Stephany, seconded by Jason Curtis the Commission I move to approve the meeting minutes..

Aye: Jason Curtis, Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None

- c. Consider approving the minutes from the November 12, 2024 meeting.

Motion:

On the motion of Wayne Stephany, seconded by Jason Curtis the Commission I move to approve the meeting minutes..

Aye: Jason Curtis, Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None

III. Action Items

- a. Reorganization

Wayne Stephany made the motion to reappoint Chuck Goad as Chair. Keith Stone 2nd the motion. All members present voted yes.

Chuck Goad made the motion to reappoint Wayne Stephany as Vice Chair. Jim Kelly 2nd the motion. All members present voted yes.

Wayne Stephany made the motion to reappoint Jason Curtis as Secretary. Jim Kelly 2nd the motion. All members present voted yes.

Minutes of the Economic Development Advisory Board's January 7, 2025 Meeting

- b. Set 2025 Meeting Time, Date, and Location

Motion:

On the motion of Keith Stone, seconded by Jason Curtis the Commission Motion to continue same time, date, and location of meetings. .

Aye: Jason Curtis, Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None

- c. Consider a request from Labette Health regarding their Incentive Agreement.

No changes to the incentive agreement were requested, but Gary Hogsett, Foundation Director, spoke regarding the difficulties of hiring on qualified candidates and reiterated that it adds an extra challenge when precedence must be given to Independence applicants in order to meet the incentive agreement.

Lacey Lies summarized the background information on this agenda item and spoke about the appropriations process to get a check to Labette Health as quickly as possible, noting that the agreement should have probably said "by March 1 of each year".

Chuck Goad asked if it would be easier to keep track of the changes by adding Year 2 requirements to the end of the chart instead of bumping the chart/scale down a year. Lacey replied that she did not think that would be easier since each year has a different requirement, with cumulative requirements, etc. The board agreed to keep it as presented.

Motion:

On the motion of Jim Kelly, seconded by Wayne Stephany the Commission Motion to recommend payment of the year two incentive for 2024 and expedite payment.

Aye: Jason Curtis, Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None

- d. Consider recommending adoption of the New Neighborhood Revitalization Plan.

Kelly Passauer presented on the Neighborhood Revitalization Districts and the proposed changes to the plan, process, and reasons behind the request.

A question was asked about transfer of the rebate benefits. The benefit only transfers if the original applicant is a bona fide developer. Then, the rebate can be transferred to the first owner.

April Nutt, Housing Authority Executive Director, reported that NRD can be

paired with RHID (Rural Housing Incentive District) and the appraisers office can split the parcel into the two separate taxing types without having to condo the property. The first floor commercial space would be eligible for the NRD rebate and the 2nd floor and above housing improvements would be eligible for the RHID rebate program.

Motion:

On the motion of Keith Stone, seconded by Rod Zinn the Commission Motion to endorse changes as proposed..

Aye: Jason Curtis, Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None

IV. Adjournment

Question on Downtown Building Grant: Will bring the program to the next meeting for review and discussion.

Question on Neighborhood Exterior Grant Program: Will bring the program to the next meeting for review and discussion.

Motion:

On the motion of Jason Curtis, seconded by Keith Stone the Commission Motion to adjourn.

Aye: Jason Curtis, Chuck Goad, Jim Kelly, Rod Zinn, Wayne Stephany, Keith Stone

Nay: None



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
FEBRUARY 4, 2025**

Department Finance

Prepared By

AGENDA ITEM Consider an incentive program for new construction in established neighborhoods.

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Independence Homeownership Development Program Draft 01312025

Independence Homeownership Development Program (IHDP)

Supporting Growth, Strengthening Community

The **Independence Homeownership Development Program (IHDP)** is an initiative by the **City of Independence, Kansas**, designed to encourage residential growth and enhance community development. This program offers a **\$5,000 financial incentive** for the construction of new, single-family, owner-occupied homes within designated areas of the city.

