



# Central Housing Region

## Community Development Block Grant Program

Counties of Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara & Wood

TO: Homeowner

FROM: Julie A. Oleson, Program Manager

RE: Homeowner Rehabilitation

\*\*\*\*\*

Enclosed is a Community Development Block Grant (CDBG) application for homeowner rehabilitation.

This is a loan program that is 0% interest and payments are deferred until the housing unit ceases to be your principal place of residence. Typically the loan is paid back when the home is sold. Closing costs include, but are not limited to, title letter report, mortgage filing fees, and inspection fees.

How to acquire a loan:

- The first step to acquiring a loan is to complete and return the application along with the items on the list attached to application.
- Next we will verify your information and send notification that you are either eligible or ineligible.
- If you are deemed income eligible, you will be contacted by the home inspectors we hired to do a Housing Quality Standards inspection. Any work started before the loan is approved will not be eligible.
- The inspector will then write up the bid specifications and forward them to you to acquire bids from qualified contractors. This is a sealed bid process.

Loans are awarded on a first come first serve basis. Emergencies that threaten health or safety will take precedence.

\*\*\*\*\*Properties with delinquent taxes, significant liens or judgments encumbering it, for sale or in foreclosure, are not eligible for the program. Cosmetic work (remodeling), projects that have already been started, or outbuildings, including garages that are not attached to the house (unless lead paint rules apply) do not qualify.\*\*\*\*\*

Juneau County Housing Authority • 717 E. State Street, Mauston, WI 53948

Phone: (608) 847-7309 • Fax: (608) 847-2278

Email: [juncoha@frontier.com](mailto:juncoha@frontier.com) • Website: [www.JuneauCountyHousingAuthority.com](http://www.JuneauCountyHousingAuthority.com)

*Juneau County Housing Authority is an equal opportunity provider and employer.*



**CENTRAL HOUSING REGION CDBG  
HOUSEHOLD INCOME LIMITS  
Effective April 24,2019**

SIZE OF HOUSEHOLD								
COUNTY	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Adams	\$ 38,300	\$ 43,800	\$ 49,250	\$ 54,700	\$ 59,100	\$ 63,500	\$ 67,850	\$ 72,250
Green Lake	\$ 38,300	\$ 43,800	\$ 49,250	\$ 54,700	\$ 59,100	\$ 63,500	\$ 67,850	\$ 72,250
Juneau	\$ 38,300	\$ 43,800	\$ 49,250	\$ 54,700	\$ 59,100	\$ 63,500	\$ 67,850	\$ 72,250
Marathon	\$ 41,000	\$ 46,850	\$ 52,700	\$ 58,550	\$ 63,250	\$ 67,950	\$ 72,650	\$ 77,300
Marquette	\$ 38,300	\$ 43,800	\$ 49,250	\$ 54,700	\$ 59,100	\$ 63,500	\$ 67,850	\$ 72,250
Portage	\$ 40,800	\$ 46,600	\$ 52,450	\$ 58,250	\$ 62,950	\$ 67,600	\$ 72,250	\$ 76,900
Waupaca	\$ 38,400	\$ 43,850	\$ 49,350	\$ 54,800	\$ 59,200	\$ 63,600	\$ 68,000	\$ 72,350
Waushara	\$ 38,300	\$ 43,800	\$ 49,250	\$ 54,700	\$ 59,100	\$ 63,500	\$ 67,850	\$ 72,250
Wood	\$ 39,550	\$ 45,200	\$ 50,850	\$ 56,500	\$ 61,050	\$ 65,550	\$ 70,100	\$ 74,600

To be income eligible your total household income cannot exceed the amount above for your household size.

## Central Housing Region CDBG Program

### Homeowner Rehabilitation Application

**OFFICE USE ONLY:** Application Number \_\_\_\_\_ Date Received \_\_\_\_\_

Applicant Name (Last, First, MI)		Co-Applicant Name (Last, First, MI)	
Phone Number		Best Way to Contact You <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail	
Email		County Property is Located	
Property Street Address		City/Town/Village	Zip Code
Mailing Address (if different)		City/Town/Village	Zip Code
Is dwelling in a floodplain? <input type="checkbox"/> YES <input type="checkbox"/> NO	Age of Home	Primary Residence? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is property a Historical Site or is it eligible to become one? <input type="checkbox"/> YES <input type="checkbox"/> NO
How did you hear about the CDBG Program?			

