



*Please read and fill out the application in its entirety and make sure all relevant attachments requested are included upon submittal. Completed submittals can be emailed to [mkordus@stevenspoint.com](mailto:mkordus@stevenspoint.com) or mail hard copies to: **Community Development Department, 1515 Strongs Avenue, Stevens Point, WI 54481.***

*Questions regarding the application process can be made via email to [mkordus@stevenspoint.com](mailto:mkordus@stevenspoint.com) or by calling 715-346-1554 anytime M-F, 7:30-4:00PM.*

Program Overview

This program is designed to provide property owners who are unable to financially and/or physically complete needed exterior projects on their property improving the aesthetics of their property and the neighborhood. A pre-application meeting to discuss logistics, qualifications, and specifics about the project is required with City staff prior to a formal application being submitted.

Eligible Program Participants

Eligible applicants must be an individual owner-occupant of the one- or two-family property, who meet the program income requirements.

Income Requirements

Income documentation in the form of the most recent tax return is required to apply for the program. Owners of eligible properties must be at or below 80% of Portage County’s median total household income level based on household size.

	1	2	3	4	5	6	7	8
Portage	\$ 42,950	\$ 49,050	\$ 55,200	\$ 61,300	\$ 66,250	\$ 71,150	\$ 76,050	\$ 80,950

Eligible Properties

- Property must be located within the city limits of Stevens Point.
- Owner-occupied single-family homes or duplexes.
- Property owner must provide proof of property ownership (land contract is not considered proof of ownership), as a real person(s), not corporation, trust, or LLC, and must have had possession of the property for at least one year prior to the grant being issued.
- Property owner must be current on municipal taxes and other charges, and utility payments.
- The Fair Market Value of the dwelling, as determined by the City Assessor, may not exceed \$170,000.

Eligible Improvements

- Any exterior items, materials, or services directly related to the betterment of the exterior of the property, or any outstanding orders on the property, as determined by the Community Development Department staff.

Terms

Below are the general terms that will apply for each grant:

- A one-year grant for up to \$1,000 for materials and equipment only, labor is not reimbursable and must be provided for by the property owner, or arranged through an owner, neighbor, family, or local community based organization, which the City may act as the liaison between the various parties involved.
- Applicant must maintain ownership of the property while the grant is issued and through the entire term. If the property is sold by the applicant prior to the grant being closed, the amount must be fully repaid at or prior to the time of sale.

### Additional Requirements

- A pre-application meeting to discuss logistics, qualifications and specifics about the project is required with City staff prior to a formal application being submitted. The scope of work, material list, and cost estimates must be reviewed and approved by the City of Stevens Point - Community Development staff.
- A city inspection of property may be required before the issuance of the grant and before any funds are expended, the City will not reimburse for any work completed or materials purchased prior to approval.
- All work requiring a contractor must be performed by licensed and insured contractors, if applicable.
- If applicable, permits must be obtained prior to starting any work.
- All work must be done to generally accepted procedures and/or code requirements.
- No labor or time may be paid for through this grant on the project.
- Funds will be disbursed upon project completion and approval of the Community Development Department.

### Project Selection

- Applications will be accepted, reviewed, and available on a first- come, first-served basis, based on available funding for that year.
- Projects will be ranked by:
  - The impact of the project on the neighborhood.
  - Need of applicant.
  - Properties in violation of the municipal ordinances relating to property condition.
  - Increase in property value.
  - If the property is under current orders.
  - Priority will be given to projects located within a target neighborhood or along a major corridor.
  - Evidence of owner's ability to arrange for, or provide labor and complete the project.
- Final project approval will be determined by Community Development Department.

### Application Procedure

Interested property owners shall contact the City of Stevens Point - Community Development Department to set up a pre-application meeting. City staff will work with each potential applicant to arrange an initial inspection of the property to review the scope of work, preliminary cost estimate, and determine if the property meets the program requirements. Once, the pre-application has been approved, the following will need to be submitted:

- Program application.
- Last year's tax return.
- A cost estimate.
- Proof of current homeowners' insurance.
- How labor would be provided for, or if the owner needs help in finding a local organization to assist with the project.

**The Redevelopment Authority may grant exceptions to any of the requirements for this program.**

Date of Application: \_\_\_\_\_ Date of Pre-Application Meeting: \_\_\_\_\_

**Name of Applicant**

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DOB	Contact Phone	Email
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**Name of Co-Applicant/Spouse**

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DOB	Contact Phone	Email
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**Property Address**

**# of Years Living at Property**

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Total number of individuals living at the above address? \_\_\_\_\_

Total annual household income per last year's adjusted gross income (AGI) from federal income tax return (Form 1040) is \_\_\_\_\_ for a household of \_\_\_\_\_. *Attach most recent income tax return(s).*

**Homeowners insurance policy holder**

**Policy Number**

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**Company Name**

**Local Agent Contact Name**

**Phone**

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**Address**

**Email**

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*Attach homeowners insurance policy.*

Are you current on property taxes, assessments, and water utility payments?

*Attach signed release.*

Yes

No

Describe the exterior projects you would like to fund, and any benefits it would provide for the applicant, City and surrounding neighborhood. *Attach additional sheets if necessary for all sections.*

Provide the names of the contractor(s)/individual(s) who would complete the labor for your projects:

Contractor/Volunteer Name	Work Being Performed	Contact Number

Please provide a list of materials for the project and estimated costs:

Material	Estimated Costs

**Timeline For Project Completion**

**Estimated Increase in Property Value as a Result of Funding**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name