Eligibility Requirements

To qualify for the **IHDP**, applicants must meet the following criteria:

- ✓ The home must be **newly constructed (building permit issued within the previous 18 months), single-family, and owner-occupied.**
 - ✓ The property must be **awarded a Certificate of Occupancy.**
 - ✓ **Mobile homes do not qualify.**
 - ✓ **Development must be within the eligible designated location** (*see map for designated area*).
 - ✓ All construction must comply with **Independence's Zoning Regulations and Building Codes.**
 - ✓ **Proof must be provided that all property taxes (personal and business) are current.**
 - ✓ **All city bills must be current for all properties under the applicant's name or ownership.**
-

Application Process

Applicants **may apply upon receipt of a Certificate of Occupancy** and must submit the following documentation:

- ✂ **Copy of the Building Permit**
- ✂ **Proof of Ownership**
- ✂ **Completed Form W-9**
- ✂ **Final Inspection Report**
- ✂ **Verification of current property tax payments (personal and business)**
- ✂ **Proof that all city accounts associated with the applicant are current**
- ✂ **Certificate of Occupancy**

Developers and builders may apply once the home is **fully constructed and ready for sale.**

Program Guidelines

- The program supports the construction of **4 homes per year**.
 - Incentives are granted on a **first-come, first-served** basis.
 - Program funding and continuation are subject to **annual commission approval and budget availability**.
-

How to Apply

Applications are available at:

 **Independence Housing Authority or Assistant City Manager – City Hall**
 **120 North 6th Independence, KS City Hall**

For more information, please contact **April Nutt (620) 332-2536** or apriln@independenceks.gov.

 **View the map of designated eligible locations** [Map Link].

The **Independence Homeownership Development Program (IHDP)** is an excellent opportunity to invest in **Independence, Kansas**, and contribute to the city's long-term growth. Take advantage of this incentive and help build a stronger community!



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
FEBRUARY 4, 2025**

Department Finance

Prepared By

AGENDA ITEM Consider changes to the Neighborhood Exterior Grant Program

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Neighborhood Exterior Grant Program and Application-Final



Independence Neighborhood Exterior Grant Program

This program administered by the City of Independence in conjunction with the Independence Housing Authority helps homeowners living in the Neighborhood Revitalization Districts reinvest in their properties and improve neighborhoods. 2 or more neighboring homeowners must submit co-applications to participate. The City of Independence will reimburse each co-applicant a portion of the actual costs of improvements to their homes.

The program begins March 1st and runs until program funding is exhausted.

Homeowner Investment	Reimbursement (50%)
\$1,000 (minimum per co-applicant)	\$500
\$5,000	\$2,500
\$10,000+	\$5,000 (maximum per co-applicant)

Eligibility

To take part in the Neighborhood Exterior Grant Reimbursement Program a property cannot be located in a flood plain and must meet one of three requirements: 1) be located in a [Neighborhood Revitalization District](#); or 2) your property must be valued at \$100,000 or less by Montgomery County records, or 3) your property must be rated as an Average Minus or below by Montgomery County records.

To learn more about the Neighborhood Revitalization Tax Rebate and to fill out an application, please visit our website.

Eligibility - Continued

To qualify to participate in the Neighborhood Exterior Grant Program, applicants must meet the following:

- Non-apartment residential properties (A.D.U.'s, duplexes and triplexes are eligible).
- **Applicant must have a partnering neighbor within line of sight of as a co-applicant. No single property applications will be accepted.**
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicant's name or ownership.
- You must provide proof of adequate property insurance on the property.
- The improvements must meet Independence city code and applicable building codes.
- The improvement must not be paid for using an insurance settlement or other governmental funding.
- A minimum of \$1,000 in eligible improvements is required per co-applicant.
- Previous improvements may not be considered for reimbursement.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).
- Each structure containing a dwelling qualifies for an individual application if they have their own 911 address and separate utilities.

