

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).

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.

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 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. Additions to an existing building are not eligible for this grant program. Garages, sheds, 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..

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.**

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: _____
Grant amount requested: _____
Property Mortgage Holder(s): _____

INCLUDE WITH APPLICATION (please check each box):

- ____ Three years of personal income tax returns/financials
____ Personal financial statement
____ *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)



FY 2023 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](https://www.hud.gov) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2023 Income Limits Summary

FY 2023 Income Limit Area	Median Family Income	FY 2023 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Jefferson County, WI	\$95,900	Very Low (50%) Income Limits (\$)	32,700	37,350	42,000	46,650	50,400	54,150	57,850	61,600
		Extremely Low Income Limits (\$)*	19,600	22,400	25,200	30,000	35,140	40,280	45,420	50,560
		Low (80%) Income Limits (\$)	52,300	59,750	67,200	74,650	80,650	86,600	92,600	98,550

Watertown Main Street Program Boundary Map

