



Neighborhood Exterior Maintenance Program
715 Railroad Street, Downs, KS 67437
(785) 454-6622; fax (785) 454-6246
cityclerk@cityofdowns.com

The Neighborhood Exterior Maintenance Program intends to assist Downs homeowners in maintaining and reinvesting in their properties. 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.

How Does It Work?

The Neighborhood Maintenance Programs reimburses homeowners up to \$1,000 in matching funds for the purpose of materials and equipment rentals required to renovate the exterior of their property. This program is operated on a first-come, first-serve basis and funding priority will be given to structures in the greatest need of revitalization. Applicants are only allowed to apply for the program on one property, one time per year.

How Do I Apply to Participate in the Program?

Submit a “before” picture of your property along with your completed application form. You will get notified either of approval or denial within 30 days. If you are approved to participate, you will then have 90 days to get your revitalization project completed. Applications will not be accepted for projects that are already completed or currently in progress. Applicants are encouraged to purchase their materials in Downs or Osborne County.

How Do I Receive My Funds?

Approved program participants must submit an “after” picture of their revitalization project along with itemized receipt(s) for materials and equipment rentals within 30 days of project completion to be reimbursed.

What Exterior Improvements Are Allowed?

Eligible improvements include exterior painting, siding replacement, windows, doors, gutters, roof repair/replacement, landscaping revitalization, driveway repair, patio or deck repair/replacement, sidewalk repair, etc. All projects MUST be exterior, and visible to those passing by.

I Own Rental Property – Can I Still Apply?

If you own rental property, you can apply to participate in the program. However, you will only be able to make improvements to one property per year, including personal property under the program.

Can I Do the Work Myself OR Do I Need to Hire a Licensed Contractor?

You do not need to use a contractor to complete this work, provided that the revitalization project is done to a satisfactory standard. However, labor costs will only be reimbursed for professionally licensed contractors. Applicants are required to follow all city codes, ordinances, and regulations in relation to the revitalization project.

How Much Funding Is Available?

The Neighborhood Exterior Maintenance Program will reimburse projects as funds allow. Applications not approved due to the depletion of funding allocations, will be reconsidered the following calendar year. Applicants are encouraged to reapply.



**Neighborhood Exterior Maintenance Program
Application for Funds**
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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.

Applicant's Name: _____

Property Address: _____

Applicant's Phone Number: _____

Applicant's 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
- 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.

Applicants Signature Date

ATTACHMENTS *(Please submit the following with your application)*

- "Before" Picture of the property for which assistance is requested
- Copy of bids or estimates for the project
- Supporting documentation to show project details
- Proof of Property Ownership *(Deed, county tax statement or mortgage statement)*
- Any building permit – required for approval by the governing body

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|--|---------------|-------------------|-----------------|-------------------|----------------|
| Office Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected | _____ Date | _____ Initials | _____ Amount | _____ RMB Date | _____ Check |
|--|---------------|-------------------|-----------------|-------------------|----------------|

Approved 5/20/2024