Eligible Improvements include:

- Façade restoration
- Exterior painting or siding
- Masonry
- Window and door repair or replacement
- Awnings
- Gutters
- Exterior lighting or electrical work
- Building additions
- Front porch repair
- Roofs
- Driveway repair or installation
- Landscaping (limited to 20% of the total project if not related to integral components of the structural integrity)
- Tree removal (limited to 20% of the total project if not related to integral components of the structural integrity)
- Garage (attached or detached)
- Carport
- Accessory Dwelling Unit (ADU) – Must be occupied as an active rental in compliance with City Code for five years after receiving the grant or funds must be repaid

Ineligible Improvements include:

- Work completed prior to grant approval
- Fences
- Decks
- Patios
- Play equipment
- Lawn care or maintenance
- Swimming pools or spas
- Playhouse
- Workshop
- Storage Shed
- Pool House
- Greenhouse
- Detached Rec Room, Den, Craft/Hobby Room, Office, or any other detached structure not specifically listed as being eligible

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

How to Apply and Program Process

- The City will start accepting applications on March 1st at 8 a.m.
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Applications can be emailed to apriln@independenceks.gov or received at City Hall, 120 N. 6th St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program
- Applicants will be notified within **30** business days of completed application. An application is not considered complete until both co-applicant applications are received.
- **Work may not begin until the grant approval date. Any prior work will not be considered in the project cost.**

- Projects must start within 120 days of approval. Extensions may be granted with written approval prior to the 120-day deadline.
- Projects must be completed within 120 days of the start date. Extensions may be granted with written approval prior to the 120-day deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate, professional license.
- All participating rentals must have a landlord license.
- Must pass a minimum exterior inspection.
- This program will only reimburse the labor costs of the labor provided by a third-party contractor.
- All receipts (labor and material) must be submitted at the same time.
- City staff will perform a post-project inspection to verify project completion and compliance.
- Limited to \$5,000 in Neighborhood Exterior Grant monies per property with the same owner, per 5 years.



Independence Neighborhood Exterior Grant Program Application

To be completed by the applicant:

Owner of Record (must be applicant): _____

Phone: _____ Email: _____

Mailing Address: _____ Property Address: _____

Property Type: ☐ Single-Family Residential ☐ Multi-Family Residential
 ☐ Owner-Occupied ☐ Rental Property

Description of Proposed Improvements:

Anticipated Project Start Date: ____/____/____ Estimated Total Cost of Improvements: \$_____

Anticipated Project Completion Date: ____/____/____

Co-Applicant: _____ Property Address: _____

Co-Applicant: _____ Property Address: _____

Co-Applicant: _____ Property Address: _____

Required supplemental documentation:

☐ Copy of current homeowner's insurance policy

☐ Paid Property Tax Receipt ☐ Bids/Quotes/Estimates to support estimated project cost

By signing below, I understand the project must begin after an approval letter has been received and within 120 days of the application approval date. If outside of the applicable timeframe, reimbursement may not occur. I certify that to the best of my knowledge all the information that I provide is truthful and factual. I understand that this is a City program, and all application and project information may be subject to Kansas open records laws. I understand that by participating in the Neighborhood Exterior Grant Program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials. Monies granted through this program will be reported on IRS Form 1099-G.

Signature of applicant (owner): _____

Date: ____/____/____

SSN: _____

Applications may be emailed to: apriln@independenceks.gov or sent to:
City Hall, 120 N. 6th St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program

FOR CITY OFFICE USE BELOW

___ Located in Neighborhood Revitalization District

___ Appropriate Property Type

___ Property Valued at less \$100,000 or less per County records

___ Property is not located in the flood plain

___ Rental License Current (if applicable)

___ Eligible Co-Applicant Co-Applicant Name: _____ Address: _____

___ Improvements are Eligible for Grant

___ Estimated Improvements over \$1,000 (supporting documents substantiating cost also received)

___ Real Estate Taxes Current

___ City Bills Current

___ Copy of Homeowner's Insurance Received

___ Before Pictures Taken

___ Funding Available

___ Building Permit Required (Yes/No)

___ Building Permit Issued Permit No. _____

Initial Inspection of Property/Project: ___/___/___ See Attached Inspection Sheet

