



GUIDELINES

Program Overview:

The Neighborhood Exterior Maintenance Program intends to assist Downs homeowners in maintaining and reinvesting in their properties. The City will provide assistance for exterior improvements that enhance curb appeal for one and two-family dwellings at a maximum of \$2,000 investment by the property owner. The program awards funds to assist with actual costs incurred by a homeowner for materials, construction and/or architectural services to perform and complete eligible exterior improvements.

Program Eligibility:

- Eligible homes can be located anywhere in City boundaries and must have an Osborne County appraised value of \$150,000 or less for 2025.
- The project must be a one or two-family dwelling. The property must be owner occupied or have a current rental property being lived in.
- Eligible improvements include but are not limited to: complete exterior house painting or siding, door/window repair or replacement, new roof, gutters, shutters, front facing concrete work (driveways, sidewalks and stoop, demolition of sheds/out buildings, and front porch repairs.
- Contractors utilized to perform the improvements must have an active contractors' license through the City of Downs.
- Property owner must be current on all property taxes and free of code violations.
- Previous or current improvements are not eligible for reimbursement.
- There is a limit of one grant per property annually.

Process:

- The program is managed by the City of Downs.
- The City will begin accepting applications for the 2025 Neighborhood Exterior Maintenance Program on June 1, 2025. The property owner must submit an application to the City, and applications will be reviewed in the order they are received until all grant funds are exhausted. Applications must include proof of current home ownership.
- The property owner is responsible for ensuring that all required permits have been obtained. All permits must be in place prior to any work taking place.
- Work must be completed within 120 days of application approval and no later than October 1. If funds allow.

Reimbursement Process

- Upon completion of the improvements, the applicant must submit project receipts, invoices, and proof of payment to the City Clerk. Total project expenses must be at least \$2,000. Items on the receipt must be clearly marked and explained.
- Post-project photos must be submitted along with the proof of invoice and payment.
- The City will issue a check to the applicant of the qualified expenses reimbursement not to exceed \$1,000 within 2-3 weeks of receipt verification.

Ineligible Improvements:

- Work completed prior to grant approval
- Interior improvements
- Play equipment; play house
- Pools or spas

The City reserves the right to determine if a proposed improvement meets requirements.

CHECKLIST - REQUIRED DOCUMENTATION

- Complete application
- Before photos of the property that is proposed for improvement
- Proof of home/property ownership
- Copy of bids or estimates for the project
- Building permit (if required)
- Contractors must be licensed with the City of Downs



Neighborhood Exterior Maintenance Program
Application for Funds
715 Railroad Street, Downs, KS 67437
(785) 454-6622; fax (785) 454-6246

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 are received.

To be completed by the applicant

Owner of record (must be applicant): _____

Property Address: _____

Phone Number: _____ Email: _____

Project Description:

Anticipated Start date: _____

Anticipated completion date: _____

DECLARATION

- I own the property listed on this application. Yes No
- I live at the property listed on this application. Yes No
- I have applied for Neighborhood Maintenance Program for another property. Yes No
- All property taxes on this property are current. Yes No
- My property is valued at \$150,000 or less Yes No
- I grant permission to the City of Downs 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 Neighborhood Maintenance Program and declare that the information provided on this application is true and correct to the best of my knowledge.

Applicant Signature

Date

***FOR OFFICE USE ONLY**

- ___ Appropriate Property Type
- ___ Property Valued at \$150,000 or less per county records
- ___ Eligible applicant
- ___ Improvement Eligible for reimbursement
- ___ Estimated improvements over \$2,000
- ___ Property Ownership Proof
- ___ Copy of bids/estimates for improvements
- ___ Before photos included
- ___ Funding Available
- ___ Building Permit Required
- ___ Building Permit issued (Permit No. _____)
- ___ Active Contractor License for _____(contractor)

Application Approval Date: _____ Approved by: _____

Project Date – 120 days: _____

Project Extension (if necessary): _____

Project Completion Date: _____

- ___ After Photos submitted
- ___ Proof of paid invoices submitted
- ___ Payment submitted to Accounts Payable (eligible receipts up to \$1,000)
 - Check Amount: _____
 - Check Date: _____
 - Check Number: _____
 - Employee initials: _____

Payee Information:

**Check will be mailed unless other arrangements are made*