LIST NAMES OF ALL PROPERTY OWNERS AS SHOWN ON DEED OR LAND CONTRACT:	PROPERTY HELD IN: <input type="checkbox"/> DEED <input type="checkbox"/> LAND CONTRACT <input type="checkbox"/> OTHER
--	--

MORTGAGE IS:  Current     Delinquent     In Foreclosure     For Sale. Mark all that apply.

FAIR MARKET VALUE OF PROPERTY	AMOUNT OWED (loans/liens against property)	OWED TO	EQUITY



## Conflict of Interest

Do you have family or business tie to any of the individuals listed below? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, circle which of the covered persons)

If **yes**, disclose the nature of the relationship. \_\_\_\_\_

- |  |   |
|--|---|
| <b>Alan Peterson</b> – Juneau County Chairperson                   | <b>Terri Treptow</b> – Juneau County Clerk                      |
| <b>Tom Brounacker</b> – Juneau County Committee Member             | <b>Joelle Curran</b> – Juneau County Alternate Committee Member |
| <b>Julie Oleson</b> – JCHA Executive Director                      | <b>Lori Chipman</b> – Juneau County Accounting                  |
| <b>Emily Erickson</b> – CDBG Administration Assistant              | <b>Jill Granger</b> – Juneau County HA Board Member             |
| <b>Lee Kucher</b> – Juneau County HA Board Member                  | <b>Chris Zindorf</b> – Juneau County HA Board Member            |
| <b>Barb Gabrielson</b> – BG & Associates                           | <b>Rick Gabrielson</b> – BG & Associates                        |
| <b>Kathy Jepson</b> – BG & Associates                              | <b>Kaitlyn Gabrielson</b> – BG & Associates                     |
| <b>Glenn Helmuth</b> – BG & Associates                             | <b>Craig Olson</b> – BG & Associates                            |
| <b>Jerry Niles</b> – Juneau County Board Member                    | <b>Michael Kelley</b> – Juneau County Board Member              |
| <b>James J Koca Jr</b> – Juneau County Board Member                | <b>Joe Lally</b> – Juneau County Board Member                   |
| <b>Tim Harford</b> – Juneau County Board Member                    | <b>John D Wenum</b> – Juneau County Board Member                |
| <b>Orville Robinson</b> – Juneau County Board Member               | <b>James Parrett</b> – Juneau County Board Member               |
| <b>Jack Jasinski</b> – Juneau County Board Member                  | <b>Scott Wilhorn</b> – Juneau County Board Member               |
| <b>Ray Zipperer</b> – Juneau County Board Member                   | <b>Lynn A Willard</b> – Juneau County Board Member              |
| <b>Roy Granger</b> – Juneau County Board Member                    | <b>Ray Feldman</b> – Juneau County Board Member                 |
| <b>Steven Thomas</b> – Juneau County Board Member                  | <b>Timothy J Cottingham</b> – Juneau County Board Member        |
| <b>Edmund Wafle</b> – Juneau County Board Member                   | <b>Ken Schneider</b> – Juneau County Board Member               |
| <b>Rodney M Seamans</b> – Juneau County Board Member               | <b>Liz Otto</b> – Green Lake County Committee Member            |
| <b>Casey Bradley</b> – Adams County Committee Member               | <b>Rick Seefeldt</b> – Marathon County Committee Member         |
| <b>Harley Reabe</b> – Green Lake County Alternate Committee Member | <b>Jeanne Dodge</b> – Portage County Committee Member           |
| <b>Gary Sorenson</b> – Marquette County Committee Member           | <b>Ryan Brown</b> – Waupaca County Committee Member             |
| <b>Gerry Zastrow</b> – Portage County Alternate Committee Member   | <b>Robert Sivick</b> – Waushara County Committee Member         |
| <b>David Thiel</b> – Waupaca County Alternate Committee Member     | <b>Adam DeKleyn</b> – Wood County Alternate Committee Member    |
| <b>Jason Grueneberg</b> – Wood County Committee Member             |   |

**HOMEOWNER'S INSURANCE INFORMATION**

Name of Insurance Company:

\_\_\_\_\_

Address of Insurance Company:

\_\_\_\_\_

Name of Agent: \_\_\_\_\_

Phone Number of Agent: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**INCOME & ASSET INFORMATION**

When sending in your application, please include the following supporting documents:

