

Instructions:**CITY OF LA CROSSE PAINT AND FIX-UP PROGRAM**

All applicants must submit a completed application in order to be considered for a Paint and Fix-Up Grant. A completed application includes:

- 1) **A completed Pre-Documentation Form.** This 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.
- 2) **Before photos of the proposed project.** Items will not be considered if before photos are not submitted. Photos may be digital.
- 3) **A completed 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 La Crosse's Finance Department in order to process your reimbursement request. If you have concerns about providing this form to the Planning Department you may mail it directly to the Finance Department directly at: City of La Crosse Finance Department, Paint and Fix-Up Program, 400 La Crosse St, La Crosse, WI 54601.
- 4) **A signed Contract For Services Form.** Submit a signed Contract For Services Form. If approved, Item #1 and Item #3 under General Conditions will be filled in and a signed copy of the Contract from the City will be sent back to you.

All completed applications may be submitted by mail to:

Planning and Development Department
Paint and Fix-Up Program
400 La Crosse Street
La Crosse, WI 54601

Or they may be emailed to Tim Acklin at acklint@cityoflacrosse.org In the subject line please state that this is a Paint and Fix-Up Program application and provide your address.

Please contact Tim Acklin at (608) 789-7512 if you have any questions.

ADDITIONAL INFORMATION

- 1) Applicants who applied to the program in previous years may reapply for additional funding for the same property provided they completed the previous year's project.
- 2) Mobile Homes are eligible for this Program
- 3) Properties located Downtown with upper floor residential units are eligible for this Program provided that the funding is only used for the residential portion of the building only.
- 4) Owner-Occupied rental properties will not be required to provide the 100% match but will still be required to be registered under the City of La Crosse's Rental Registration Program.
- 5) The rental of equipment to complete your project (scaffolding, power washer, etc) is an eligible expense under this Program but may not exceed 25% of the cost of your project or \$1,000, whichever is less.
- 6) The purchasing of permanent equipment or tools (ladder, paint sprayers, etc) is not an eligible expense under this Program.
- 7) The installation of new security lighting is an eligible expense under this Program.
- 8) With the exception of Item #7, no new items are eligible for projects under this Program. (Example- If you currently do not have a fence, or gutters, or porch railings than you will not be able to use this program to install them.)
- 9) Fixing up dog houses and the installation of landscaping are not eligible expenses under this program.
- 10) Rental companies may not use this Program to reimburse their own staff to complete their projects.
- 11) Applications will not be awarded to properties that have open or issued Orders to Correct with the City Building and Inspections Department. Applications that are submitted for projects that will close any Order to Correct may be considered on a case by case basis.

**CITY-WIDE PAINT & FIX-UP GRANT PROGRAM
CITY OF LA CROSSE**

This program is available to both Owner-Occupied and Rental Properties.
Owner-Occupied Properties may receive a grant, not to exceed \$1,000, for exterior paint, stain and materials for exterior repairs and improvements; and Non-Owner-Occupied (rental) program participants will be eligible for the same funding but must provide 100% matching funds and be registered under the City of La Crosse's Rental Registration Program

Property Worksheet/Pre-Documentation

Name: _____
Property Address: _____
Mailing Address (If Different) _____
Neighborhood Association _____
Phone Number: _____
Email Address _____
Property Type (circle one) RENTAL OWNER-OCCUPIED

PAINT/STAIN: Describe Work (including surface preparation)

Estimated Paint/Stain Costs \$ _____

FIX-UP/REPAIRS

Itemized Description of Work

Estimated Costs

_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	\$ _____

Estimated Fix-Up/Repairs Costs \$ _____

TOTAL ESTIMATED COSTS \$ _____

I confirm the above statement to be true and plan to complete the above work by _____
Date

Signature of Applicant

Date