



**Community Development Authority
Board of Directors Meeting**

AGENDA

Thursday, June 15, 2023 at 5:30 p.m.

**Location: Municipal Building – Community Room 1st Floor
312 W. Whitewater St., Whitewater, WI 53190
This will be an IN-PERSON and VIRTUAL MEETING**

Citizens are welcome (and encouraged) to join us via computer, smart phone or telephone.
Citizen participation is welcome during topic discussion periods.

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join.

<https://us06web.zoom.us/j/89178875824?pwd=UFJLR3dSeWw4aW82Y2UzU1V0b3d6QT09>

Passcode: 081364

Or joint by phone: 1 312 626 6799

Passcode: 0811364

All agenda items are subject to discussion and/or action. A quorum of the Common Council may be present. This notice is given to inform the public that no formal action by the Common Council will be taken at this meeting.

1) Administrative Items.

a) Call to Order.

b) Roll Call.

c) Declaration of Conflict of Interest. Would any member(s) of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda?

d) Hearing of Citizen Comments: No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

2) Approval of Minutes: CDA Board Meeting May 18, 2023.

3) Review and Acknowledge Financial Statements: Period Ending May 31, 2023.

4) Action Items:

a) Review Draft #2 Affordable Housing Policy (Rev. 6/9/23) and possible recommendation for consideration by the Common Council (Draft #1 included for reference).

5) Updates and Discussion:

- a) Discussion regarding CDA Façade Loan Program, including application materials.
- b) Economic Development Activity Report.

6) Board Member Requests for Future Agenda Items:

- a) Create policy between the CDA and City regarding transfers of residual equity from the CDA to the City.
- b) CDA Alternative Revenue Streams.
- c) Director to visit (virtual/in-person) with Whitewater's employers.
- d) Recruit Developer that would include a grocery merchant.

(The above matters may be discussed at this meeting but no substantive action will be taken.)

7) Adjournment.



Community Development Authority Board of Directors Meeting

MINUTES – May 18, 2023

1) Administrative Items.

- a) **Call to Order.** Chairman Singer called the meeting to order at 5:30 p.m.
- b) **Roll Call.** MEMBERS PRESENT: Joe Kromholz, Jon Kachel, Patrick Singer, Jim Allen, Lukas Schreiber, Jeff Knight, Thayer Coburn. ABSENT: None. STAFF PRESENT: John Weidl (City Manager), Brad Marquardt (Public Works Director), Sara Marquardt (HR Manager), Bonnie Miller (CDA Administrative Assistant).
Chairman Singer introduced new Board Members Jeff Knight and Thayer Coburn.
- c) **Election of Board Chair.** Knight nominated Patrick Singer; seconded by Joe Kromholz. Singer accepted the nomination. There being no other nominations, it was moved by Allen to close nominations; seconded by Kromholz. AYES: Kromholz, Kachel, Allen, Schreiber, Knight, Coburn. NOES: None. ABSTAIN: Singer. ABSENT: None.
- d) **Election of Board Vice-Chair.** Knight nominated Jim Allen. Allen accepted the nomination. Kromholz nominated Lukas Schreiber. Schreiber respectfully declined the nomination. Hearing no other nominations, it was moved by Coburn to close the nominations; seconded by Knight. AYES: All by voice vote (7). NOES: None. ABSTAIN: Allen, ABSENT: None.
- e) **Appointment to Whitewater University Technology Park Board.** Coburn nominated Joe Kromholz, seconded by Knight. Hearing no other nominations, moved by Allen to close nominations; seconded by Kromholz. AYES: Kachel, Allen, Singer, Schreiber, Coburn, Knight. NOES: None. ABSTAIN: Kromholz.
- f) **Declaration of Conflict of Interest.** Would any member(s) of the Board wish to declare any known conflict of interest with the items presented on today's CDA Board Agenda? None.
- g) **Hearing of Citizen Comments:** No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time. None.

- 2) **Approval of Minutes:** Moved by Allen to approve the Minutes of the April 18, 2023 CDA Board Meeting with correction for typo; seconded by Kachel. April 18, 2023. AYES: All by voice vote (7); NOES: None. ABSENT: None. Motion passed.

- 3) **Review and Acknowledge Financial Statements:** Moved by Allen to acknowledge the Financial Statements for Period Ending April 30, 2023; seconded by Knight. AYES: All by voice vote (7); NOES: None. ABSENT: None. Motion passed. Singer requested update on loan to Black Sheep; City Manager Weidl to follow up at the next meeting.

4) Action Items:

- a) **Review Draft #2 Affordable Housing Policy and possible recommendation for consideration by the Common Council.** City manager Weidl stated that he had received written comments that are not included in this draft and requested that this item be rescheduled to June 15, 2023

meeting. Allen comment that he would like to see this process streamlined for approval before the next housing season. Knight asked whether any of these dollars can be used to cover administrative costs associated with administering the program. Kromholz stated that he would like to see the dollars be used exclusively for development. Schreiber requested information as to the medium income established in both Walworth and Jefferson Counties. Weidl confirmed to the Board that the intent of the program is to develop single-family housing, rather than multi-family housing.

