

# Application Washburn Special Assessment Assistance Program (WSAAP)

## SECTION A: GENERAL INFORMATION

Name: \_\_\_\_\_ Number of household members: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Work: \_\_\_\_\_

Legal Address: \_\_\_\_\_ Addition: \_\_\_\_\_

## SECTION B: ANNUAL INCOME

Applicant: \$ \_\_\_\_\_

Spouse: \$ \_\_\_\_\_

Other Dependents \$ \_\_\_\_\_  
(Over Age 15)

TOTAL INCOME: \$ \_\_\_\_\_

## SECTION C: REQUIRED DOCUMENTATION

This program requires you to submit documentation showing your household income. Please Review the following checklist to make sure you send everything that is required. IF YOU FILE TAXES AND RECEIVE SOCIAL SECURITY AND/OR A PENSION, YOU NEED TO PROVIDE DOCUMENTATION OF BOTH.

**\*\*If you were required to file a 2023 Income Tax Form, please provide the following:**

Enclosed

Not Applicable

\_\_\_\_\_

\_\_\_\_\_

Federal Income Tax Return  
(Do not send W-2 or wage or employee tax statement)

\_\_\_\_\_

\_\_\_\_\_

Income Determination Worksheet (included)

\_\_\_\_\_

\_\_\_\_\_

Child Support Statement (if applicable)

**\*\*If you were not required to file a 2023 Income Tax Form, please provide the following:**

Enclosed

Not Applicable

_____	_____	2023 Social Security Benefit Statement (SSA Office 800-772-1213)
_____	_____	Pension Statement
_____	_____	Interest Income Statement
_____	_____	Income Determination Worksheet (included)
_____	_____	Other

**SECTION D: CERTIFICATION**

I certify that to the best of my knowledge all the information submitted with this application is correct. I understand that if I have knowingly given false information, I will not be eligible to receive any assistance and may be subject to other penalties.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If you have any questions when filling out this application, please call the City of Washburn at 701-462-8558.

**Applications are due by September 30, 2024**

**Please mail completed forms to:  
City of Washburn  
PO Box 467  
Washburn, ND 58577**

**-Or-**

**Drop off at:  
907 Main Avenue  
Washburn, ND 58577**

## Definitions: Earnings from Employment

- A. Wage or Salary Income-Total income received from work performed as an employee, before any deductions are made for items such as taxes, bonds, pensions, union dues, wages, salary, Armed Forces pay, commissions, tips, piece-rate payments, cash bonuses earned.
- B. Net Income from Self Employment (Non-Farm) Net money income from one's own business, professional enterprise, or partnership.
  - a. Net Money Income = Gross receipts minus expenses
  - b. Gross Receipts = Value of all goods sold and services rendered
  - c. Expenses = Items such as costs of good purchased, rent, heat power, depreciation charges, wages & salaries paid, and business taxes (not personal taxes)
- C. Net income from Self-Employment (farm) - Net money income from the operation of a farm by a person on their own account, as an owner, renter, or sharecropper.
  - a. Net Money Income=Gross receipts minus operating expenses
  - b. Gross Receipts = Value of all products sold, payments from government farm programs, money received from the rental of farm equipment to others, rent received from farm property if payment is made based on a percent of crops produces, and incidental receipts from the sale of items such as wood, sand, and gravel.
  - c. Operating Expenses = Items such as cost of feed, fertilizer, seed, and other farming supplies, cash wages paid to farmhands, depreciation charges, cash rent, interest on farm mortgages, farm building repairs, and farm taxes (not personal taxes)

City of Washburn

# WSAAP Income Determination Worksheet

Please include the following sources of income for all household members over the age of 15 (all amounts are annual)

	Household Member #1	Household Member #2	Household Member #3	Household Member #4
1 Earnings from employment				
Wage or Salary (include all jobs)				
Self-Employment (non-farm)				
Self-Employment (farm)				
2 Unemployment Compensation				
3 Workers Compensation				
4 Social Security				
5 Supplemental Security Income				
6 Public Assistance *				
7 Veterans' payments				
8 Survivor Benefits				
9 Disability benefits				
10 Pension or retirement income **				
11 Interest and Dividends				
12 Rents, royalties, estates, trusts				
13 Educational assistance ***				
14 Alimony				
15 Child support				
16 Other financial assistance ****				
17 Other income *****				
<b>TOTAL</b>				

SUMMARY OF HOUSEHOLD INCOME:

Household member #1	\$
Household member #2	\$
Household member #3	\$
Household member #4	\$
Total	\$

- \* Public Assistance                      Cash, public assistance payments (ex, AFCE, ADC, TANF)
- \*\* Pension or Retirement                Payments from retirement plans, annuities or paid-up insurance policies, IRA, Koegh or 401(k)
- \*\*\* Educational Assistance               Pell grants or scholarships
- \*\*\*\* Other financial assistance           Regular assistance from outside household, excluding gifts or sporadic assistance
- \*\*\*\*\* Other Income                      All other regularly received payments (foster child payments, military family allotment, etc.)

I certify that to the best of my knowledge; all of the above information is correct.

Signature

Date

# Washburn Special Assessment Assistance Program

**Goal:** The goal of the Washburn Special Assessment Assistance Program is to help alleviate the burden that special assessments can place on low and moderate income homeowners while at the same time facilitating the improvement of neighborhood infrastructure. The assistance is allocated from local sources on an annual basis.

**Who is eligible?** To be eligible for assistance, a person must:

- Have a total special assessment bill that is greater than \$500 annually. Assistance is not available to projects in new developments; the assistance is targeted to projects that are replacing/upgrading infrastructure (water & sewer, no streets) in existing neighborhoods. (Note: The \$500 threshold does not apply to your annual property tax payment but rather to the total amount of special assessments that were assessed to your property for the current year).
- Live in an owner-occupied housing unit. (If your residence is a rental unit or has rental units in it or it is owned on a contract for deed, it is not eligible for this assistance).
- Have a qualifying household income. Income eligibility will be determined using a household's 2022 income (includes the income earned by everyone living in your household over the age of 15). Please note that Social Security and pension benefits are included as income.

## What kind of assistance is available?

The City's Special Assessment Assistance Program will pay all or a portion of the annual cost of the special assessment levied on a particular property. The homeowner will need to apply for assistance each year on the basis of annual household income.

## How will I know when I can apply?

The City typically "spreads" special assessment costs to benefiting properties on the year after the infrastructure project is completed. Residents with benefiting properties will be notified by letter with application included.

If you feel you might be eligible, call the City of Washburn at 701-462-8558 for an application.

Household Members	If household income is 60% of the median income	If household income is 40% of the median income	If household income is 30% of the median income
1	\$40,620.00	\$38,680.00	\$29,010.00
2	\$46,440.00	\$44,500.00	\$34,830.00
3	\$52,260.00	\$50,320.00	\$40,650.00
4	\$58,020.00	\$56,080.00	\$46,410.00
5	\$62,700.00	\$60,760.00	\$51,090.00
6	\$67,320.00	\$65,380.00	\$55,710.00
7	\$72,000.00	\$70,060.00	\$60,390.00
8	\$76,620.00	\$74,680.00	\$65,010.00
	<b>You may receive 50% payment of your annual water &amp; sewer special assessment due</b>	<b>You may receive 75% payment of your annual water &amp; sewer special assessment due</b>	<b>You may receive 100% payment of your annual water &amp; sewer special assessment due</b>