



Tax Incremental District (TID) #23

City of Racine
Community Development
Authority (CDA)

Homeowner Repair Program Intake Application Forms

The City of Racine believes everyone deserves a safe and habitable place to live, and we want to support homeowners in investing in their homes. We've created new programs to help homeowners re-invest in their homes. Homeowners within the boundaries of Neighborhood TID 23 can now apply for up to \$10,000 in grants to repair their homes.



HOMEOWNER REPAIR PROGRAM

The preliminary project plan for TID 23 was approved by Common Council through Resolution No. 1083-19 on September 30, 2019. The TID boundaries are shown in the map below. Only homeowner-occupants within the TID are eligible for funding.



To qualify for a homeowner repair forgivable grant with the CDA, eligible homeowners must be:

- The owner-occupant of a single-family or duplex property within TID 23 or have an executed purchase agreement for such a property within TID 23
- Current with property taxes and have active homeowner's insurance
- Able to contribute 10% of the total project cost as determined in the scope of work

Homeowners *may not*:

- Own the property under a land contract.
- Have previously received funding through the City of Racine's "Rebuild Racine" program

If you're not sure this product would be right for you, call us at 262-636-9197 before filling out this application to discuss your property repair needs.



CITY OF RACINE COMMUNITY DEVELOPMENT AUTHORITY

HOME REPAIR GRANT INTAKE & PROGRAM ELIGIBILITY FORM

APPLICATION INSTRUCTIONS

1. **Please fill out this application and enclose copies, scanned images, or pictures of your supporting documentation as outlined on the subsequent page. Please call 262-636-9197 with any questions.** Our staff can help make sure this product is the right fit for you and can answer any questions about the grant process.
2. Email a completed application and scanned copies of all supporting documentation in one email to CDAapplications@cityofracine.org **OR** Mail a completed application and copies, scanned images, or pictures of all supporting documentation to the address below:

Department of City Development
ATTN: Consumer Lending Specialist
City Hall Room 304.
730 Washington Avenue
Racine, Wisconsin 53403

Applications are processed on a first-come first-served basis.

Information will remain confidential and will not be shared to the extent permissible by law. Notice of Non-Discrimination: The City of Racine does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex, or sexual orientation, and familial status.

To appeal the denial of a grant, please contact the Executive Director of the Community Development Authority in writing within fourteen (14) days after denial. The Community Development Authority Board will have the final decision on granting or rejecting appeals.

Contact Information:

City of Racine CDA
City Hall Room 102
730 Washington Avenue
Racine, Wisconsin 53403

Phone: 262-636-9197
Fax: 262-635-5347



CITY OF RACINE COMMUNITY DEVELOPMENT AUTHORITY
HOME REPAIR GRANT INTAKE & PROGRAM ELIGIBILITY FORM

The following supporting documentation must be submitted by the applicant:

Item	Check <input type="checkbox"/>
Most Recent Mortgage Statement(s) or Accepted Offer to Purchase	
Current Homeowner's Insurance – Declaration page (if current owner)	
Proof of Occupancy (<i>Current utility bill, insurance certificate, property tax bill reflecting current address, or driver's license or proof of voter registration reflecting current address</i>) or Accepted Offer to Purchase	
Signed intake application form by applicant	
Site Plan Sketch (if proposing building additions or secondary structure construction)	
Pictures or images of proposed work or area where work will be completed (optional)	

Please enclose copies, scanned images, or pictures of your supporting documentation as outlined on the subsequent page. Do not submit original documents.



CITY OF RACINE COMMUNITY DEVELOPMENT AUTHORITY

HOME REPAIR GRANT INTAKE & PROGRAM ELIGIBILITY FORM

HOMEOWNER REPAIR PROGRAM – GRANT DETAILS

Eligible Expenses

Funds must address outstanding building or health code orders issued against the property by the City of Racine, or property maintenance issues that would qualify as building or health code orders, as identified at the property by the CDA. Costs unrelated to the correction of an actual or potential order, as determined by the City of Racine, are not eligible through this program.