5) Updates and Discussion:

- a) **Update regarding Economic Development Director/CDA Director Search.** HR Director Sara Marquardt stated that of the panel of applicants that were interviewed, a candidate with economic development experience in Dane County was offered a contract. The candidate indicated that he would like to discuss the offer with his spouse before responding to an offer.
- b) **Economic Development Activity Report.** City Manager Weidl confirmed that a closing is scheduled for June 1, 2023 for the sale of a lot on the corner of Prospect and Endeavor Drives in the Business Park to Becker & Bolton LLC for the construction of a 30,000 square-foot facility with leasable micro-tenant industrial space. The CDA approved a \$300,000 incentive provided construction is complete. Weidl stated that the Aldi's proposal will be on the Plan Commission agenda in June. Weidl also stated that they may be asking for financial assistance on the environmental side of the project which would be handled internally without borrowing.

6) Board Member Requests for Future Agenda Items:

- a) Create policy between the CDA and City regarding transfers of residual equity from the CDA to the City.
- b) CDA Alternative Revenue Streams.
- c) Director to visit (virtual/in-person) with Whitewater's employers.
- d) Recruit Developer that would include a grocery merchant.

(The above matters may be discussed at this meeting but no substantive action will be taken.)

7) EXECUTIVE SESSION. Moved by Singer and seconded by Allen to adjourn to Closed Session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." Item to be discussed: Negotiating acquisition of property located at 136 North Jefferson Street. Upon unanimous roll call vote, the meeting was adjourned to closed session.

8) RECONVENE INTO OPEN SESSION. It was moved by Coburn and seconded by Allen to reconvene to open session. Upon unanimous roll call vote, the meeting reconvened to open session.

9) Possible action on Closed Session Item. Chairman Singer stated that no action would be taken at this time and opened the meeting for public comment. Realtor Kaitlyn Hart introduced Amerika Wells and Caleb Murray, homeowners of the house at 137 North Jefferson Street. Mr. Murray stated that they purchased the home a year ago after relocating from up North with their two young children. Ms. Hart spoke on behalf of the homeowners to summarize the listing price. City Manager Weidl will follow up with the homeowners.

10) Adjournment. It was moved by Allen and seconded by Kromholz to adjourn the meeting. Upon unanimous voice vote, Chairman Singer adjourned the meeting at 6:10 p.m.

Respectfully submitted,
Bonnie Miller, Recorder

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

ECONOMIC DEVELOPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>OTHER FINANCING SOURCES</u>					
900-49265-56	TRANSFER TID #4 AFFORD HOUSING	50,000.00	50,000.00	50,000.00	.00	100.0
900-49266-56	TRANSFER TID #11-ADMIN	.00	.00	5,000.00	5,000.00	.0
900-49267-56	TRANSFER TID #12-ADMIN	.00	.00	5,000.00	5,000.00	.0
900-49268-56	TRANSFER TID #13-ADMIN	.00	.00	35,000.00	35,000.00	.0
900-49290-56	GENERAL FUND TRANSFER	32,500.00	32,500.00	32,500.00	.00	100.0
900-49300-56	FUND BALANCE APPLIED	.00	.00	63,244.84	63,244.84	.0
	TOTAL OTHER FINANCING SOURCES	82,500.00	82,500.00	190,744.84	108,244.84	43.3
	TOTAL FUND REVENUE	82,500.00	82,500.00	190,744.84	108,244.84	43.3

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

ECONOMIC DEVELOPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>CDA</u>					
900-56500-111	SALARIES	.00	4,950.00	83,999.92	79,049.92	5.9
900-56500-115	WAGES/PART-TIME/PERMANENT	2,057.22	9,199.71	23,063.04	13,863.33	39.9
900-56500-151	FRINGE BENEFITS	159.64	2,286.21	34,079.72	31,793.51	6.7
900-56500-210	PROFESSIONAL DEVELOPMENT	.00	.00	3,535.00	3,535.00	.0
900-56500-212	LEGAL SERVICES	.00	.00	12,625.00	12,625.00	.0
900-56500-215	PROFESSIONAL SERVICES	2,287.50	8,628.00	2,525.00	(6,103.00)	341.7
900-56500-219	AUDIT FEES	.00	.00	4,040.00	4,040.00	.0
900-56500-222	COUNTY/REGIONAL ECON DEV	.00	.00	9,342.50	9,342.50	.0
900-56500-223	MARKETING	.00	485.00	2,525.00	2,040.00	19.2
900-56500-224	SOFTWARE/HARDWARE MAINTENANCE	(461.64)	982.47	7,012.02	6,029.55	14.0
900-56500-225	TELECOM/INTERNET/COMMUNICATION	109.20	1,033.05	2,210.34	1,177.29	46.7
900-56500-310	OFFICE & OPERATING SUPPLIES	55.32	142.45	606.00	463.55	23.5
900-56500-311	POSTAGE	32.28	32.28	202.00	169.72	16.0
900-56500-320	DUES	.00	11,179.00	1,191.80	(9,987.20)	938.0
900-56500-325	PUBLIC EDUCATION	.00	195.00	50.50	(144.50)	386.1
900-56500-330	TRAVEL EXPENSE	.00	.00	3,737.00	3,737.00	.0
	TOTAL CDA	4,239.52	39,113.17	190,744.84	151,631.67	20.5
	TOTAL FUND EXPENDITURES	4,239.52	39,113.17	190,744.84	151,631.67	20.5
	NET REVENUE OVER EXPENDITURES	78,260.48	43,386.83	.00	(43,386.83)	.0