- Copy of most recent property tax bill. An appraisal will be accepted if done within the last 2 years
- Copy of your Homeowner's Insurance declarations page(s)
- Copy of your most recent mortgage statement showing your current principal balance and showing you are current on your mortgage payments
- Each working household member's most recent Federal Income Tax Form (NOT W-2's). If you are self-employed, make sure to include all schedules
- Any additional documentation, listed on next page

PLEASE ANSWER THE FOLLOWING QUESTIONNAIRES COMPLETELY. FAILURE TO DO SO WILL RESULT IN DELAY OF APPLICATION PROCESSING. **All adult members (18 years and older) living in the household must have their income documented below.**

Income Source	Whom It Pertains To	Documentation Needed	Does Not Apply
Employer: _____ Address: _____ _____ Fax #: _____		<input type="checkbox"/> Most recent Federal Income Tax Form (ie 1040)	<input type="checkbox"/> N/A
Employer: _____ Address: _____ _____ Fax #: _____		<input type="checkbox"/> Most recent Federal Income Tax Form (ie 1040)	<input type="checkbox"/> N/A
Employer: _____ Address: _____ _____ Fax #: _____		<input type="checkbox"/> Most recent Federal Income Tax Form (ie 1040)	<input type="checkbox"/> N/A
Self Employed (Describe type of Business) _____		<input type="checkbox"/> Most Recent Federal Income Tax Forms (3 Years) <input type="checkbox"/> All Schedules	<input type="checkbox"/> N/A
Unemployment Benefits and/or Worker's Compensation		<input type="checkbox"/> Most recent 3 months of check stubs	<input type="checkbox"/> N/A
Social Security Payments		<input type="checkbox"/> Current benefit statement	<input type="checkbox"/> N/A
Supplemental Security Income (SSI)		<input type="checkbox"/> Current benefit statement	<input type="checkbox"/> N/A
Income from real or personal property		<input type="checkbox"/> Proof of Amount	<input type="checkbox"/> N/A
Alimony/spousal maintenance payments		<input type="checkbox"/> Most recent 3 months of check stubs	<input type="checkbox"/> N/A

Asset Source	Address	Cash Value/Balance	Whom It Pertains To	Does Not Apply
Checking Account With: _____ With: _____				<input type="checkbox"/> N/A
Savings Account With: _____ With: _____				<input type="checkbox"/> N/A
Certificates of Deposit or Money Market Accounts				<input type="checkbox"/> N/A
Revocable Trust description: _____				<input type="checkbox"/> N/A
Real Estate (if you own rental property or other land list location and mortgage holder and send a copy of the property tax statement				<input type="checkbox"/> N/A
Stock Bonds or Treasury Bills				<input type="checkbox"/> N/A
IRA/Pension/Retirement/Keogh401 K Account (even if not eligible to receive it yet)				<input type="checkbox"/> N/A
Whole Life Insurance Policy				<input type="checkbox"/> N/A
More than \$500 cash on hand				<input type="checkbox"/> N/A
Items held as an investment (antique car, coin collection, etc.) _____				<input type="checkbox"/> N/A
Safe Deposit Box Contents: _____				<input type="checkbox"/> N/A
Disposed of assets (gave away money/assets) for less than fair market value in the past 2 years (i.e. land or 2 <sup>nd</sup> home)				<input type="checkbox"/> N/A
Other _____				<input type="checkbox"/> N/A



# CENTRAL HOUSING REGION COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

## Referral Consent Form

According to federal regulations a community with a Community Development Block Grant Revolving Loan Fund (CDBG-RLF) that has funds available is required to obligate them to homeowner projects before we can use the Central Housing Region CDBG funds in that community.

Below is the release form to be filled out and returned with the application stating that we (CHR-CDBG) have your acknowledgement and permission to send your application over to the appropriate community with an RLF account, Weatherization Assistance Program (WAP) or Wisconsin's Home Energy Assistance Program (WHEAP).

You have the right to decline your information being referred. If you choose to decline your application to be sent over to the appropriate community with available RLF funds, your application will be in a frozen status until the money in that CDBG-RLF is used up. If this should take more than 6 months, then a new application will need to be filled out.

You have the right to decline your information being referred to WAP or WHEAP.

