



## Mission Possible

### Program Information

The Mission Possible Program was developed in 2006 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-NOT net income).

People in Household	Tier 1 Max Gross Income	Tier 2 Max Gross Income	Tier 3 Max Gross Income
1	\$57,440	\$61,000	\$66,700
2	\$65,600	\$69,700	\$76,250
3	\$73,800	\$78,400	\$85,750
4	\$82,000	\$87,100	\$95,300
5	\$88,600	\$94,050	\$102,900
6	\$95,150	\$101,000	\$110,550
7	\$101,700	\$108,000	\$118,150
8	\$108,250	\$115,000	\$125,800
<b>Maximum Award Amount:</b>	<b>Up to \$2,000</b>	<b>Up to \$1,000</b>	<b>Up to \$500</b>

\*Income guidelines reflect 80%, 85%, and 93% of median income according to HUD.

### Instructions & Process

To apply for the program, submit the following to Neighborhood Services Division in person, by mail, email to: [nfanska@missionks.org](mailto:nfanska@missionks.org)

1. **Completely** fill out and sign the following application pages (Prior to any work).
  2. **Submit** proof of all income sources for the **previous** year (see the attached sheet for examples).
  3. **Submit** a copy of your homeowner's insurance.
- Neighborhood Services 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 Mission Possible Grant. A staff member will notify you to clarify the nature of your project to make sure it meets the program guidelines along with obtaining before photos of the project/area.

**Questions? Contact Neighborhood Services:  
City Hall, 6090 Woodson St., Mission, KS, 66202  
(TEL) 913-676-8360.**



- Correspondence 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 vendor's list may be provided to you for assistance.
- Once a bid has been reviewed, agreed upon, and the contractor has submitted all the forms, a bid agreement will be sent from the City to the contractor for work to be completed.
- After the work has been satisfactorily completed, the contractor will be paid the agreed amount and any remaining funds not used will be released back to Mission Possible.

## Eligible Projects

### Qualified Repairs

- Removal of dilapidated small structures, wood piles, yard waste piles, overgrown brush/weeds, fencing, etc
- Repair or replacement of damaged shutters, wood-siding shingles, guttering, and window seals
- Improvements and modifications to aid physically disabled persons, e.g. ramps, handrails
- Exterior painting, minor repair of windows, storm doors, and garage doors
- Repair of fascias and soffits
- Driveway repair/replacement
- Removal/trimming for dead or diseased trees
- Other repairs based on need and funds available

### Ineligible Repairs

- New construction, expansion or remodeling
- Removal or application of wallpaper, paneling, or interior paint
- Pool, sauna, or hot tub installation or repair
- Replacement or installation of carpet, linoleum, or hardwood floors
- Replacement or upgrading of household appliances
- General house cleaning or seasonal yard maintenance or landscaping
- Foundation repair
- Roof replacement or repair
- Sewer line repair or replacement
- Septic tank repair or replacement

\*Any repairs/projects that have started and/or been completed prior to staff approval are ineligible.

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**Application Sheet**

**Applicant Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Annual Gross Income:**

Source:	Amount:
<b>Total:</b>	

**Please Answer the Following:**

Number of Members in Your Household:	
Your Age:	
Are you currently receiving Social Security for age or disability?	
Are you filing this application to help resolve a code enforcement issue?	
How long have you lived at the residence above?	
Have you applied for or been granted City assistance before? When?	

**Please Indicate the Type of Project:**

Minor home maintenance (e.g. exterior painting, wood repair, gutters, fascia boards, etc.)	
Tree Trimming, Wheelchair Ramps, Drive Replacement, Etc.	

**Other/Further Description:**

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**Mission Possible Agreement, Release, and Waiver of Liability**  
PLEASE READ CAREFULLY  
THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS

This **Mission Possible Agreement, Release, and Waiver of Liability** (the “Agreement”) is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, (the “Homeowner”), in favor of the **City of Mission, Kansas**, it's governing body, officers, employees, and agents (collectively, the “City”).

I, the Homeowner, have voluntarily applied to the City’s “Mission Possible Program,” for financial support from the City to assist with minor cleanup and repair of my home, located at: \_\_\_\_\_, Mission, Kansas 662\_\_\_\_ (the “Property”). The project’s scope is defined by the application I submitted for the Mission Possible Program, unless changed by written notice from the City (the defined scope, the “Project”). The contractor I select to complete the Project is defined as the “Contractor.”

In consideration of the financial support, I, the Homeowner, hereby freely, voluntarily and without duress execute this Agreement under the following terms, all effective only if the City chooses to fund the Project:

**1. Release and Waiver.** I, the Homeowner, do hereby release and forever discharge and hold harmless the City and their successors and assigns from any and all liability, claims and demands which I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue with respect to any bodily injury, personal injury, illness, death or property damage which arise or may hereafter arise from or is in any way related to the Mission Possible Program, whether caused wholly or in part by the simple negligence, fault or other misconduct, other than intentional or grossly negligent conduct, of the City or the Contractor.

I understand and acknowledge that by signing this Agreement, I knowingly assume the risk of injury, property damage, harm and loss associated with the Mission Possible Program. I also understand that the City does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death or property damage.