Report Criteria:

Report type: GL detail

Invoice Detail.GL account = 9001000000-90099999999,9101000000-91099999999

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Notes	Description	Invoice Number	Invoice GL Account	Invoice Amount
900									
05/23	05/04/2023	95143	6643	REDEVELOPMENT RESOURCE		APR 2023 CDA SVC WORK	0999	900-56500-215	2,287.50
05/23	05/17/2023	95201	8438	JAMES LEASING LLC		APR 2023 COPIES CHARGE	12460	900-56500-310	17.98
05/23	05/30/2023	900187	8487	US BANK	JOHN S WEIDL-JESSICAS F	ED-Meeting re CDA/BRE	MAY 2023	900-56500-310	37.34
Total 900:									2,342.82
Grand Totals:									2,342.82

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2023**

ECONOMIC DEVELOPMENT FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	<u>ASSETS</u>				
900-11100	CASH	47,001.45	78,260.48	40,954.78	87,956.23
900-19000	GASB 68-WRS NET PENSION ASSETS	15,657.39	.00	.00	15,657.39
900-19021	GASB 68-WRS DOR	30,592.68	.00	.00	30,592.68
900-19999	GASB 68-PENSION CLEARING ACCT	3,479.00	.00	.00	3,479.00
	TOTAL ASSETS	96,730.52	78,260.48	40,954.78	137,685.30
	<u>LIABILITIES AND EQUITY</u>				
	<u>LIABILITIES</u>				
900-21100	ACCOUNTS PAYABLE	906.21	.00	(906.21)	.00
900-21106	WAGES CLEARING	1,525.84	.00	(1,525.84)	.00
900-29011	GASB 68-WRS DIR	36,871.45	.00	.00	36,871.45
	TOTAL LIABILITIES	39,303.50	.00	(2,432.05)	36,871.45
	<u>FUND EQUITY</u>				
900-34300	PROPRIETARY CAPITAL	57,427.02	.00	.00	57,427.02
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	78,260.48	43,386.83	43,386.83
	BALANCE - CURRENT DATE	.00	78,260.48	43,386.83	43,386.83
	TOTAL FUND EQUITY	57,427.02	78,260.48	43,386.83	100,813.85
	TOTAL LIABILITIES AND EQUITY	96,730.52	78,260.48	40,954.78	137,685.30

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

CDA PROGRAMS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>CAPITAL CAT-SEED FUND REV</u>						
910-43015-00	CAPCAT INT-BLUE LINE \$64,614	.00	1,447.05	.00	(1,447.05)	.0
910-43017-00	CAPCAT INT-BLUE LINE \$36,600	.00	5,724.83	.00	(5,724.83)	.0
TOTAL CAPITAL CAT-SEED FUND REV		.00	7,171.88	.00	(7,171.88)	.0
<u>ACTION LOAN REVENUE</u>						
910-46001-00	INT INC-ACTION-LRN DEPOT \$41K	82.92	434.98	.00	(434.98)	.0
910-46003-00	INT INC-ACTION-BIKEWISE \$23K	.00	30.64	.00	(30.64)	.0
910-46006-00	INT INC-ACTION-BLUELINE \$34K	.00	336.47	.00	(336.47)	.0
910-46007-00	INT INC-ACTION-BLUELINE \$45K	.00	434.91	.00	(434.91)	.0
910-46008-00	INT INC-ACTION-SAFEPRO \$100K	.00	100.00	.00	(100.00)	.0
TOTAL ACTION LOAN REVENUE		82.92	1,337.00	.00	(1,337.00)	.0
<u>MISCELLANEOUS REVENUE</u>						
910-48103-00	INTEREST INCOME-FACADE	103.09	436.97	.00	(436.97)	.0
910-48104-00	INTEREST INCOME-HOUSING	60.00	254.34	.00	(254.34)	.0
910-48108-00	INTEREST INCOME-SEED FUND	24.21	31.72	.00	(31.72)	.0
910-48109-00	INTEREST INCOME-ACTION FUND	4,565.41	18,716.44	.00	(18,716.44)	.0
910-48601-00	MISC INCOME	33.51	33.51	.00	(33.51)	.0
910-48605-00	RENTAL INCOME-CROP LEASES	.00	15,876.00	.00	(15,876.00)	.0
TOTAL MISCELLANEOUS REVENUE		4,786.22	35,348.98	.00	(35,348.98)	.0
TOTAL FUND REVENUE		4,869.14	43,857.86	.00	(43,857.86)	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

CDA PROGRAMS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>CDA PROGRAMS</u>					
910-56500-212	LEGAL/PROFESSIONAL/MARKETING	.00	10.00	.00	(10.00)	.0
910-56500-219	PROFESSIONAL SERVICES	.00	395.24	.00	(395.24)	.0
	TOTAL CDA PROGRAMS	.00	405.24	.00	(405.24)	.0
	TOTAL FUND EXPENDITURES	.00	405.24	.00	(405.24)	.0
	NET REVENUE OVER EXPENDITURES	4,869.14	43,452.62	.00	(43,452.62)	.0