Application Approval Date: ___/___/___ Approved By: _____

Project Check – 120 Days: ___/___/___ Checked By: _____ Date: ___/___/___

Project Check – Ext. Date: ___/___/___ Checked By: _____ Date: ___/___/___

Project Completion Date: ___/___/___ Reviewed By: _____

Program Close-Out Documentation

___ After Pictures Taken

___ Improvements Meet City Code and Building Requirements

___ Payment Submitted to Accounts Payable (50% of eligible receipts, up to \$5,000)

 Date: _____ Amount: \$_____ By: _____

 Account 25-501-8697 Property Address: _____

 Payee: _____ SSN/TIN: _____



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
FEBRUARY 4, 2025**

Department Finance

Prepared By

AGENDA ITEM Consider changes to the Downtown Building Grant

SUMMARY RECOMMENDATION

BACKGROUND Previous discussion on adding information on split ownership buildings. The funding and \$25,000 maximum is meant to be considered for the building as a whole, regardless of ownership. Therefore, in the instance of multiple owners, the grant available for each individual owner shall not exceed the per square footage ownership percentage.

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Downtown Building Grant_2.4.25



INDEPENDENCE DOWNTOWN BUILDING GRANT

The Downtown Independence Building Grant Program is established for the sole purpose of aiding in the preservation of the structural integrity of existing commercial buildings located within the Central Business District of the City of Independence to maintain the economic stability of the Central Business District. This grant provides a 25% reimbursement for eligible expenses with a maximum funding of \$25,000 per building.

Neighborhood Revitalization District

To take part in the Downtown Independence Building Grant Reimbursement Program, a property must be in a Neighborhood Revitalization District.

Eligibility

To qualify to participate in the Downtown Independence Building Grant Program, applicants must meet the following:

- The property must be located within the designated Central Business District
- Applicant must provide proof of ownership
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicants name or ownership.
- Applicant must provide proof of adequate property insurance on the property
- Applicant may only have one open application at a time
- The improvements must meet Independence city code and applicable building codes.
- The improvement must not be paid for using an insurance settlement or other governmental funding.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).

Commented [LL1]: We do not enforce this and have allowed multiple applications.

Commented [LL2]: Consider removing.

Eligible Improvements/costs include:

- Electrical upgrade to include breaker box, wiring and receptacles.
- Electrical Meter Service and disconnect upgrades
- Plumbing service line replacement and interior plumbing
- Fire Sprinkler installation (does not cover design and plan development)
- Façade restoration (tuckpointing)
- Masonry



- Window and exterior door repair or replacement (condition warrants need, cosmetic improvements are not reimbursable)
- Gutters
- Exterior electrical work related to service entrance code compliance or safety
- Roofs (condition warrants need, cosmetic improvements are not reimbursable)
- Footings and foundation
- Flooring structural systems (not floor coverings or underlayment)
- Load bearing or structurally necessary walls, partitions, or other vertical support
- Ceiling structure support, roof and/or ceiling – roof supports or other horizontal structures
- Actual material and installation costs

Ineligible Improvements/costs include:

- Cosmetic improvements where condition does not directly contribute to the need of the improvement
- Restructuring or remodeling
- Exterior painting
- Contractor profit and overhead, bond and insurance costs
- Sweat equity
- Design and inspection costs
- Any work completed prior to final application approval

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

How to Apply and Program Process/Compliance

- The City will accept applications on an ongoing basis, emailed to davidc@independenceks.gov or received at City Hall, 120 N. 6th St., Independence, KS, 67301. Attn: Downtown Building Grant Application
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Upon receipt of application, City Staff will contact the applicant for review of the application and proposed work.
- Buildings will require a minimum exterior inspection; all building codes, ordinance and other applicable regulations for the Central Business District must be met. A written report will be provided to the review committees.

Commented [LL3]: I updated the address, but do you still want these going directly to you?

Commented [LL4]: Is this what its called or is it the Historic District?