*Please check all appropriate box(s) and sign below:*

- Central Housing Region CDBG has my/our permission to send our application and supporting documents over to any **appropriate community with RLF funds available.**
- Central Housing Region CDBG does *not* have my/our permission to send our application and supporting documents over to any **appropriate community with RLF funds available.** I/We acknowledge my/our application will be in a frozen status until the money in that CDBG-RLF is used up. If it should take more than 6 months, I/we acknowledge a new application will need to be filled out.
- Central Housing Region CDBG has my/our permission to send our application and supporting documents over to **WHEAP or WAP.**
- Central Housing Region CDBG does *not* have my/our permission to send our application and supporting documents over to **WHEAP or WAP.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**CENTRAL HOUSING REGION COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM**

Lead-Based Paint Pamphlets Receipt Form

I have received a copy of the EPA pamphlets entitled "Protect Your Family From Lead in Your Home" and "Renovate Right".

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

---

**MARITAL PROPERTY AGREEMENT**

No provision of a marital property agreement (including a Statutory Individual Property Agreement pursuant to Sec. 766.587, Wis. Stats.), unilateral statement classifying income from separate property under Sec. 766.59, or court decree under Sec. 766.70 adversely affects the creditor unless the creditor is furnished with a copy of the document prior to the credit transaction or has actual knowledge of its adverse provisions at the time the obligation is incurred.

---

**PRIVACY AND DISCLOSURE NOTICE**

We may collect non-public personal information about you from the following sources:

- Information that you provide to us, such as on the application or other forms
- Information about your transaction with us or others
- Information from others, such as real estate appraisers and employers

We do not disclose any non-public personal information about you to anyone, except as permitted by law.

To maintain security of customer information, we restrict access to your personal and account information to persons who need to know that information to provide you products and services. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your non-public personal information.

If you decide to close your account(s) or become an inactive customer, we will adhere to the privacy policies and practices described in this notice.

---

**APPLICANT'S STATEMENT AND RELEASE**

IF YOU DO NOT UNDERSTAND, ASK FOR ASSISTANCE.

This is an owner occupied property. I understand the Housing Rehab funds are offered as a loan payable upon resale or transfer of title of the property. The loan will be secured by a mortgage and/or promissory note that I can pay any or all of the balance any time prior to resale or transfer of property.

I understand my property will be assessed to determine if the house meets or can meet decent, safe and sanitary conditions. Based on the assessment, the Central Housing Region CDBG Program reserves the right to deny funding.

I understand I must be carrying homeowners insurance on the property, and keep the policy in force during the life of the loan.

I understand the contract is between me (us) and the contractor and it is my responsibility to ensure that the work is done, and done correctly. This is not the responsibility of the administrator, or the Central Housing Region CDBG Program.

I/we understand if I/we intentionally make false statements or conceal any information in an attempt to obtain this loan; it is in violation of federal and state laws that carry severe criminal and civil penalties.

I/we authorize the Central Housing Region CDBG Program agents to verify all information give by me about my property, income, employment, and assets to determine my eligibility.

I/we authorize and direct all custodians of my records, including my insurance company, employer, public and private agencies, banks, financial institutions, or credit data service to release information to the Central Housing Region CDBG Program.

Are you a United States Citizen or a Qualified Alien?     Yes     No

By my signature, I certify that I have read and understand all statements in this application and all information I have given is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## GENERAL RELEASE OF INFORMATION

To Whom It May Concern:

I/We have applied for a loan and hereby authorize you to release to the Central Housing Region CDBG Program the requested information listed below:

1. Previous and past employment history including employer, period employed, title of position, income and hours worked.
2. Disability payments, social security and pension funds.
3. Any information deemed necessary in connection with a consumer credit report or a real estate transaction.

This information will be for the confidential use of the JCHA/CDBG Office in determining my/our eligibility for a mortgage loan or to confirm information I/we have supplied. Please complete the attached verification request.

A photo or fax copy of this document may be deemed to be the equivalent of the original and may be used as a duplicate original. The original signed release of information form will be kept on record with the JCHA/CDBG Office.

\_\_\_\_\_  
Last, First, M.I.

\_\_\_\_\_  
Last, First, M.I.

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTICE TO BORROWERS: This notice to you is required by the Right to Financial Privacy Act of 1978. The Department of Housing and Urban Development, Federal Housing Administration or Veterans Administration have a right of access to financial records held by financial institutions in connection with the consideration or administration of assistance to you. Financial records involving your transaction will be available to HUD, FHA or VA without further notice or authorization but will not be disclosed or released by this institution to another government agency without your consent except as required by law.