910-11600 HOUSING RLF XXX553	Total Deposit	Debit	910-11600	
HO# 1 Payment	Principal	Credit	910-14027	
HO# 11 Payoff	Principal	Credit	910-14037	
910-11800 ACTION-BUSINESS DEV XXX	Total Deposit	Credit	910-11800	1,987,457
PAUQUETTE CENTER LOAN RECV	Principal	Debit	910-13500	(1,289.52) 05/05/2023 ACH PAYMENT
ACTION-MEEPER TECH-\$97,907	Principal	Credit	910-13504	REQUESTED TO HAVE ALL PAYMENTS STOPPED
INT INC-ACTION-MEEPER \$97K	Interest	Credit	910-46004-00	REQUESTED TO HAVE ALL PAYMENTS STOPPED
ACTION-MEEPER-\$82,310	Principal	Credit	910-13505	REQUESTED TO HAVE ALL PAYMENTS STOPPED
INT INC-ACTION-MEEPER \$82K	Interest	Credit	910-46005-00	REQUESTED TO HAVE ALL PAYMENTS STOPPED
ACTION-LEARNING DEPOT \$41,294	Principal	Credit	910-13501	(615.13) 05/01/2023 ACH PAYMENT
INT INC-ACTION-LRN DEPOT \$41K	Interest	Credit	910-46001-00	(82.92) 05/01/2023 ACH PAYMENT
ACTION-SAFEPRO TECH \$100K	Principal	Credit	910-13509	
INT INC-ACTION-SAFEPRO \$100K	Interest	Credit	910-46008-00	
910-11900 CAP CATALYST ASSOC BANK	Total Deposit	Credit	910-11900	
LEGAL/PROFESSIONAL/MARKETING			910-56500-212	
LEGAL/PROFESSIONAL/MARKETING			910-56500-212	
LAND			910-18350	
ACTION-BUS DEV-BUS PARK-XXX127			910-11800	
FACADE CKING-1ST CIT- XXX442			910-11702	
FACADE-BOWERS HOUSE LLC \$50K			910-16008	

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2023**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>LIABILITIES</u>				
910-22000 ACCUM DEPREC-BUILDING	1,461,118.56	.00	.00	1,461,118.56
910-25100 DUE TO GENERAL FUND	3,698.00	.00	(3,698.00)	.00
910-26101 DEF REVENUE-FD 610-CDBG	851,866.00	.00	.00	851,866.00
TOTAL LIABILITIES	2,316,682.56	.00	(3,698.00)	2,312,984.56
<u>FUND EQUITY</u>				
910-30110 CONTRIBUTED CAPITAL	456,815.37	.00	.00	456,815.37
910-34300 PROPRIETARY CAPITAL	6,481,055.26	.00	.00	6,481,055.26
910-34400 RESERVE FOR LAND PURCHASES	238,031.94	.00	.00	238,031.94
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	4,869.14	43,452.62	43,452.62
BALANCE - CURRENT DATE	.00	4,869.14	43,452.62	43,452.62
TOTAL FUND EQUITY	7,175,902.57	4,869.14	43,452.62	7,219,355.19
TOTAL LIABILITIES AND EQUITY	9,492,585.13	4,869.14	39,754.62	9,532,339.75

**CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 2023**

CDA PROGRAMS FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
910-11600 CDBG-HOUSING CHK-1CSB XXX450	13,790.70	60.00	254.34	14,045.04
910-11702 FACADE CKING-1ST CIT- XXX442	23,693.95	103.09	436.97	24,130.92
910-11800 ACTION-BUS DEV-BUS PARK-XXX127	261,460.54	6,586.49	106,593.83	368,054.37
910-11801 ACTION-LAND PURCHASE-XXX127	702,295.93	.00 (	11,000.00)	691,295.93
910-11900 CAP CAT-ASSOC BK XXXXX3734	9,134.66	24.21	108,417.60	117,552.26
910-13500 PAUQUETTE CENTER LOAN RECV	127,371.52 (	1,289.52) (	6,447.60)	120,923.92
910-13501 ACTION-LEARNING DEPOT \$41,294	27,317.14 (	615.13) (	3,055.27)	24,261.87
910-13503 ACTION-BIKEWISE-\$23,099	4,716.24	.00 (	4,716.24)	.00
910-13504 ACTION-MEEPER TECH-\$97,907	81,791.63	.00 (	81,791.63)	.00
910-13505 ACTION-MEEPER-\$82,310	71,814.49	.00 (	71,814.49)	.00
910-13506 ACTION-BLUE LINE \$34,520	25,975.45	.00 (	25,975.45)	.00
910-13507 ACTION-BLUE LINE \$45,457	35,039.56	.00 (	35,039.56)	.00
910-13508 ACTION-FINE FOOD ARTS \$31,810	30,000.00	.00	.00	30,000.00
910-13509 ACTION-SAFEPRO TECH \$100K	100,000.00	.00	.00	100,000.00
910-13510 ACTION-SWSPOT/GILDEMEISTER 54K	54,000.00	.00	.00	54,000.00
910-13999 ACTION LOAN-LOAN LOSS RESERVE (	153,606.12)	.00	153,606.12	.00
910-14000 CDBG HOUSING-MO301	8,220.00	.00	.00	8,220.00
910-14001 CDBG HOUSING-A8416	10,203.84	.00	.00	10,203.84
910-14003 CDBG HOUSING-B935	18,420.02	.00	.00	18,420.02
910-14006 CDBG HOUSING-C932	8,062.00	.00	.00	8,062.00
910-14009 CDBG HOUSING-J8802	10,818.00	.00	.00	10,818.00
910-14011 CDBG HOUSING-M8501	11,000.90	.00	.00	11,000.90
910-14013 CDBG HOUSING-P954	11,000.00	.00	.00	11,000.00
910-14016 CDBG HOUSING-V902	12,504.15	.00	.00	12,504.15
910-14025 CDBG HOUSING-M0801	18,422.00	.00	.00	18,422.00
910-14026 CDBG HOUSING-B0803-0901	34,448.00	.00	.00	34,448.00
910-14030 CDBG HOUSING-HO#13-2016	8,000.00	.00	.00	8,000.00
910-14031 CDBG HOUSING-HO#4	37,795.00	.00	.00	37,795.00
910-14038 CDBG HOUSING-HO#14	18,000.00	.00	.00	18,000.00
910-14039 CDBG HOUSING-HO#15	36,815.00	.00	.00	36,815.00
910-14040 CDBG HOUSING-HO#18	4,235.00	.00	.00	4,235.00
910-15000 CAP CAT-SLIPSTREAM-\$102,500	102,500.00	.00	.00	102,500.00
910-15003 CAP CAT-SLIPSTREAM-\$42,000	42,000.00	.00	.00	42,000.00
910-15004 CAP CAT-MEEPER TECH-\$102,000	102,000.00	.00 (	102,000.00)	.00
910-15006 CAP CAT- ROYAL-INVENT-27.5K	27,500.00	.00	.00	27,500.00
910-15011 CAP CAT-ROYAL-SCANALYTICS-95K	97,500.00	.00	.00	97,500.00
910-15012 CAP CAT-ROYAL-INVENTALATOR-75K	77,500.00	.00	.00	77,500.00
910-15015 CAP CAT-BLUELINE BATT-\$64,614	64,614.00	.00 (	64,614.00)	.00
910-15017 CAP CAT-BLUELINE BATT \$36,600	36,600.00	.00 (	36,600.00)	.00
910-15018 CAP CAT-RECRUITCHUTE \$51,050	51,050.00	.00	.00	51,050.00
910-15999 CAP CAT-LOAN LOSS RESERVE (	102,000.00)	.00	102,000.00	.00
910-16008 FACADE-BOWERS HOUSE LLC \$50K	75,000.00	.00	.00	75,000.00
910-17002 UDAG-SLIPSTREAM-LOC	12,500.00	.00	.00	12,500.00
910-17999 UDAG-LOAN LOSS RESERVE (	12,500.00)	.00	.00 (	12,500.00)
910-18103 LOAN DUE FROM FD 610-CDBG	851,866.00	.00	.00	851,866.00
910-18350 LAND	275,171.53	.00	11,500.00	286,671.53
910-18360 REAL ESTATE	6,128,544.00	.00	.00	6,128,544.00
TOTAL ASSETS	9,492,585.13	4,869.14	39,754.62	9,532,339.75

LIABILITIES AND EQUITY

ACTION FUND		ORIGINAL	04/30/2023				05/31/2023	05/31/2023		
ACCT #	CLIENT	LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	GL Balance		NOTES
910-13500	PAUQUETTE CENTER LOAN RECV	\$88,660.00	\$122,213.44	1,289.52	0.00	1,289.52	\$120,923.92	\$120,923.92	\$0.00	Current
910-13501	ACTION-LEARNING DEPOT \$41,294	\$41,294.63	\$24,877.00	615.13	82.92	698.05	\$24,261.87	\$24,261.87	\$0.00	Current
910-13503	ACTION-BIKEWISE-\$23,099	\$23,099.36	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Making Payments
910-13504	ACTION-MEEPER TECH-\$97,907	\$97,907.69	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written off in Default 03/31/2023
910-13505	ACTION-MEEPER-\$82,310	\$82,310.00	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written off in Default 03/31/2023
910-13506	ACTION-BLUE LINE \$34,520	\$34,520.75	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Paid off April 2023
910-13507	ACTION-BLUE LINE \$45,457	\$45,457.82	\$0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Paid off April 2023
910-13508	ACTION-FINE FOOD ARTS \$31,810	\$30,000.00	\$30,000.00	0.00	0.00	0.00	\$30,000.00	\$30,000.00	\$0.00	In Default
910-13509	ACTION-SAFEPRO TECH \$100K	\$104,940.00	\$100,000.00	0.00	0.00	0.00	\$100,000.00	\$100,000.00	\$0.00	New loan April 2022
910-13510	ACTION-SWSPOT/GILDEMEISTER 54K	\$54,000.00	\$54,000.00	0.00	0.00	0.00	\$54,000.00	\$54,000.00	\$0.00	New loan June 2022
910-17002	UDAG-SLIPSTREAM-LOC	\$12,500.00	\$12,500.00	0.00	0.00	0.00	\$12,500.00	\$12,500.00	\$0.00	Strive On-Still in Business
TOTALS		\$614,690.25	\$584,213.91	\$1,904.65	\$82.92	\$1,987.57	\$341,685.79	\$341,685.79	\$0.00	
910-13999	ACTION LOAN-LOAN LOSS RESERVE		\$0.00	0.00	0.00	0.00	\$0.00	\$0.00		
910-17999	UDAG-LOAN LOSS RESERVE		(\$12,500.00)	0.00	0.00	0.00	(\$12,500.00)	(\$12,500.00)		

