



Please read and fill out the application in its entirety, ensuring all relevant attachments requested are included upon submittal. Questions on the application process may be sent via email to [mkordus@stevenspoint.com](mailto:mkordus@stevenspoint.com) or by calling the office at 715-346-1554 any time M-F, 7:30-4:00PM. Completed submittals may be sent to [mkordus@stevenspoint.com](mailto:mkordus@stevenspoint.com) or mailed: **Community Development Department, 1515 Strongs Avenue, Stevens Point, WI 54481.**

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 or phone conference to discuss logistics, qualifications, and specifics about the project is recommended 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.

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Portage	\$ 51,450	\$ 58,800	\$ 66,150	\$ 73,500	\$ 79,400	\$ 85,300	\$ 91,150	\$ 97,050

Eligible Properties

- Property must be located within the city limits of Stevens Point.
- Owner-occupied single-family homes or duplexes with an assessed dwelling value of \$170,000 or less
- 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 to each grant award:

- *A one-year grant up to the first \$2,500 for materials only without any required matching funds, an additional \$2,500 may be awarded for both labor and/or materials, and reimbursed through the grant on a matching dollar for dollar basis up to **total maximum possible grant award of \$5,000, with \$2,500 in matching funds from the applicant.** Any labor requested for reimbursement must be performed by an independent licensed and insured third party contractor and cannot be done by the property owner or their immediate or extended family members.*

- Applicant must maintain ownership of the property while the grant is issued and through the entire term of the grant agreement. 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 or call 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 and are not reimbursable.
- All work must be done to generally accepted procedures and/or code requirements.
- Labor and/or additional material costs can be matched on an equal dollar for dollar basis (beyond the initial \$2,500 for materials only) up to a maximum of \$2,500, with \$2,500 in matching funds from the applicant.
- Funds will be disbursed as a reimbursement 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, subject to 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, census tract or along a major corridor.
  - Evidence of owner's ability to fund or arrange for labor to 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 or call. 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 for both materials and labor broken out separately, if applicable.
- 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/Call: \_\_\_\_\_

**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.*

	<b>Yes</b>	<b>No</b>
Do you wish to apply for additional dollar for dollar matching grant funds up to an additional \$2,500 for labor and/or materials beyond the initial \$2,500 grant amount for materials only for a maximum award of \$5,000 with a \$2,500 applicant match?	<input type="checkbox"/>	<input type="checkbox"/>

Are you current on property taxes, assessments, and water utility payments?	<input type="checkbox"/>	<input type="checkbox"/>
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*Attach signed utility release.*

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 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