

## EXTERIOR HOME REPAIR PROGRAM – GRANT REIMBURSEMENT PROCEDURES

The following information is required to issue grant reimbursement payment. Electronic submissions via email are encouraged but not required. Hard copies may be left at City Hall c/o Andrew Dane - Downtown Incentive Program.

Checks will be issued after the City Council meets to authorize payments. Council meets twice per month. Grant recipients can expect reimbursement 2-4 weeks after ALL documentation is received.

- Summary statement of total eligible project costs incurred (**fill in below**)
  - Grant award amount as identified in contract (\$ amount) \_\_\_\_\_
  - Total project cost incurred (\$ amount)\_\_\_\_\_
  - Owner costs incurred (\$ amount)\_\_\_\_\_
  - Requested matching grant reimbursement (\$ amount)\_\_\_\_\_
  - Signature attesting that the expenses reported are in accordance with the terms of the signed Downtown Incentive Grant Agreement between Applicant and City)
  - (Applicant Signature) \_\_\_\_\_
  - (Owner Signature; if applicant does not own building) \_\_\_\_\_
  
- For 50% Matching Grant Program: Proof of vendor/contractor payment with following information **as documented in a paid invoice; copy of check; receipt; or other third party documentation (If applicable)**
  - Vendor name, address, phone number
  - Description of materials or services purchased
  - Cost of purchase(s)
  - Date of purchase(s) - show either the invoice date or date received
  
- For 100% Grant Program: Contractor invoice for work completed including:
  - Vendor name, address, phone number
  - Description of materials or services purchased
  - Cost of purchase(s)
  - Date of purchase(s) - show either the invoice date or date received
  
- Proof of completed work (If required; see Home Repair Permitting Requirements)
  - Final inspection report (issued by Waupaca City Inspector)

- Signed W-9 form (Contractor)
  - If contractor requesting reimbursement for home repair performed on behalf of homeowner
  
- No outstanding taxes or fees owed to City