



## **CITY OF WAUPACA BUILDING REPAIR GRANT GUIDELINES**

### **PROGRAM OBJECTIVES**

- Provide capital for remodeling historic buildings in the downtown district

### **ELIGIBILITY**

- Applicant: Property owner/business owner
- Applicants are eligible to receive up to one grant award per year (Subject to funding availability)
- Applicants who have not received funding will be given priority prior to approving a second grant award for an applicant who has already completed a project
- Project Location: Within Downtown Incentive District (Map)
- Eligible Projects: Design and construction costs directly related to interior and exterior alternations including Roof, HVAC, Electrical, Plumbing, Insulation, Structural, and ADA related Improvements
- Ineligible Projects: Projects which do not directly improve the longevity of the building; equipment expenses not related to eligible project type; buildings whose primary use is residential; tax exempt properties; properties with outstanding taxes or fees owed to City

### **TERMS AND CONDITIONS**

- Grant Amount: Up to \$25,000
- For larger projects demonstrating a significant positive impact on the downtown the CDA and City may approve grants awards which exceed the stated program caps.
- Match Requirement: 50% Cash
- Award: Grant award upon completion of project
- Approval: Staff and CDA approvals required
- Presentation to Staff/CDA is required
- Use of Contractor(s): Licensed contractors required for all projects
- Bidding: One bid for application; two bids required prior to construction
- All necessary permits must be filed with the City of Waupaca prior to final approval

### **PROCEDURES & GUIDELINES**

- Applicants must complete the single uniform application and submit to City as a PDF file
- All applications shall be submitted to the City's Community and Economic Development Department
- Applications will be accepted on a rolling basis
- Applications will be reviewed by staff and recommended for consideration by the CDA
- The applicant or a business representative is required to come before the CDA to orally present the project.
  - The applicant may request the presentation to be held in closed session if confidentiality is desired.
  - The request will be reviewed by the CDA
  - The grant depends on available funds and may be awarded for less than the requested amount.
  - Approval of the grant request will be at the sole discretion of the CDA.
  - Applications will be approved or denied within 45 days of submission.



- Grants will be awarded based on the application quality, contribution to the historic character of downtown Waupaca.
- If the application is approved:
  - Staff will provide an award letter specifying project conditions approved by CDA as well as a W-9 form for tax purposes. Documents must be signed and returned to City Hall
  - Licensed tradesmen are required to do all work. Applicant is responsible for securing all necessary permits and approvals
  - Matching grants will be disbursed after work is completed and a brief closing report is submitted to the CDA for approval, as well as any other inspection requirements if applicable
- Closing report
  - A 1-page closing report shall include before and after photos and a brief narrative describing improvements

#### **APPLICATION**

- Applicants are required to fill out and submit the Waupaca Building Repair Grant Application
- 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.