- After a complete application is received, a 45-day review period will commence for review by the following committees. Each committee shall provide a written recommendation after review.
 - o Grant Program Committee
 - City Manager
 - Assistant City Manager – Chair
 - Director of Finance
 - Housing Authority Director (non-voting)
 - Economic Development Advisory Board Representative (non-voting)
 - Building Inspector (non-voting)
 - Main Street Director (non-voting)
 - o Independence Historic Preservation & Resource Commission
- Following approval from abovementioned review committees, applications will go before the Commission for final approval at the next regular commission meeting
- A scope and timeline of work must be submitted to the Building Department within 90 days of notification of approval
- Projects must be completed within 6 months after a building permit is issued. One 6-month extension may be granted with written approval prior to the initial 6-month deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate professional license.
- City staff will perform a monthly review of the project and provide written/photographic documentation.
- City staff shall have the right of entry with 24-hour notice, or immediately if imminent danger is present
- All building codes and ordinances will be adhered to during the duration of the project.
- Applicant will provide documentation from a structural engineer that certifies any work relating to the structural integrity of the building was properly completed.
- The applicant shall be responsible for all safety conditions and compliance with all federal, state, and local laws.
- Any design/scope changes after initial approval must be submitted to the Building Inspector and go through the committee review **and commission approval process.**
- Failure to obtain approval for the change order could make changes ineligible for funding.

Commented [LL5]: There is no benefit to taking a scope change back to the commission and I feel like in the past they have given leeway into us amending these. Should we take this out?



INDEPENDENCE DOWNTOWN BUILDING GRANT APPLICATION

To be completed by the applicant:

Owner of Record (must be applicant): _____

Phone: _____ Email: _____

Property Address: _____ Mailing Address: _____

Description of Proposed Improvements:

Estimated Total Cost of Improvements: \$ _____

Estimated Cost of Eligible Improvements: \$ _____

Grant Funding Requested: \$ _____

Anticipated Project Start Date: ____/____/____ Anticipated Project Completion Date:

____/____/____

Required Supplemental Documentation Checklist:

- ☐ Detailed breakdown of estimated project expenses, including non-eligible work
- ☐ Bids/Quotes/Estimates to support estimated project cost
- ☐ Architectural/Engineer stamped drawings and/or Contractor drawings with description of work
- ☐ Contact Information for lending institution, if financed by a loan
- ☐ Copy of current insurance policy
- ☐ Property Tax Statement
- ☐ Proof of Property Tax Payment/Good Standing



Architect / Engineer / Contractor Information:

Service: _____ Contact: _____
Phone: _____ Email: _____
Business Name: _____ City License #: _____

Service: _____ Contact: _____
Phone: _____ Email: _____
Business Name: _____ City License #: _____

Service: _____ Contact: _____
Phone: _____ Email: _____
Business Name: _____ City License #: _____

By agreeing to participate in this program, the applicant or their architects, engineers, contractors, or others will not seek to hold the City or their agents, employees, officers, and/or Commissioners liable for any property damage, personal injury, or other loss related in any way to the Independence Downtown Building Grant Program.

By signing below, I agree to participate in the program as outlined, to provide all required information and verifications of work, and to maintain the property and improvements, including but not limited to, promptly removing graffiti, sweeping, and shoveling in front of the property. I certify that to the best of my knowledge, all the information provided is truthful and factual. I understand that by participating in this program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials. Monies granted through this program will be reported on IRS Form 1099-G.

Signature of applicant (owner): _____ Date: ____/____/____

Entity Tax Identification Number or Social Security Number: _____



Applications may be emailed to davidc@independences.gov or sent to:
City Hall, 120 N. 6th St., Independence, KS 67301, Attn: Downtown Building Grant



**REQUEST FOR ECONOMIC DEVELOPMENT
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FEBRUARY 4, 2025**

Department Finance

Prepared By

AGENDA ITEM Consider changes to the Demolition Cost Share Grant.

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Demolition Cost Share Grant



CITY OF INDEPENDENCE DEMOLITION COST SHARE PROGRAM

SECTION 1. GENERAL PROVISIONS

1.1 Purpose

The purpose of the program is to assist property owners with demolition cost of blighted structures in Independence.

1.2 Eligibility

All property owners meeting the following criteria will be eligible to participate in the Cost Share Program for qualified demolition of blighted structures upon available funding.

1. Property must be located within the City of Independence.
2. Property must be vacant, and all utilities should be disconnected and removed.
3. The Property Real estate taxes must be paid and current.
4. City utility bills must be current on all properties in the applicant's name or ownership.
5. Demolition must be completed within 90 days of approval.

