

CITY OF WAUPACA HOME REPAIR GUIDELINES AND FAQ



4/8/2022

CITY OF WAUPACA HOME REPAIR PROGRAM – GUIDELINES

PROGRAM OBJECTIVES

1. **Provide up to \$10,000** in capital to owner-occupants for purposes of remodeling older homes (built 1970 or prior).
2. Assist households who were unable to do repairs as the result of closures, layoffs, or other negative impacts related to the COVID 19 pandemic.
3. Enhance the desirability of Waupaca’s residential neighborhoods

ELIGIBILITY

- **Applicant:** All city residents who reside in owner-occupied single-family homes built in 1970 or prior. Applicants must self-certify that they meet this requirement.
- Grant Match requirements will depend on median household income.
 - Household incomes that are equal to or less than 80% of the County Median Income levels per the chart below will not have a match requirement.
 - Household incomes that are above the levels in the chart below will have a 50% match requirement.

Household Size	Equal to or less than 80% of County Median Income (100% grant if income is under figures listed below)
1	\$41,650
2	\$47,600
3	\$53,550
4	\$59,450
5	\$64,250
6	\$69,000
7	\$73,750
8	\$78,500

Table 1: 80% of County Median Income by Household Size

*** “Household size” refers to all adults and minors residing in the residence.

- **Number of Awards:** Applicants are eligible to receive up to one grant award (Subject to funding availability).
- **Project Location:** Within the limits of the City of Waupaca
- **Eligible Projects:** (home or detached garages; but not other accessory structures). Projects not listed below which extend the life of the home may be considered for funding on an individual basis.
 - Grading to address stormwater runoff issues
 - Painting

- Foundation repair
 - Front porch and stairs
 - Gutters
 - Garage doors
 - Driveways (asphalt or concrete)
 - Fence repair
 - Roof
 - Windows
 - Siding
- **Permitting requirements:** See Home Repair Program Permitting Requirements - Quick Guide (<https://www.cityofwaupaca.org/home-repair-program/>).
 - **Other eligible projects:** Projects not listed above that extend the life of the home may be considered for funding on an individual basis.
 - **Ineligible Projects:** Projects which do not directly improve the longevity of the home; equipment expenses not related to eligible project type; tax-exempt properties; properties with outstanding taxes or fees owed to the City. The owner must self-certify they do not owe City any outstanding taxes or fees.

TERMS AND CONDITIONS

- **Grant Amount:** Up to \$10,000
- **Grant Match requirements:** Dependent on median household income (See Table 1 above)
 - Household incomes that are equal to or less than 80% of the County Median Income levels will not have a match requirement.
 - Household incomes that are above the levels in the chart below will have a 50% match requirement.
- **Negatively Impacted by COVID-19:** Signed attestation affirming applicant was negatively impacted by COVID pandemic resulting in loss of income making home repair projects not feasible.
- **Grant Approval:** An agreement will be entered into prior to any work/expenses being incurred between the City and the homeowner and contractor if applicable.
- **Grant Fund Disbursements:** Grant funds will be dispersed upon completion of the project
 - The City will pay the contractor directly AFTER all paperwork and any necessary inspections are completed
 - The City will reimburse applicants for material expenses AFTER all paperwork and any necessary inspections are completed

- **Use of Contractor(s):** Licensed and insured contractors are required for all projects except where self-work is allowed per the uniform dwelling code.
- **Permits:** All necessary permits must be filed with the City of Waupaca prior to final approval.
- **Site Visit.** A staff site visit will be conducted prior to the approval of applications.
 - At staff's discretion, pictures may be utilized to fulfill this requirement.

PROCEDURES & GUIDELINES

- Applications will be accepted on a rolling basis; there is no deadline to apply.
- Applicant completes the City of Waupaca Home Repair application and submits it to the City as a PDF file or drops off a paper copy at City Hall
 - Two quotes are required for any work funded in part of or whole through the City's grant program
- Applications will be reviewed by staff and recommended for approval to CDA
 - Approval of the grant request will be at the sole discretion of the CDA
 - Grant applications will be awarded based on completeness of application and conformity with eligibility requirements
- If the application is approved by CDA:
 - Staff will provide the applicant with an award letter specifying project conditions approved by City and a W-9 form for tax purposes.
- Applicant signs and returns Developer's Agreement (electronically emailed or dropped off at City Hall – ATTN: Home Repair Program)
- The applicant is responsible for securing all necessary permits and approvals
- Closing reimbursement report
 - The report shall include:
 - Copy of all required final inspections (if required) OR
 - Electronic photo of the completed project(s) (for projects where no final inspection is required)
 - Project award amount, amount actually spent, amount requested
 - Proof of payment for materials
 - A signed statement indicating work was completed
 - Copy of W-9 (if applicable)
- Grants will be disbursed to the applicant after work is completed and the closing report is submitted to City staff for approval (for material cost reimbursement)
- Contractors will be paid after work is completed and the closing report is submitted to City staff for approval

