



BUILD-CF

Curb Appeal Application



Instructions: All applicants must submit a completed application in order to be considered for a Curb Appeal Grant. Failure to complete all sections of the application will delay the process. **Submitting an application does not automatically qualify you for assistance. Assistance is dependent on funds availability and program guidelines.** If you are married, it is required that your spouse be listed as the co-applicant. Please print legibly.

A completed application includes:

- Application Form. A completed Application Form must include an itemized description of your proposed project and estimated cost for each item. Any item not listed on this worksheet will not be considered for reimbursement. If you are having your project completed by a contractor, a copy of their estimate to complete the work must be attached.
- A timeline outlining when the project will be completed.
- Before photos of the proposed project. Items will not be considered if before photos are not submitted. Photos may be digital.
- W-9 Form. A completed W-9 Form must be completed and submitted in order to be eligible for this program. This form is required by the City of the Chippewa Falls Finance Department in order to process your reimbursement request.
- Three (3) recent consecutive months of paycheck stubs or other income documentation (to verify affordable threshold is met).
- Last one (1) year full tax return (federal) and W2's and 1099s (to verify affordability threshold is met).
- Most recent mortgage loan statement (if any), rental agreement (if any), and homeowner's insurance policy and coverage page (to verify affordability threshold is met).

All completed application materials may be submitted in mail, email or in person to:

City of Chippewa Falls – City Planner
30 W. Central Street
Chippewa Falls, WI 54729
bhentschel@chippewafalls-wi.gov
715-726-2729

PROGRAM REQUIREMENTS

- Housing Costs (Mortgage, Insurance and Taxes **OR** Rent) must be 30% or less of applicants' gross household income.
- This program is a reimbursement grant. The applicant is required to pay all expenses related to their approved project and then submit for reimbursement from the City.
- Homeowner provides 50% matching funds if owner occupied and 66% if non-owner occupied.
- Homeowner/Contractor must agree to obtain all necessary permits (e.g. building, plumbing, electrical, roofing permits, etc.)

- All work must meet local, state and national standards including but not limited to lead and asbestos.
- For painting and staining projects, applicants are required to scrape and prime all surfaces.
- Properties must pass a Housing Quality Standards inspection with Chippewa County Housing Authority. Any items needing correction must be completed prior to grant funds being issued.
- Structures built prior to 1978 with chipping or peeling paint may require a lead inspection and/or clearance letter.
- Structures may require an asbestos inspection. If asbestos is found and will be impacted, a proper contractor will be required to remediate.

ADDITIONAL INFORMATION

A property which has any one or more of the following conditions is ineligible for the program:

- a) A property that is not located within the corporate limits of the City of Chippewa Falls.
- b) Any property where the owner of that property is delinquent on any debt it owes to the City of Chippewa Falls or Chippewa Falls Public Utilities.
- c) Properties owned in part or in whole by a tax exempt entity.
- d) Mobile homes.
- e) A property that has an open or issued Correction Notice. Applications that are submitted for projects that will close a Correction Notice may be considered on a case by case basis.

Ineligible Grant Expenditures: Items/projects that are not eligible for reimbursement under the Grant Program include, but are not limited to the following:

- Repair or replacement of dog houses or any other structure for animals.
- Interior projects
- Rental companies or other organizations may not use this program to reimburse their own staff's labor expenses to complete the project.
- Materials that have been purchased or projects that are completed or underway prior to issuance of a signed Agreement.
- Purchasing of permanent equipment or tools (e.g. ladder, paint sprayers, etc.).

Reimbursement Procedures

- Submit Final Reimbursement Form/Worksheet. This form must include a description of the proposed project(s) and the final cost for each project.
- Copies of receipts/paid invoices showing proof of purchase of the approved/completed items/materials for each project.
- Final photo documentation of the complete project ("after" photos). Photos shall be taken in a similar manner to the "before" photos.
- Document corrections of any items that failed the Housing Quality Standards inspection.
- Staff will review to confirm eligibility of items and process for payment.

CURB-APPEAL -APPLICATION WORKSHEET



Name(s): _____

Address of Property: _____

Current Address: _____

Marital Status (if you are married, it is required that your spouse be listed as co-applicant): _____

Phone Number: _____ Email Address: _____

Property Type (circle one): RENTAL OWNER-OCCUPIED

Gross Yearly Household Income: _____

Description of Work (Attach additional pages if necessary):

Itemized Description and Cost of Project Elements (Attach additional pages if necessary):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Project Cost: _____ Date the Work will be Finished: _____

Please attach the following items:

- Project Timeline
- Photos of the pre-project components
- W-9 Form
- Three (3) recent, consecutive months of paystubs or other income documentation from all adults in household.
- Last one (1) year full tax return and 1099's.
- Most recent mortgage loan statement OR rental agreement
- Homeowners insurance policy and coverage page.

I confirm the above statements to be true and accurate

Signature of Applicant(s)

Date

Signature of Applicant(s)

Date