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**2. Access to the Property.** I, the Homeowner, understand that the City and the Contractor may need access to the Property before, during, and after the Project. I agree to allow the City unlimited access to the Property for any purpose related to the Project or Mission Possible Program, provided that the City gives at least twenty-four hour notice prior to the access.

**3. Use of Funds.** I, the Homeowner, agree to only use any funds allocated to the Project as approved by the City, which the City and I, the Homeowner, have discussed. I agree to provide any necessary documentation to verify use of said Mission Possible Program funds. I recognize the amount of funds the City allocates to the Project may not be enough to complete the Project. In the event I misapply any payment under the Mission Possible Program or misrepresent any material fact regarding the funds or the application for the Mission Possible Program, I shall repay any funds

**1. Safety of Property.** I, the Homeowner, verify that the Property is safe and free from any dangers or hazards to the City and the Contractor. Furthermore, I, the Homeowner, agree to inspect the Property and maintain the Property so the Property remains safe for the City and the Contractor for the duration of the Project.

**2. No Warranties. All warranties express and implied, including, without limitation, any warranty of fitness for a particular purpose, merchantability, good and workmanlike product or service or otherwise, are disclaimed and waived.**

**3. Indemnity.** I, the Homeowner, agree to indemnify, protect, defend and hold harmless the City from and against any claims, damages, costs, judgments, penalties, attorney's fees, expenses, and other liabilities arising out of, involving, relating to, or in dealing with, the Mission Possible Program, the Property, the Project, and the Contractor, including, but not limited to, my failure, as the Homeowner, to complete any obligation to the Contractor relating to the Project.

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**4. Photographic Release.** I, the Homeowner, do hereby grant and convey to the City all right, title, and interest in any and all photographs and video or audio recordings of or including the Property or Project, made by the City during the Project, including, but not limited to, the right to use such photographs or recordings for any purpose and to any royalties, proceeds or other benefits derived from them.

**5. Other.** I, the Homeowner, expressly agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of Kansas. I further agree that in the event any clause or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining clauses or provisions of this Agreement, which shall continue to be enforceable. Further, a waiver of a right under this Agreement does not prevent the exercise of any other right.

**I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF ALL LIABILITY AND, IF MY PROJECT IS SELECTED, A CONTRACT BETWEEN MYSELF AND THE CITY. I SIGN THIS AGREEMENT OF MY OWN FREE WILL.**

**Homeowner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homeowner's Printed Name:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received:		Date of Funds Disbursed:	
Date Scored:		Total Project Cost:	
Score:		Total Disbursement:	

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## **Frequently Asked Questions**

### **Q. Does Mission Possible assist with any major and/or interior projects?**

A: No, projects like roof replacement, foundation repair, or interior repairs are not considered *eligible* repairs through our program. The Johnson County MINOR HOME REHABILITATION Program handles large and interior repairs such as these. For more information you can call JOCO Housing Services (913) 715-6612 or visit their website: <http://www.jocogov.org/dept/human-services/housing/minor-home-rehabilitation>

### **Q: Can Mission Possible provide me with seasonal or regular yard maintenance, and/or snow/leaf removal?**

A: No, this program is designed to assist residents with minor exterior property maintenance repairs. However, the Neighborhood Services Division does have a volunteer program that assist residents in need of snow/ leaf removal. Please call our offices for more details.

### **Q. How many times can I seek assistance from the program?**

A: Each accepted eligible household can receive project assistance every other year. Projects can receive up to \$2,000 worth for *eligible* home repairs.

### **Q. What if my initial project does not use all my grant funds?**

A: If the project described in your original application does not use all of your grant funds, and you would like to use the rest of your award amount for another eligible project, please notify us as soon as possible. If applicants do not submit another eligible project within 14-days of the first completed project, we will automatically release the available balance of your grant funds back to the program pool. Any additional projects should be completed within 60 days after a second application is submitted.

### **Q. Is there another alternative for getting assistance painting my house?**

A. Yes, the City of Mission in partnership with Habitat for Humanity offers a program called the *Home Preservation Program*. The program has similar requirements like Mission Possible, and assists residents in need of a variety of exterior household repairs. Please contact us for additional information.

### **Q. Will the program cover 100% of the project cost?**

A. Not always, the homeowner may need to contribute additional funds to supplement.

### **Q. Do I have to select/hire my own contractor?**

A. Yes, the final decision of selecting a contractor for the project will be decided by the homeowner. If an applicant needs assistance finding/selecting a contractor, the City can assist with the process, but does not select who the contractor will be.

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## Types of Income to report

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

- Earnings (wages, salaries, and self employment income)  
Example forms: IRS Form - 1099, W-2 Form
- Interest, dividends and other net income  
IRS Form - 1099
- Rents, royalties, estate, and trust income  
IRS Form - 1099
- Retirement pensions and annuities  
IRS Form - 1099
- Survivor pensions and annuities  
IRS Form - 1099
- Disability pensions and annuities  
1040 Form
- Realized capital gains (losses)  
IRS Form - 1099
- Alimony, child support payments  
1040 Form
- Public assistance  
W-2 Form
- Supplemental Security Income (SSI)  
SSA-1099 / SSA -1042S
- Unemployment, workers compensation, severance pay  
W-2 Form
- Veterans payments  
IRS Form - 1099

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