FAÇADE LOAN		ORIGINAL	04/30/2023				05/31/2023	05/31/2023		
ACCT #	CLIENT	LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	GL Balance		NOTES
910-16008	FAÇADE-BOWERS HOUSE LLC \$50K	-	75,000.00	-	-	-	75,000.00	75,000.00	-	New loan April 2022
TOTALS		\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	

CAPITAL CATALYST		ORIGINAL	04/30/2023				05/31/2023	05/31/2023		
ACCT #	CLIENT	LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	GL Balance		NOTES
910-15000	CAP CAT-SLIPSTREAM-\$102,500	\$102,500.00	\$102,500.00	0.00	0.00	0.00	\$102,500.00	\$102,500.00	\$0.00	interest only
910-15003	CAP CAT-SLIPSTREAM-\$42,000	\$42,000.00	\$42,000.00	0.00	0.00	0.00	\$42,000.00	\$42,000.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15004	CAP CAT-MEEPER TECH-\$102,000	\$102,000.00	\$102,000.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Written off in Default 04/30/2023
910-15006	CAP CAT- ROYAL-INVENT-27.5K	\$27,500.00	\$27,500.00	0.00	0.00	0.00	\$27,500.00	\$27,500.00	\$0.00	annual net revenue royalty-no payments have been received.
910-15011	CAP CAT-ROYAL-SCANALYTICS-95K	\$97,500.00	\$97,500.00	0.00	0.00	0.00	\$97,500.00	\$97,500.00	\$0.00	annual net revenue royalty-first payment due October 2016
910-15012	CAP CAT-ROYAL-INVENTALATOR-75K	\$77,500.00	\$77,500.00	0.00	0.00	0.00	\$77,500.00	\$77,500.00	\$0.00	First payment received 08-21-2018
910-15015	CAP CAT-BLUELINE BATT-\$64,614	\$64,614.00	\$64,614.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Paid off April 2023
910-15017	CAP CAT-BLUELINE BATT \$36,600	\$36,600.00	\$36,600.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	Paid off April 2023
910-15018	CAP CAT-RECRUITCHUTE \$51,050	\$51,050.00	\$51,050.00	0.00	0.00	0.00	\$51,050.00	\$51,050.00	\$0.00	
TOTALS		\$601,264.00	\$601,264.00	\$0.00	\$0.00	\$0.00	\$398,050.00	\$398,050.00	\$0.00	NOTES
910-15999	CAP CAT-LOAN LOSS RESERVE		\$0.00					\$0.00		

HOUSING		ORIGINAL	04/30/2023				05/31/2023	05/31/2023		
ACCT #	CLIENT	LOAN	BALANCE	PRINCIPAL	INTEREST	TOTAL	BALANCE	GL Balance		Current
910-14000	CDBG HOUSING-MO301	\$8,220.00	\$8,220.00	0.00	0.00	0.00	\$8,220.00	\$8,220.00	\$0.00	
910-14001	CDBG HOUSING-A8416	\$10,203.84	\$10,203.84	0.00	0.00	0.00	\$10,203.84	\$10,203.84	\$0.00	
910-14003	CDBG HOUSING-B935	\$18,420.02	\$18,420.02	0.00	0.00	0.00	\$18,420.02	\$18,420.02	\$0.00	
910-14006	CDBG HOUSING-C932	\$8,062.00	\$8,062.00	0.00	0.00	0.00	\$8,062.00	\$8,062.00	\$0.00	
910-14009	CDBG HOUSING-J8802	\$10,818.00	\$10,818.00	0.00	0.00	0.00	\$10,818.00	\$10,818.00	\$0.00	
910-14011	CDBG HOUSING-M8501	\$11,000.90	\$11,000.90	0.00	0.00	0.00	\$11,000.90	\$11,000.90	\$0.00	
910-14013	CDBG HOUSING-P954	\$11,000.00	\$11,000.00	0.00	0.00	0.00	\$11,000.00	\$11,000.00	\$0.00	
910-14016	CDBG HOUSING-V902	\$12,504.15	\$12,504.15	0.00	0.00	0.00	\$12,504.15	\$12,504.15	\$0.00	
910-14025	CDBG HOUSING-M0801	\$18,422.00	\$18,422.00	0.00	0.00	0.00	\$18,422.00	\$18,422.00	\$0.00	
910-14026	CDBG HOUSING-B0803-0901	\$34,448.00	\$34,448.00	0.00	0.00	0.00	\$34,448.00	\$34,448.00	\$0.00	
910-14030	CDBG HOUSING-HO#13-2016	\$8,000.00	\$8,000.00	0.00	0.00	0.00	\$8,000.00	\$8,000.00	\$0.00	
910-14031	CDBG HOUSING-HO#4	\$37,795.00	\$37,795.00	0.00	0.00	0.00	\$37,795.00	\$37,795.00	\$0.00	
910-14038	CDBG HOUSING-HO#14	\$14,671.00	\$18,000.00	0.00	0.00	0.00	\$18,000.00	\$18,000.00	\$0.00	
910-14039	CDBG HOUSING-HO#15	\$21,090.00	\$36,815.00	0.00	0.00	0.00	\$36,815.00	\$36,815.00	\$0.00	
910-14040	CDBG HOUSING-HO#18	\$4,235.00	\$4,235.00	0.00	0.00	0.00	\$4,235.00	\$4,235.00	\$0.00	
TOTALS		\$228,889.91	\$247,943.91	\$0.00	\$0.00	\$0.00	\$247,943.91	\$247,943.91	\$0.00	
910-14999	CDBG HOUSING-LOAN LOSS RESERVE		\$0.00					\$0.00		
910-35000	GENERAL LOAN LOSS RESERVE		\$0.00					\$0.00		

