

**CITY OF WATERTOWN
HOUSING REHAB GRANT PROGRAM GUIDELINES**

Purpose: The Housing Rehab Grant Program is intended to provide access to capital to assist property owners, both owner-occupied and landlords, with necessary maintenance of their properties to preserve and increase housing stock and property values. The program is administered by the Watertown Redevelopment Authority (RDA), with review and advisory assistance from Thrive ED.

Type of Funding: The program provides one-time grant dollars via a matching grant, determined on a sliding scale based on income. All housing units are considered eligible to apply. Applications are evaluated by the RDA Application Review Committee.

Note: This is a competitive grant program. Properties for which grants are applied may be located anywhere within the City of Watertown.

Financial Terms:

- Property owner is required to contribute a minimum of 10% owner cash based on the total project.
- A maximum of \$10,000 will be awarded per grant.
- Level of matching grant is determined by income of the property owner, referencing HUD defined 2023 Jefferson County and Dodge County median family incomes (see attached).
 - Property owners with a household income below 50% of the area median income will receive up to a 70% matching grant.
 - Property owners with a household income below 80% of the area median income will receive up to a 50% matching grant.
 - Property owners with a household income above 80% of the area median income will receive up to a 30% matching grant.
- For rental properties, landlords must provide 70% of total funding for the project.
- The Watertown RDA will deduct 5% of the awarded grant funds as an administrative fee.

Eligible Expenditures: Funds are to be used for physical repairs to the existing building. Grant funds may only be used to cover material costs, not labor. Additions to an existing building are not eligible for this grant program. Garages, sheds, decks, patios, and other similar structures are not eligible. Eligible expenses include: roofs, porches, exterior paint, windows, doors, and power service upgrades to panels (with a correlating plan for upgrading in wiring).

Program Boundaries: Eligible properties include those located within the City of Watertown. Priority may be given to applications where the home is located on a major thoroughfare, or within or immediately adjacent to the Watertown RDA's current service area (see attached map).

Additional Guidelines: Property must be in good standing with the City of Watertown, with taxes current. If the property has any outstanding code violations or citations the project must address and resolve all outstanding violations and citations. The project must be completed within 90 days of approval to receive grant funds. An inspection is required at the time of project completion. Grant funds are paid to the contractor or other person who has completed the work.

Application Process: Applications are reviewed on a first-come, first-served basis. Applications will be reviewed based on criteria including project feasibility, impact to the value of the property, aesthetic improvement to the property, location of the proposed project, and other factors as determined by the RDA Application Review Committee. The RDA reserves the right to conduct a background and credit check on all applicants.

**CITY OF WATERTOWN
HOUSING REHAB GRANT PROGRAM APPLICATION FORM**

Please provide information on the proposed project. Your signature below indicates your intent to apply for grant funding and that you have received a copy of the program guidelines. **Please return to Watertown Redevelopment Authority, 106 Jones Street, Watertown, WI 53094.** Note: Thrive ED conducts the initial review and assessment of applications.

Applicant name: _____
Address: _____
Cell Phone: _____ Work Phone: _____
Property Owner(s): _____
Project Address: _____
Project description (work to be done): _____

How will this project benefit the preservation of the property? _____

Is this project addressing an issue that you have received a notice or citation from the Watertown Building Safety and Zoning Department? _____

Estimated Timeframe for Project Completion: _____
Person/contractor performing work: _____
Grant amount requested: _____
Property Mortgage Holder(s): _____

INCLUDE WITH APPLICATION (please check each box):

- ____ Three years of personal income tax returns/financials OR last 45 days of paystubs and proof of source of income, along with any other pertinent financial statements.
- ____ Copies of a minimum of two project estimates for work to be completed.
- ____ *For landlords:* Available business financial reports such as profit/loss statement, balance sheet, receivables.

By signing, I certify that the information in this application is correct and accurate to the best of my knowledge:

Applicant

Date

Loan Committee Review

Signature

Date

(check box if reviewed by staff for completion and all supplemental documents included)

2023 Income Limits - 30%, 50%, 80%										
DPP Effective Now - 6/1/2023 - HOME Consortium DPA - 6/15/2023										
Family Size										
		1	2	3	4	5	6	7	Median Family Income by County	Purchase Price Limit by County
Jefferson County									\$95,900.00	\$238,000.00
	30%	\$19,600.00	\$22,400.00	\$22,950.00	\$25,500.00	\$27,550.00	\$29,600.00	\$31,650.00		
	50%	\$32,700.00	\$37,350.00	\$42,000.00	\$46,650.00	\$50,400.00	\$54,150.00	\$57,850.00		
	80%	\$52,300.00	\$59,750.00	\$67,200.00	\$74,650.00	\$80,650.00	\$86,600.00	\$92,600.00		
Dodge County									\$90,100.00	\$193,000.00
	30%	\$18,150.00	\$20,750.00	\$23,350.00	\$25,900.00	\$28,000.00	\$30,050.00	\$32,150.00		
	50%	\$30,250.00	\$34,550.00	\$38,850.00	\$43,150.00	\$46,650.00	\$50,100.00	\$53,550.00		
	80%	\$48,350.00	\$55,250.00	\$62,150.00	\$69,050.00	\$74,600.00	\$80,100.00	\$85,650.00		

Watertown Main Street Program Boundary Map

