



**Facade of Louisburg Improvement Program (FLIP)-Residences
Louisburg, Kansas**

January 1, 2023

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Program Guidelines

Maintaining a positive image is important to the City. The appearance of our neighborhoods plays an important role in the perception of the quality of our community. If the City can assist qualified homeowners in making improvements to the property, it benefits the neighborhood and the entire City.

The Facade of Louisburg Improvement Program (FLIP)-Residences provides financial assistance to homeowners located anywhere within the city limits to make improvements to the exterior of their homes. For purposes of this program a façade shall be defined as the front of a building facing a city street.

Program funding is provided through the City and all activities relating to the funding of facade projects will be reported to the Louisburg City Council. As such, any documentation will be subject to the Kansas Open Records Act. All grants shall be awarded on a first-come, first-served basis.

Eligibility

To qualify for FLIP-Residential, a homeowner must meet the following:

- The home must be located within the Louisburg city limits.
- All real estate taxes must be paid and current.
- All homes must have adequate property insurance.
- All improvements must meet city code and applicable building codes. Grant may be used to correct code violations.
- The homeowner's portion of the improvement must not be paid using money from an insurance settlement or other third party.
- Based on the scope and type of improvement, a building permit may be required. All required permits and approvals must be granted before work is started. Permit fees will be waived but are still required.
- If rented, the landlord must provide written permission to participate in FLIP.
- Home must be valued under \$250,000.

Eligible Improvements (* with required permits and inspections)

- Additions*
- Concrete work* (front-facing) – sidewalk, stoop, driveway
- Exterior window or door/storm door replacement*
- Exterior lighting
- Exterior painting/siding
- Facade restoration
- Foundation repair*
- Gutters
- Landscaping
- Masonry
- New construction*
- Roof*
- Shutters

Items not eligible for reimbursement

- Purchase or rental of construction tools
- Lawn maintenance equipment
- Interior room improvements
- Tree trimming
- Construction or replacement of fences

Reimbursement

The City of Louisburg will reimburse a homeowner for architectural, construction and material costs for home improvements or new construction.

Reimbursement is awarded as follows:

- The program provides for a one-time reimbursement grant of 50% of the project costs. However, the city's reimbursable amount shall not exceed \$1,000. For example, if your project costs \$500 then the reimbursable amount will be \$250; a \$1,000 project will award \$500, \$1,500 project will award \$750 and a \$2,000 or more project will award \$1,000.

Requirements

- If using a contractor, the contractor shall be licensed in Miami County.
- All improvements must be made in 2023 and no reimbursement will be made for work that is done prior to acceptance into the FLIP-Residential program.
- Residents have 90 days to complete projects but may be allowed one 90-day extension with prior approval.
- Upon completion of the project, the applicant will submit qualified receipts and the grant reimbursement form to Jean Carder, 837-2324 or jcarder@louisburgkansas.gov.
- Upon submission of adequate receipts and the Grant Reimbursement Form, the City will issue a check to the applicant in the appropriate amount, not to exceed \$1,000, within 30 days.
- A completed IRS W9 form.

Application Deadline

Applications will be accepted starting Jan. 1, 2023, and will be considered while funding is available per the amount budgeted by City Council on a first-come, first-served basis until grant funding is depleted. Applications should be dropped off at City Hall or emailed to: Jean Carder at jcarder@louisburgkansas.gov

Process

1. The FLIP-Residential applications are available at City Hall and on the City's website www.louisburgkansas.gov.
2. Applicants will generally be notified in writing within 15 business days whether the FLIP is awarded or not.
3. Upon approval, the grant dollars will be set aside for reimbursement purposes. Reimbursement for the expenses will be made within 30 days of their submittal.
4. Grant monies will be distributed in a single lump sum payment to the applicant upon completion of the following activities:

- a. Any and all changes from the original application must be approved by the City prior to grant money be allocated. Approved changes in work specifications must be attached to the original dated application. Any unapproved deviations from the original work specified in the application will disqualify the applicant.
 - b. All documentation will be reviewed by the City to ensure compliance with the original application. A City staff member will make an inspection of the completed project to verify the work has been performed as outlined by the application and any subsequent approved revisions.
 - c. All projects must be completed within 90 days of approval of the grant.
5. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.

Grant Reimbursement Form

- If home improvements were made without a contractor and materials were purchased from a local vendor, include copies of the receipts.
- If services were paid by a check, provide a copy of the front/back of the canceled check, along with the invoice/receipt.
- Cash payments must show:
 1. Items and price
 2. Letterhead or printed business information form
 3. Date paid
 4. Signed by contractor/business
 5. If paid by credit card – receipt with items highlighted pertaining to grant expenses

Grant Policy

The City will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

No grant awarded by the City shall be transferred by an applicant to a third party without prior approval of the City of Louisburg.

The grant award is subject to the appropriation of funds by the City Council, and the limitations of applicable law, including but not limited to the Kansas budget laws and cash-basis laws, as amended. If funds are not appropriated for the purpose of any grant, the City shall have no obligation to make grant funds available to any applicant.

Grant recipients will agree to place a sign marketing the FLIP program at the site while improvements are underway and at a visible location within their yard for 90 days after the project's completion. The sign shall be provided by the City. The City may use before or after photos of the project in various forms of media such as the City website, newsletter or future program brochures or documents. An inspection of your property will be performed by City Codes Staff before the grant application is approved, during the grant period and after the project is completed.



FLIP Application Form

1. Owner of Record: _____

2. Property & Mailing Address: _____

3. Phone: _____ Email: _____

4. Do you _____ rent or _____ own the property? (check one)

_____ If renter, attach a copy of the owner's permission to make requested improvements

5. Description of Property Improvements:

6. Est. project completion date: _____ Est. total cost of improvements: _____

7. _____ Pictures of project area attached _____ Property tax statement attached

_____ Copies of total expenses and receipts of project improvements

_____ Copy of valid home insurance (declaration page AND copy of most recent proof of payment)

8. Will you be using the services of an architect, engineer, or contractor? ___Yes___ No

9. If yes, list name and contact number of architect, engineer, or contractor firm:

10. Is the contractor licensed in Miami County? ___Yes___ No

If yes, what is the contractor business address: _____

Signature of Owner of Record

Date

Note: Any grant awarded through this program will be reported to the Internal Revenue Service on a 1099-G Form at the end of the year.

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION OR DO NOT PROVIDE COMPLETE APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

To be completed by City of Louisburg or its representatives

Before

After

- _____ Funding still available
- _____ Appraised value less than \$250,000
- _____ Improvements are eligible
- _____ Real estate taxes current
- _____ Home insurance is valid
- _____ Building permit, if required, processed
- _____ Before pictures
- _____ Property owner's permission if rental
- _____ Property located in target area
- _____ Contractor is licensed within County
- _____ Completed IRS W-9 Form

- _____ Work completed
- _____ Improvements meet Code and Building Code requirements
- _____ After pictures
- _____ Receipts
- _____ FLIP project sign

City Code violations to be corrected _____ Yes _____ No, if yes, then explain:

City Representative

Date