Funding may be used to correct exterior or interior code violations including, but not limited to, the following:

- Exterior Code Violations
 - Roof- defective shingles, sheathing, parapet wall caps
 - Chimney- defective mortar, missing/damaged bricks, defective flashing
 - Fascia/Soffit- defective and/or missing
 - Gutter system- defective and/or missing rain gutters, downspouts, extenders
 - Siding- defective and/or missing siding, defective mortar, missing masonry
 - Windows- defective, broken, missing, boarded
 - Doors- defective, broken, missing, boarded
 - Porches- defective columns, ceilings, floors, steps, guardrails, handrails
 - Foundations- defective and/or missing brick, block, mortar
 - Painting- chipping, worn, defective paint on wood, metal and/or siding
 - Garages- survey garage for the same conditions as main structure
 - Fences- repair/replace defective/structurally unsound
- Interior Code Violations
 - Working smoke/carbon monoxide detectors- properly installed in required areas
 - Hot/cold running water
 - Entry doors/hardware- sound condition, weather tight, secure from illegal entry
 - Functioning electrical system- all units shall be provided with electric service with outlets and fixtures maintained in a safe working condition
 - Windows- capable of being easily opened and held in position by proper hardware, maintain required locking hardware
 - Functioning heating system- maintain the temperature of at a minimum of 68 degrees °F
 - Proper sanitary sewer disposal
 - Effective plumbing system- proper plumbing to sink(s), toilet(s), bathtub/shower(s) that are secure and free of leaks
 - Flooring- habitable condition clear of any trip/fall hazards
 - Walls- habitable condition free of large holes/missing sections
 - Ceiling- habitable condition free of sagging/collapsing, leaking, etc.



The following costs cannot be financed through this program:

- The costs of construction, substantial reconstruction, or expansion of a structure, whether an accessory structure (garage, shed, etc.) or a principal dwelling unit; *(these costs may be eligible through the Property Enhancement Program)*
- The costs to purchase, install, or repair furnishing or appliances; *(these costs may be eligible through the Property Enhancement Program)*
- The finishing of unfinished spaces such as an attic or basement; *(these costs may be eligible through the Property Enhancement Program)*
- The costs of materials, fixtures, or equipment, of a quality which exceeds that customarily used in properties of the same type as the property to be rehabilitated or which is not readily available from local dealers;
- The costs of regular household maintenance items used for such activities as housecleaning and snow removal
- Expenses that were incurred prior to the execution of the grant agreement

Product Information

- Award Amount: \$1,000.00 - \$10,000.00
- Product type: Grant
 - No repayment is expected
- By agreeing to participate in this program, the homeowner agrees to permit staff of the City Assessor to re-assess the interior and exterior of the property following completion.

Funding through this program would be provided directly to the contractor performing the relevant work. Contractors must be approved by the City and received permits for the appropriate work. Approved applicants will be required to contribute 10% of the total project cost as determined by the City in the scope of work. The applicant must have active homeowner's insurance on the property for which they are applying.



CITY OF RACINE COMMUNITY DEVELOPMENT AUTHORITY

HOME REPAIR GRANT INTAKE & PROGRAM ELIGIBILITY FORM

Section 1. APPLICANT INFORMATION

Name: _____ Date of Birth: _____

Gender: Male Female Other

Phone Number: _____ Email Address: _____

Do you have an existing loan from the City of Racine? YES NO If yes, what year did you apply? _____

Marital Status Married Single Divorced Widowed Separated

Female Head of Household?

Racial Group (*Must select one or more*)

White

Black/African American

Asian

American Indian/Alaskan Native

Native Hawaiian/Other Pacific Islander

American Indian/Alaskan Native & White

American Indian/Alaskan Native & Black/African American

Asian & White

Black/African American & White

Other Multi-Racial

Ethnic Group (*Select one*)

Hispanic or Latino

Not Hispanic or Latino



CITY OF RACINE COMMUNITY DEVELOPMENT AUTHORITY
HOME REPAIR GRANT INTAKE & PROGRAM ELIGIBILITY FORM

Section 2. HOUSEHOLD INFORMATION

Total Number of Person(s) in Household: _____

Do any members of the household have a physical disability? YES NO

Please provide the total gross annual income as shown on the most recently submitted tax return for the entire household. If any household members file separately, then the number entered below should be the cumulative gross annual income for the entire household.