Account Name	CDA Operating	Action Bus Dev (UDAG) Checking	Façade Checking	CDBG Housing	Capital Cat Checking
Fund	Fund 900	Fund 910	Fund 910	Fund 910	Fund 910
Account Number		xxx-127	xxx-442	xxx-450	xxxxxx3734
Bank	1st Citizens	1st Citizens	1st Citizens	1st Citizens	Associated
Interest Rate	4.85%	4.85%	4.85%	4.85%	0.25%
GL Account Number(s)	900-11100	910-11800 910-11801 910-11806	910-11702	910-11600	910-11900
GL Balance as of:					
06/30/2022	24,425.41	474,394.36	48,299.88	13,644.18	1,109.09
07/31/2022	18,673.95	476,879.17	48,332.72	13,653.46	1,109.33
08/31/2022	12,479.29	944,815.37	48,393.66	13,670.67	1,109.57
09/30/2022	9,778.45	947,454.93	48,473.61	13,693.25	1,109.80
10/31/2022	70,610.54	941,037.42	48,570.01	13,720.48	1,110.04
11/30/2022	51,923.25	956,241.31	23,627.48	13,752.01	9,132.72
12/31/2022	47,001.45	963,756.47	23,693.95	13,790.70	9,134.66
01/31/2023	36,477.13	960,234.63	23,776.15	13,838.54	9,136.60
02/28/2023	26,218.59	966,150.05	23,852.75	13,883.13	9,138.35
03/31/2023	20,101.00	987,360.80	23,943.44	13,935.92	9,140.29
04/30/2023	9,695.75	1,052,763.81	24,027.83	13,985.04	117,528.05
05/31/2023	87,533.54	1,059,350.30	24,130.92	14,045.04	117,552.26
Outstanding items					
Current Bank Balance	87,533.54	1,059,350.30	24,130.92	14,045.04	117,552.26
Difference:	0.00	0.00	0.00	0.00	0.00

Monthly GL bank balances may not agree with the actual month end bank account balances due to outstanding items.

May 2023 Interest Income

ACTION-BUS DEV-BUS PARK-XXX127	910-11800	4,565.41	May 2023 Interest Income
FACADE CKING-1ST CIT- XXX442	910-11702	103.09	May 2023 Interest Income
CDBG-HOUSING CHK-1CSB XXX450	910-11600	60.00	May 2023 Interest Income
CAP CAT-ASSOC BK XXXXX3734	910-11900	24.21	May 2023 Interest Income
INTEREST INCOME-ACTION FUND	910-48109-00	(4,565.41)	May 2023 Interest Income
INTEREST INCOME-FACADE	910-48103-00	(103.09)	May 2023 Interest Income
INTEREST INCOME-HOUSING	910-48104-00	(60.00)	May 2023 Interest Income
INTEREST INCOME-SEED FUND	910-48108-00	(24.21)	May 2023 Interest Income



CDA Agenda Item

Meeting Date: 06-15-2023

Agenda Item: Affordable Housing Policy – Draft #2 (Rev. 06.09.2023)

Staff Contact (name, email, phone): John Weidl
jweidl@whitewater-wi.gov

BACKGROUND

(Enter the who, what when, where, why)

Draft #1 of the Affordable Housing Policy was presented to the CDA for review and comment on March 16, 2023 by Kristen Fish-Peterson of Redevelopment Resources. The draft was made available to the public for review and a public input session was held on April 27, 2023.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Draft #2 is based on feedback from citizens and private business interests combined with research done by the City's Economic Development consultant. The result is a proposal that provides mortgage assistance that is tied to median income, developer assistance not tied to median income, housing rehabilitation assistance, and the ability for the City and CDA to purchase land and install infrastructure leading to the development of lots for homes that qualify under this policy.

FINANCIAL IMPACT

(If none, state N/A)

STAFF RECOMMENDATION

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Affordable Housing Policy - Draft #1 (Rev. 03.16.2023)

Affordable Housing Policy - Draft #2 (Rev. 06.09.2023)

		Policy 602.01 Affordable Housing Fund Policy			
Owner:	Economic Development Director	Approving Position:	Common Council	Pages:	6
Issue Date:		Revision Date:		Review Date:	
Special Instructions:	Allocation of Tax Incremental Development Extension Funds				

I. PURPOSE

The purpose of the Affordable Housing Fund is to assist home buyers and developers by addressing the lack of housing stock available in the City of Whitewater by the creation of affordable housing opportunities, such as supporting home buyers in acquiring homes and incentivizing contractors/developers with the construction of new housing units. Units developed under this program are designed to support family and owner-occupied residential projects. Additionally, this policy sets forth the initial terms of allocating approximately \$1.9M in monies the City of Whitewater has available to support affordable housing.

