

# City of Waupaca Home Repair Grant Application



Community &  
Economic Development

## Prerequisites (please ensure all prerequisites are met before completing this application:

- The home must be an owner-occupied single-family home located within the City of Waupaca
- The home must be built in the 1970 or prior
- Owner-occupants must have been negatively impacted by COVID-19
- Property taxes must not be delinquent

## Applicant Information

Applicant Name	
Property Address	
City, State, ZIP Code	
Phone	
Email Address	
Household Size	

## Property Owner Information

Property Owner (as it appears on tax record)	
Property Address	
City, State, ZIP Code	Waupaca, WI 54981
Date of Original Construction	

- By checking this box, I hereby certify that I am both the owner and occupant of the above-listed property (owner-occupied) and I do not have any delinquent property taxes or fees owed to the City. I understand that this is a requirement of the Home Repair Program to be eligible for the opportunity to receive funds through this program.
- By checking this box, I hereby certify that I have verified the date of the original construction of my home with the City's assessment data.

## Architect, Engineer, and Contractor Information

<input type="checkbox"/> By checking this box, I certify that all or some work in relation to this grant request will be completed by the property owner (self-performed). It is understood that 'self-performed' means that the work is completed by the property owner and not an unauthorized contractor, or other individuals, assisting the property owner with the work. It is understood that the property owner will not be reimbursed for any self-performed labor, only materials used. It is understood that some elements of the program cannot be self-performed and a licensed contractor will need to be hired to complete this work.	
Architect/Engineer/ Contractor Name	
Contact Person	
Business Address	
City, State, ZIP Code	
Phone	
E-mail Address	

## Proposed Improvements to Property

Describe the proposed improvements to the property. Include plans and/or drawings if available at this time. Refer to the City of Waupaca Building Repair Grant Program Guidelines for details on eligible and ineligible project costs (including what will be self-performed and what will be completed by a contractor).

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\*\*If additional space is required, please include it as a separate attached document\*\*

## Grant Request

Please identify the estimated grant amount you will be requesting, below. A minimum of 1 quote/ bid per project is required with this application to be considered complete. If work is being self-performed, the applicant shall provide an itemized materials list with cost estimates.

**\*\*A minimum of 2 quotes/bids will be required prior to final grant approval. Competitive proposals to complete the property improvements are required before construction (projects being self-performed are exempt from this requirement). Costs incurred before final grant approval by the CDA, with the exception of architectural and engineering fees are not eligible\*\***

Estimated grant funds being requested for home repair costs: \$\_\_\_\_\_.

Grant match requirement will depend on median household income:

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 incomes that is 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.\*\***

## Negative Impact of COVID-19

The economic downturn has meant fewer households had the resources needed to make necessary home repairs and improvements. While small and cosmetic repairs can often wait, deferring major repairs, such as plumbing needs, can result in unsafe and unhealthy living environments and, eventually, the need for more expensive repairs and fixes. In addition to repairs, many homes are in need of weatherization. Weatherization assistance helps low- and moderate-income Americans save energy, reduce their utility bills, and keeps them and their homes safe.

- By checking this box, I am self-certifying that my household's financial situation has been negatively affected due directly or indirectly to the COVID-19 pandemic, which resulted in an inability for me or my household to make necessary home repairs and improvements. By receiving these funds, I will be able to perform necessary home improvements that will increase the longevity and safety of my home.

## Agreement and Signature

By submitting this application, I affirm that the information set forth in it is true and complete. I have read and understood the CDA Home Repair Grant Program Guidelines. I understand the submission of an application does not constitute a guarantee for funding from the program. If this application is accepted, the applicant will be required to enter into a Grant Agreement with the Waupaca Community Development Authority.

- I understand that there and here by state that there will be no pending litigation against the CDA or the City of Waupaca by me, my contractor, or any other instance in which I am directly involved.
- I understand that if a grant is awarded, activities, as proposed, shall be completed as outlined in the Grant.
- I understand that the acceptance of this grant may count as eligible taxable income for myself and/or my household and that I may need to report this to the IRS on this year's tax return.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Review of complete grant applications will be considered on a first come-first served basis. Applications will be considered "complete" when ALL the following information is provided:

- Completed application
- Application attachments
  - Copy of 2021 Tax Return
  - Quote or materials estimate
  - Detail of proposed improvements

Applications should be submitted electronically in PDF format to Andrew Dane, City of Waupaca Economic Development Specialist at [adane@cityofwaupaca.org](mailto:adane@cityofwaupaca.org).

### 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.
- 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 general public.

## Demographic Survey

**\*\*All demographic and sensitive data shall be kept confidential and are meant for reporting purposes only. Data collected in this survey will not be a factor in the acceptance or denial of the application and will be stored separately\*\* Please do not provide any primary personal identification data on this page.**

What is your age?

- Under 18
- 18-24 years old
- 25-34 years old
- 35-44 years old
- 45-54 years old
- 54 years or older
- Would prefer not to answer

Are you Hispanic, Latino, or of Spanish origin?

- Yes
- No
- Would prefer not to answer

How would you describe yourself?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or More
- Other: \_\_\_\_\_
- Would prefer not to answer

Gender? \_\_\_\_\_

- Would prefer not to answer

What is your household's highest level of education?

- Some High School
- High School/GED
- Bachelor's Degree
- Master's Degree
- Trade School
- Other
- Would prefer not to answer

Are you disabled?

- Yes
- No
- Would prefer not to answer

Are you a veteran?

- Yes
- No
- Would prefer not to answer

How long have you lived in Waupaca, City?

- 0-5 years
- 5-10 years
- 10-25 years
- 25 + years
- Would prefer not to answer

What was your housing status before your current owner-occupied dwelling in Waupaca, City?

- Owner-occupied dwelling; other than current dwelling
- Rental
- Other
- Would prefer not to answer

## Attestation of Negative Impact from COVID-19

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Date: \_\_\_\_\_

Waupaca Community Development Authority  
City of Waupaca  
Community & Economic Development Department  
111 S. Main Street  
Waupaca, WI 54981

Re: Application for Home Repair Grant at \_\_\_\_\_(insert address)

Dear City of Waupaca:

I hereby certify that I \_\_\_\_\_ (insert name) property owner of \_\_\_\_\_ (insert address) was negatively impacted by the COVID-19 pandemic resulting in a loss of income and/or the expenditure of emergency related costs, making home repair and regular maintenance projects not feasible.

I attest that the above information stated in the application as to how the COVID-19 pandemic has affected me is true, correct, and complete to the best of my knowledge. I understand submitting false, misleading, or incomplete information may result in the denial of this application and reclamation of any funds already provided.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name