Dear Racine Homeowner,

Thank you for applying for the City of Racine Neighborhood Tax Increment District (TID) Grant Program. Applications expire in 45 days. Here are the next steps!

1. Schedule an in-person inspection. Call 262-636-9464 and state that you need to schedule an inspection for your TID Enhancement or Repair Grant.

   **Note:** The City's building inspectors are trained professionals, and they will only be in your house for 15-30 minutes. If you would like the inspector to wear a mask while in your house, just ask, and they would be glad to do so!

2. After your inspection, you may begin to contact contractors. A list of contractors that have done work under this program can be found on [www.buildpracine.org/homeownerTID/](http://www.buildpracine.org/homeownerTID/). Once you select a licensed contractor, you will submit a completed Contractors Chosen Form (attached).

   **Important:** Do not sign any binding contracts or take any other actions related to your project before you’ve signed a TID contract at City Hall!

3. After staff reviews your submitted documents, staff will contact you with times available for you and your contractor to come to City Hall and sign a contract. A contract signing must occur within 45 days of homeowner submission of application.

   **Remember:** For the REPAIR Program, homeowners must pay a minimum of 10% of the total project cost and any remaining balance before the CDA will pay their portion. For the ENHANCEMENT Program, homeowners must pay a minimum of 50% of the total project cost and any remaining balance to the contractor before the CDA will pay their portion.

4. Once your contract is signed by both you and your contractor, you can go ahead and have your contractor begin work on your project!

   **Reminder:** The City will pay your contractor directly for the work they do under a TID contract.

As a reminder, these home repair grant funds come with the following conditions:

- You must continue to be the owner-occupant of the property for which you received TID funds;
- You must remain current with mortgage, property taxes, municipal utilities, and have active homeowner’s insurance;

If you have any questions or concerns, please do not hesitate to reach out to the Department of City Development at (262) 636-9151 or email CDA.Applications@cityofracine.org.

Best Regards,
Your CDA Team