This information would only be used to help us connect your household to additional funding sources that may be dependent on income. You may decline to provide this information by entering N/A in the box below.

HOUSEHOLD GROSS ANNUAL INCOME (YEAR: _____)	\$
--	----



CITY OF RACINE COMMUNITY DEVELOPMENT AUTHORITY

HOME REPAIR GRANT INTAKE & PROGRAM ELIGIBILITY FORM

Section 3. PROPERTY INFORMATION

Address:	Street:
City: Racine	County: Racine
State: WI	ZIP:
Years Residing at Address:	

Number of bedrooms in property:

Number of bathrooms in property:

Other names on property title (if known):

Major repairs or remodel work performed within last five (5) years:

Do you have any outstanding City Building or Health code violations that these funds could be used to address? Yes No

If yes, list:

Monthly utility costs (gas/elec/oil) \$_____ Are you current with energy bill? Y or N

Quarterly water costs \$_____ Are you current with water bill? Y or N



CITY OF RACINE COMMUNITY DEVELOPMENT AUTHORITY

HOME REPAIR GRANT INTAKE & PROGRAM ELIGIBILITY FORM

Describe the housing repair work proposed to be paid with a CDA grant:

NOTE: Funds must address outstanding building or health code orders issued against the property by the City of Racine, or property maintenance issues that would qualify as building or health code orders, as identified at the property by the CDA. Costs unrelated to the correction of an actual or potential order, as determined by the City of Racine, are not eligible through this program. If awarded, funding would not exceed the amount necessary to address the approved repairs or \$10,000, whichever is less. Though not required, applicants are encouraged to submit pictures of the areas where repairs are requested in their application.

This work will include: *(check all that apply)*

Lead paint Roof Gutter Porch Windows Siding Doors

Electrical Plumbing HVAC Water Heater Insulation Other:



CITY OF RACINE COMMUNITY DEVELOPMENT AUTHORITY

HOME REPAIR GRANT INTAKE & PROGRAM ELIGIBILITY FORM

Section 4. CERTIFICATION BY APPLICANT

The APPLICANT certifies that all information in this intake/application form and all information furnished in support of this intake/application form are given for the purpose of obtaining a grant. The APPLICANT further certifies that he/she is the owner of the property described in this intake/application form. All information is true and complete to the best of the APPLICANT's knowledge.

If any of the information originally provided by the APPLICANT changes following the APPLICANT's submission of such information (specifically with regards to property ownership and condition), then the APPLICANT is required to notify the City of Racine Community Development Authority within 30 days of the change.

ELIGIBLE HOMEOWNER: The APPLICANT certifies that they are a homeowner-occupant of an eligible property within TID #23, or that they have an accepted offer to purchase a property that they intend to acquire and occupy as their principal residence. APPLICANT certifies that they meet all other eligibility information stated within this application.

RELEASE OF INFORMATION: The APPLICANT gives permission to the City to release the Home Repair Grant Program Application Form and supporting documentation for the purpose of verifying any and all information necessary to establish the APPLICANT's eligibility to receive assistance through the Home Repair Grant Program. The APPLICANT understands that information will remain confidential to the extent permitted by law and will be used solely for the purpose of determining eligibility to receive home repair assistance.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: The undersigned certifies under penalty of law that all statements made in this intake/application form and supporting documents are true and accurate, correct, and complete. If any of the information provided by the APPLICANT is untrue, inaccurate or incomplete, regardless of when this is discovered by the City, the City may, in its sole discretion, immediately terminate the APPLICANT's participation in the Home Repair Grant Program without liability. The City may seek to recapture funds if the City discovers an untrue, inaccurate, or incomplete statement after funding was disbursed through this program.

Signature of Applicant

Date

Printed Name of Applicant