



STRONG NEIGHBORHOODS PROGRAM

MAJOR RENOVATION APPLICATION

Date Submitted: _____

Applicant Name: _____

Project Address: _____

Contractor: _____

Project Estimate: _____

Instructions: All applicants must submit a completed application packet in order to be considered for a Major Renovation Forgivable Loan. A completed application includes:

- 1. **Pre-Documentation Project form.**
A completed Pre-Documentation Project Form must include all information on the form including the checklist at the bottom of the form.
- 2. **Contract for Services form.**
Fill and sign the form to show that you understand the conditions to the forgivable loan. Once your application has been reviewed and if it is approved, the form will be returned to you showing the approval amount.
- 3. **Quotes from Contractors.**
Two (2) to three (3) copies of quotes from contractors including the contractor you will be using for your project.
- 4. **Before photos of the proposed project.**
Digital photos are preferred but hard copies may also be submitted. Items will not be considered if before photos are not submitted. Photos must include pictures of the areas where work will be performed and an overall picture of the front of the home from the street.
- 5. **W-9 form.**
Must be completed by applicant and submitted in order to be eligible for reimbursement. This form is required by the City of Menasha Finance Department in order to process your reimbursement request.
**Note that even though the reimbursement check will go directly to the contractor, the applicant is still the awardee of the forgivable loan and will have to fill out the W-9 form.*

All completed materials may be submitted by mail or in person to:

Menasha Community Development Department
100 Main Street, Suite 200
Menasha, WI 54952
mlarsen@menashawi.gov



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CONTRACT FOR SERVICES

This agreement is made by and between _____ the property owner of _____, Menasha, WI 54952 and the City of Menasha, 100 Main Street, Suite 200, Menasha, Wisconsin 54952.

WHEREAS the property owner, hereinafter called the “Owner” has applied to the City of Menasha, Wisconsin, hereinafter called the “City”, to participate and receive a forgivable loan under the City’s Major Renovation Program, and the City, acting through its Community Development Department has approved such application; and,

WHEREAS the Owner proposes to pay the cost of the project provided for in this contract with a reimbursement to the Contractor by the City on satisfactory completion of work and submittal of receipts and/or invoice(s) by the contractor reflecting the Owner’s portion as fully paid and the remainder of the City’s portion; and,

WHEREAS the Owner has submitted pre-documentation of work to be done.

NOW, THEREFORE, for the considerations stated herein, the Owner hereby agrees as follows:

GENERAL CONDITIONS

1. Property to be repaired. The property to be repaired pursuant to this Contract is located at _____, in the City of Menasha, Wisconsin.
2. Term. This contract shall commence on the date signed by the City of Menasha and shall be substantially completed within TWELVE (12) months of loan approval. Failure to complete the project within the TWELVE (12) months will be a default and no funds will be reimbursed.
3. Scope of Services. Owner agrees to perform the services listed on their approved pre-documentation form and in accordance with the terms and conditions of this Contract.

Lead Testing*. Owners proposing work on the interior of homes older than 1978 are required to test the current paint and provide documentation of the test results including a picture of the paint chip used to test. The link below can provide more information on how to test for lead.

<http://www.slh.wisc.edu/occupational/wohl/customer-service/sample-submission-forms/>

* All work must meet any applicable local, state and national ordinances, standards or statutes including but not limited to issuance of building permits, zoning approvals and lead and asbestos abatement.

TOTAL MAJOR RENOVATION LOAN AWARD \$_____.

4. Loan Documents. Within two weeks, upon approval from the Housing Authority, Owner must come in to City Hall to sign loan documents for which will be recorded at the county for a fee of \$30. That fee will be taken out from the total loan award. An ID will be needed and this signing will need to be scheduled as the documents need to be notarized.

5. Payment (reimbursement) for work. To receive reimbursement for completed painting and/or fix-up and repair items, Owners are required to submit a completed Final Reimbursement Sheet with appropriate receipts or paid invoices for only a totally completed project to the City of Menasha Community Development Department. Receipts submitted for reimbursement by the applicant must clearly indicate which items are being requested to be reimbursed.

Final Reimbursement forms can be picked up at the City of Menasha Community Development Department.

Owner to Hold the City Harmless. The Owner shall indemnify and hold harmless, the City of Menasha, agents and employees from all liability and claims for damages because of expense suffered or alleged to have been suffered by any person as a result of, or arising from this Contract, whether such operations be by that Owner, any contractor/subcontractors or suppliers in connection with this Contract, or anyone directly or indirectly employed by either the Owner, contractor/subcontractors or suppliers.

6. Before and After Pictures. The applicant agrees that the images provided to the City of Menasha in their application may be used for promoting the Strong Neighborhoods Program. The applicants' names, addresses, and other personal information will not be revealed in the promotional materials when using the images.

Owner acknowledges that the Owner has read this Contract, understands it, and agrees to be bound by its terms.

PROPERTY OWNER

DATE

(Print Name Here)

DATE

CITY OF MENASHA

DATE