APPLICATION SUBMISSION

- Applicants are required to fill out and submit the [Waupaca Home Repair Grant Application](#)
- Applications can
 - Submit electronically in PDF format to Andrew Dane, City of Waupaca Economic Development Specialist at adane@cityofwaupaca.org.
 - Submit a paper copy to the front desk at City Hall with "ATTENTION: Home Repair Program"

DISCLAIMERS

- Applicants shall not be disqualified based on age (provided the applicant has the ability to contract), race, religion, color, national origin, sex, handicap, physical condition, development disability (as defined in Wis. Stat. § 51.01(5)), sexual orientation, marital status, or derivation of all or part of the applicant’s income from any public assistance program.
- A project is not eligible if a member of the City Council, CDA, or any other official, employee, or agent of the City who exercises decision-making functions or responsibilities in connection with the implementation of the program, has a financial interest in the project, or if the project would otherwise create or appear to create a conflict of interest.
- The city reserves the right to share information about project improvements funded with City funding in order to communicate project benefits and impacts with elected officials and the general public.

HOME REPAIR PROGRAM - FREQUENTLY ASKED QUESTIONS

Who qualifies for the program?

All owner-occupied City households qualify for the program. Grant dollars may be awarded up to \$10,000 with a 50% match required from all applicants who have a household income of more than 80% of the County’s median household income levels. This means that the applicant must spend \$10,000 of their own money in order to leverage the \$10,000 maximum grant award (\$20,000 total in eligible project costs). Households equal to or below 80% of the County’s median household income will not have a match requirement. See the chart below for the income level thresholds.

Household Size	Equal to or less than 80% of County Median Income (100% grant if income is under figures listed below)
1	\$41,650
2	\$47,600
3	\$53,550
4	\$59,450
5	\$64,250
6	\$69,000
7	\$73,750
8	\$78,500

*** “Household size” refers to all adults and minors residing in the residence.

How will income levels be verified?

If an applicant qualifies for the “no-match” option, the application will require a copy of this past year’s tax return showing household income.

I see that homes that were built in 1970 or before qualify... how will the City know what year my house was built?

As a part of the application process, we will ask that each applicant include a printed copy of their assessment report. This report is free and can be accessed at <http://assessordata.org/?county=Waupaca&municipality=City+of+Waupaca>.

Can I apply more than once?

No, there is a limit of one grant per household.

Who approves my project?

City economic development staff member Andrew Dane will lead the review process and act as the main contact for the program. Applications will be reviewed by Mr. Dane, City Administration and final approval will be granted through the Community Development Authority (CDA). The CDA meets on the third Monday of every month.

Is the money awarded before the project starts or after project completion?

To ensure the integrity of the program is maintained, all funds will be disbursed after the project is completed. Proper documentation will be required.

Do I need to get permits?

Yes. For any projects that require building or zoning permits, those permits will need to be applied for and granted before the project starts. If you are unsure if your project requires a permit, staff will assist you upon review of your application.

What if I self-perform the work, can I be paid for my time?

No. the Contractor's expenses are eligible but if an applicant chooses to self-perform work, only costs associated with the project materials will be considered eligible expenses.

What if I submit an application after my project is complete, can I be reimbursed for work already done?

No. Projects must be approved by the City prior to project start.

How long will the program run?

The program will run until all of the ARPA money has been committed to residential projects in the City. The City may however have a yearly cap amount that can be expended towards this program each year. This cap would limit the number of awards that could be provided in a given year but would not change the total amount that will be provided for this program.

How is this program being funded?

This program is being funded through a recent influx of funds that the City received through the American Rescue Plan Act (ARPA).

What is ARPA and how much did the City of Waupaca receive?

As a part of the American Rescue Plan Act of 2021 (ARPA), local governments were provided a share of a \$130 billion federal spending package divided between cities and counties. Local municipalities receive funds in two installments, one of which has been received. The second installment is expected to be delivered during the spring of 2022. Local municipalities currently have through December 31, 2024, to expend ARPA dollars. The City of Waupaca's total ARPA payment will amount to \$624,766 after the second installment is received.

Where can I go for all application materials and guidelines?

Applications materials and guidelines can be found at www.cityofwaupaca.org/homerepairprogram.

If I have questions, who is the most appropriate person to contact?

Feel free to contact Andrew Dane by email at adane@cityofwaupaca.org or call City Hall at 715-258-4411.