**KIOWA COUNTY
Housing Development
Incentive Program** 

Kiowa County Economic Development (KCED) has established the Housing Development Incentive Program to encourage new construction and return Land Bank properties within the county to residential use. The program will award a $5,000 cash incentive upon completion of home construction and may include a land bank property at no cost to build a home.

Grant applications are accepted until funds are exhausted and are available first come, first serve. Approval is required before work begins, and applicants must be current on all property tax. Applications are reviewed as needed by the Economic Development Board. The program is for NEW housing construction only and must comply with all local zoning and building codes. Construction must be completed within 18 months of application approval. Funds will be distributed after utility services have been established or a City Certificate of Occupancy is issued. This program can be utilized in conjunction with applications for Land Bank housing development properties and the County’s Neighborhood Revitalization Program.

HOUSING DEVELOPMENT INCENTIVE OVERVIEW **Total funds allocated: $20,000.00
Max Award: $5,000.00**

The mission of the Housing Development Incentive Program is to incentivize new housing within the County. Our goal is to increase housing capacity and improve housing stock. Kiowa County Economic Development has allocated $20,000.00 for 2023.

GENERAL PROGRAM GUIDELINES

1. Eligible applicants include individuals and developers. Property must be located within Kiowa County.
2. Applications for grants are available by email at livekiowacountyks@gmail.com.
3. Applications will open January 1, 2023. All work must begin within 120 days of *Notice to Proceed,* and work must be completed within 18 months of approval date.
4. Applications are reviewed on a first come, first serve basis. Kiowa County Economic Development is committed to funding projects throughout the County.
5. Only one grant will be awarded for a single address within the County per calendar year. Only one property per owner/tenant will be eligible per calendar year.
6. Applicants must be up to date on all city and county taxes (both 1st and 2nd half)and free from liens against the property.
7. Applications will be screened and evaluated for awards by Kiowa County Economic Development.
8. Each application must include “before” pictures showing the area(s) to be improved with the grant proceeds. Recipients must provide “after” pictures showing the improvements made prior to reimbursements being processed. KCED may choose to use these pictures for program publicity on its online platforms.
9. Cost estimates/bids will be required to be submitted with applications. Applications without proper documentation will be rejected. If a contractor is not being used, an itemized list of materials with pricing will suffice to give an overall estimate.
10. Applications must include a completed W-9.
11. Grants must be approved **before** proposed work begins in order to be eligible.
12. Grants will be distributed after the work is completed and inspected by the grantor. Grants will not be disbursed until work is compliant with codes and ordinances.
13. Proof of utilities or Certificate of Occupancy is required to receive funds. No reimbursement will be given without such documentation. The grant amount paid will be based upon the verified proof, up to the amount listed in the initial grant award letter.
14. When applicable, City permits will be required.
15. The property owner will be responsible for appropriate disposal of debris, including debris from demolition and remodeling, and must show proof of proper and lawful disposal such as a landfill receipt, disposal service receipt, or burn permit. The debris is not to remain on the property once the project is completed.
16. All federal, state, and local laws, codes, and ordinances must be followed for any work done under this program.
17. These programs will only reimburse the labor costs for the labor provided by a third-party contractor. “Sweat equity” or volunteer labor is not reimbursable.
18. Work must begin within 120 days of *Notice to Proceed*.
19. All work must be completed by December 31, 2023, which also includes any additional work needed to comply with city codes and ordinances. Grants will be forfeited for projects not completed by this deadline.

APPLICATION PROCESS

Step 1. Complete and submit a formal application including W-9. Submit application to Kiowa County Economic Development.

Step 2. Kiowa County Economic Development will review each application. Funding is limited and awarded on a first come, first serve basis.

Step 3. After approval, the applicant will receive a “Notice to Proceed.” Work done before official notification will not be reimbursed. Work must begin within 120 days of notification and must conclude on or before December 31, 2023.

Step 4. After completion of work submit proof of utilities and/or Certificate of Occupancy. Proof must be submitted within 30 days of project completion to the KCED Director for reimbursement.

Step 5. After project completion, paperwork submission, and grantor inspection funds will be made available to the applicant within 45 business days.

*Questions about the Kiowa County Facade Program may be directed to Kiowa County Economic Development at* *livekiowacountyks@gmail.com*

**KIOWA COUNTY
Housing Development
Incentive Program** 

***ATTACH COPY OF W-9 WITH APPLICATION***

**PROPERTY INFORMATION**Property Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Is property currently for sale? \_\_\_\_\_\_\_\_\_\_\_\_\_ Original Construction Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Significant Historical or Architectural Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**APPLICANT INFORMATION**

Applicant/Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Applicant Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in Business\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Employees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSED IMPROVEMENTS** (Attach estimates, design drawings, photographs, and supporting information) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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If the contractor and/or retailer is not located in Kiowa County, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Estimated Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Projected Start & Completion Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
***\*\*Program requirements, eligibility, and funding amounts are subject to change.***

**Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROPERTY OWNER INFORMATION & ACKNOWLEDGEMENT**

Property Owner Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am the owner of the property noted in the property information section of this application. The contact information provided is accurate. I have been informed by the tenant of improvements described in this application and I authorize the tenant to apply for funds towards the completion of the improvements.

Property Owner Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed Application (Pictures, Estimates, Forms)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed by code enforcement if applicable

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by Kiowa County Economic Development

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notice to proceed sent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date (within 120 days of Notice to Proceed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 60-Day Update

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date (Before December 31, 2023)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipts & photos submitted (within 30 days of completion date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grantor inspection

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Award Paid