



RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM

What is it?

The Eudora Residential Property Improvement Program was developed in 2018 to help eligible residents attain code compliance, improve the safety and appearance of their properties, and to begin the process of rehabilitating the City’s aging housing stock. Financial assistance is provided to eligible homeowners as described below, based on maximum annual gross income (total income from whatever source before deductions or allowances). However, homeowner applications submitted outside the income requirements may be considered on a case by case basis depending on the nature of the improvement, the magnitude of potential positive impact to the community, and availability of funds. Anyone interested in the program is encouraged to apply!

What projects are eligible for the program?

The following are examples of qualified and ineligible home repair projects:

QUALIFIED REPAIRS	INELIGIBLE REPAIRS
Removal of dilapidated small structures, wood piles, yard waste piles, overgrown brush/weeds, fencing, etc.	New construction, expansion or remodeling
Repair or replacement of damaged shutters, wood-siding shingles, guttering, and window seals	Removal or application of wallpaper, paneling, or interior paint
Improvements and modifications to aid physically disabled persons, e.g. ramps, handrails	Pool, sauna, or hot tub installation or repair
Exterior painting, minor repair of windows, storm doors, and garage doors	Replacement or installation of carpet, linoleum, or hardwood floors
Repair of fascia and soffits	Replacement or upgrading of household appliances
Driveway repair/replacement	General house cleaning or seasonal yard maintenance or landscaping
Removal/trimming for dead or diseased trees	Foundation repair
Other repairs based on need and funds available	Roof replacement or repair
	Sewer line/ Septic tank repair or replacement

What are the program requirements?

- **The home must be owner occupied.**
- To be eligible for funding, an application must be submitted and approved by the city before any work can begin.
- To proceed with a project, you must fill out an application and attach an estimate by a qualified contractor of all work to be done.
- You must also attach 2 pictures of the current condition of the property and a simple drawing, if needed, to show the proposed layout of the improvements. After the project and the grant are approved by the City of Eudora and you are ready to begin the work, you may use any contractor to do the work.
- In some cases, a homeowner may choose to do the work on their own. **Remember that, if you choose this option, you must meet all the construction, inspection, and permit requirements that a builder or contractor would. Also, if you choose this method of improvement, the city can only reimburse material expenses. Your labor cannot be paid or reimbursed.**
- If you do choose to use a contractor to do the work, we suggest that, for your own protection, you get multiple quotations. If an applicant needs assistance finding/selecting a contractor, the City can assist with the process of obtaining bids, but does not select who the contractor will be.

Who is eligible?

Financial assistance is provided to eligible homeowners for residential property located within the City of Eudora city limits. Eligibility is based on maximum annual gross income (total income from whatever source before deductions or allowances). However, homeowner applications submitted outside the income requirements may be considered on a case by case basis depending on the nature of the improvement, the magnitude of potential positive impact to the community, and availability of funds. Anyone interested in the program is encouraged to apply!

Household Size:	Maximum Gross Income		
	Tier 1	Tier 2	Tier 3
1	\$14,950	\$24,850	\$39,800
2	\$17,050	\$28,400	\$45,450
3	\$20,420	\$31,950	\$51,150
4	\$24,600	\$35,500	\$56,800
5	\$28,780	\$38,350	\$61,350
6	\$32,960	\$41,200	\$65,900
7	\$37,140	\$44,050	\$70,450
8	\$41,320	\$46,900	\$75,000
Maximum Award:	Up to \$2,000	Up to \$1,000	Up to \$500

The following are all considered income and count toward program guidelines:

INCOME TYPE	DOCUMENTATION
Earnings (Wages, Salaries, & Self-Employment Income)	IRS Form 1099, W-2
Interest, Dividends & Other Net Income	IRS Form 1099
Rents, Royalties, Estate, & Trust Income	IRS Form 1100
Retirement Pensions & Annuities	IRS Form 1101
Survivor Pensions & Annuities	IRS Form 1102
Disability Pensions & Annuities	IRS Form 1103
Realized Capital Gains or Losses	IRS Form 1104
Alimony, Child Support Payments	IRS Form 1105
Public Assistance	W-2
Supplemental Security Income (SSI)	SSA-1099 / SSA-1042S
Unemployment, Workers Compensation, Severance Pay	W-2
Veterans Payments	IRS Form 1105

City of Eudora Utility and/or Tax Delinquency

Applications with past-due City of Eudora utility bills, and/or delinquent tax on the property will not qualify.

Equal Opportunity

Applicants will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, creed, ancestry, national or ethnic origin, age, family or marital status, handicap or disability, or any other arbitrary basis

Conflict of Interest

No member in the governing body of the Program Administrator or the City and any other official, employee, or agent of the City of Eudora Government who exercises policy, decision-making functions or responsibilities in connection with planning and implementation of the program shall be directly or indirectly eligible for ERPIP assistance. This restriction shall continue for two years after an individual's relation with the Program Administrator or City ends.

How do I apply?

To apply for the program, submit the following to the City of Eudora administration in person, by mail, email to: gsnyder@cityofeudoraks.gov, or fax: (785) 542-1237

- **Completely** fill out and sign the following application pages.
- **Submit** proof of all income sources for previous year (see the attached sheet for examples).
- **Submit** a copy of your homeowner's insurance.

How are applications processed/scored?

- City of Eudora staff will review your application to ensure that all the appropriate forms have been completely filled out, received, and have met the required income levels of the Eudora Residential Property Improvement Program. A staff member will notify you of your score and clarify the nature of your project to make sure it meets the guidelines of the program.

Applications will be scored according to five criteria:

- Is the project related to a code enforcement case? (2 points)
 - Is the applicant in the Tier 1 income bracket? (2 points)
 - Is the applicant in the Tier 2 income bracket? (1 point)
 - Is the applicant eligible for Medicare or Social Security? (age or disability) (2 points)
 - Is the applicant near the downtown district? (2 points)
- Applications which score 4 points or more will be processed immediately. Applications with a score of 3 or below will be held until September 1, of the current year and processed if funds are available.
 - A letter will be sent confirming the acceptance of your application and project. Upon acceptance, further information will be given to you and three (3) bids will need to be obtained from approved contractors. A vendors list may be provided to you for assistance.
 - After the work has been satisfactorily completed, the contractor and/or homeowner will be paid the agreed amount and any remaining funds not used will be released back to the Eudora Residential Property Improvement Program.

Questions?

For questions regarding the Eudora Residential Property Improvement Program please contact;

City of Eudora Kansas | Building & Codes Department

4 East 7th Street, Eudora, KS 66025

Phone: 785-542-2153 | Fax: 785-542-1237 | Email: gsnyder@cityofeudoraks.gov