1.3 Self-imposed Constraints

Failure of a property owner to participate in the Cost Share Program in no way relieves the property owner to make required repairs. The failure to participate in the Cost Share Program may be due to lack of interest by the property owner or lack of available City funds.

SECTION 2. PROGRAM REQUIREMENTS

2.1 Application

The property owner must fill out the Demolition Cost Share Program Application and return it to City Hall with all requested documentation for review by the City Clerk's office prior to work commencing.

2.2 Notice of Eligibility

The City Clerk's office will notify the applicant of the approved funding.

2.3 Contracting a Licensed Contractor

The applicant must contract with a licensed Contractor in the City of Independence for the demolition of said property.

2.4 Permits

A Demolition permit or inspection report sheet will be issued by the City Building Department. Any fees for issuance of such permit will be waived.

2.5 Inspections

During demolition of any property, the City Building Inspector must complete an inspection. Multiple inspections may be required. The City Building Inspector must sign off on a completed inspection, attesting that satisfactory work was performed. If such inspection is not completed, the City will not reimburse the cost until corrective action is taken.

2.6 Request for Reimbursement

After the acceptance of the work, the applicant must submit a signed statement and receipts for the labor and material cost of the qualified demolition. A payment will then be issued in the amount of the City's share naming the property owner as payee if proof of payment is provided. If no proof of payment is provided, the City will issue a check to the licensed Contractor. Requests for reimbursement must be submitted within 90 days of the application approval date.

SECTION 3. PAYMENT LIMITS

3.1 General

Property owners qualifying as low-income will be eligible for 100% reimbursement of the applicant's cash expenditure for labor and materials related to demolition, up to \$6,000 per property in a 12-month period.

Property owners that do not meet the low-income requirements will be eligible for 50% reimbursement of the applicant's cash expenditure for labor and materials related to demolition, up to \$3,000 per property in 12-month period.

3.2 Qualified Low-Income Requirements

To qualify as a low-income, the applicant must show proof that they meet one of the following criteria:

1. Applicant qualifies as low-income using the thresholds set by the U.S. Department of HUD for the state of Kansas in Montgomery County.
2. Applicant's immediate family participates in the free lunch program in area schools.
3. Applicant qualified in the previous tax year for IRS tax programs which identify low income, such as the Earned Income Tax Credit.
4. Applicant qualifies for other recognized State or Federal programs which identifies the applicant as meeting low-income criteria.

APPLICATION FOR PARTICIPATION IN DEMOLITION COST SHARE PROGRAM

**This application must be completed by the property owner and returned to:
City Hall, 811 W. Laurel Street, prior to work commencing.**

1. Address of property: _____
Independence, Kansas 67301
2. Name on record with the City Water Department for above property: _____
3. Property owner's name: _____ Phone: _____
4. Address of property owner: _____
5. Do you meet any of the following criteria? **If so, please provide supporting documentation.**
 - 5a Immediate family participates in the free lunch program in area schools. [] YES [] NO
 - 5b Qualified in previous tax year for IRS tax programs which identify low-income, such as the Earned Income Tax Credit. [] YES [] NO
 - 5c Qualifies for other recognized State or Federal programs which identify low-income criteria. [] YES [] NO

If you do not meet any of the criteria in (5) above, but believe you qualify as low-income, please fill out page 2 of this application.

I attest that all information provided is complete, accurate, and true.

Signature of Applicant

Date

Signature of Spouse

Date

APPLICATION FOR PARTICIPATION IN DEMOLITION COST SHARE PROGRAM

Please complete this section only if you marked "NO" to questions 5a-5c on page one of this application,
but believe you should qualify for the additional low-income assistance.

1. List all person(s), including yourself, who reside in the property owner's household, whether related or not:

Name	Date of Birth	Soc. Sec. #	Relationship
			SELF

2. Annual Household Income for previous 12 month period. \$ _____
Please include all household income. **Supporting documentation must be provided.**

3. List all sources of income for the household.

Source (Name of Employer/Agency)	Name of Recipient	Monthly Amount Received

I attest that all information provided is complete, accurate, and true.

Signature of Applicant

Date

Signature of Spouse

Date