The goal of the Affordable Housing Fund is to aid homebuyers and provide financial support for projects in the City of Whitewater that seek to increase the supply of safe, quality, affordable housing and facilitate long-term affordability and sustainability. In addition, the funds seek to achieve a wider dispersion of affordable housing units throughout the city.

The Guidelines of this policy are only to suggest possible allowable use. Due to a dynamic housing market these guidelines may allow other applications of these TID funds that meet the mission of expanded housing opportunities in Whitewater.

II. GUIDELINES

STATEMENT OF POLICY

Background

The State of Wisconsin created the Affordable Housing Extension program ("AHE") to the Tax Incremental Finance law in 2009. Under this provision, cities with a Tax Increment District ("TID") that has retired its debt and paid for all its project costs can extend the life of the district for one year. The funds captured in the one-year extension must be used solely to benefit affordable housing and improve housing stock anywhere in the community. A city must use at least 75% of those tax increments to benefit affordable housing anywhere in the community. Affordable housing is defined as housing costing no more than 30% of the household's gross income. Any remaining portion of the increment must be used by the municipality to improve its housing stock. For purposes of this policy, "housing" and "housing costs" shall be defined as the principal and interest payments of the mortgage associated with the housing unit.

- III. PROCEDURE – Allocation of proposed funding depends on maintaining the 75% Affordability requirement. A record keeping of 75%/25% split will be kept as called for in C.2.b. and c. below.

A. Affordable Housing Funding

Affordable Housing Fund

1. Funding Availability - Funding will become available intermittently as TIDs close and the one-year extensions are approved by the City Council through a resolution.
2. Down payment assistance for
 - a. Up to \$500,000 may be set aside initially for down payment assistance to home buyers who income-qualify, earning 100% or less of the County Median Income as established in section E of this policy.
 - b. Income-qualified homebuyers could receive a 0% interest loan for \$25,000 to be put toward the down payment on a home.
 - c. Loan payments would be deferred until the borrowers sell, transfer, or refinance the home at any point in the future.
3. Developer Incentives – for development of single-family and/or single family attached homes
 - a. A maximum of \$25,000 per dwelling unit that is sold to a person meeting the affordable housing definition in section III(B)(1) - Affordability. The maximum program mortgage (principal and interest) payments will not exceed 30% of the household's gross income.
 - b. A maximum of \$15,000 per market rate unit for those units sold to buyers not meeting the definition of affordable in section III(B)(1) - Affordability. This portion of the incentive would utilize the 25% of funds not required to utilized for affordable housing by State Law.
 - c. An additional \$5,000 per unit may be considered when necessary for projects providing fully accessible units for either a. or b. above.
 - d. Maximum amount per project: \$500,000.
 - e. Incentive would be paid out to the developer as homes are sold if they are priced to income-qualify.
 - f. Units developed under this program are designed to support family and owner-occupied residential projects. All units and/or projects receiving developer incentives are required to be re-zoned R-O Nonfamily Residential Restriction Overlay District per:
https://library.municode.com/wi/whitewater/codes/code_of_ordinances?nodeId=TIT19ZO_CH19.25NOREREVDI
4. Capital contribution to Homeowner Rehab Revolving Loan Fund - A one-time contribution to the Homeowner Rehab Revolving Loan Fund to replenish funds for repairs in the amount of \$200,000. Units developed under this program are designed to support family and owner-occupied residential projects. All units and/or projects receiving monies from the Homeowner Rehab Revolving Loan fund are required to receive the designation R-O Nonfamily Residential Restriction Overlay District per:
https://library.municode.com/wi/whitewater/codes/code_of_ordinances?nodeId=TIT19ZO_CH19.25NOREREVDI
5. While 75% of funding is required to be spent to advance affordable housing options in the City of Whitewater, the other 25% of TIF increment can be spent on housing that is available to projects and programs supporting residential development which doesn't have an income-qualification of affordability. This could be a developer incentive, such as item 3.b. above, or other means of supporting housing development. Incentives could be provided for land acquisition, infrastructure, or

Affordable Housing Fund

certain amenities which would benefit a development. Up to \$475K of the initial \$1.9M may be allocated toward projects meeting this criterion. Units developed under this program are designed to support family and owner-occupied residential projects. All units and/or projects receiving funding through this mechanism are required to receive the designation R-O Nonfamily Residential Restriction Overlay District per:

https://library.municode.com/wi/whitewater/codes/code_of_ordinances?nodeId=TIT19ZO_CH19.25_NOREREOVDI

6. City Development – The city shall have the option to utilize these funds to purchase lots or land and install infrastructure to develop a subdivision that would fit within these Affordable Housing guidelines.

B. Affordability Definition

1. Affordability

- a. The maximum program mortgage (principal and interest) payments will not exceed 30% of the household's gross income.
- b. Buyers must be qualified upon initial offer to purchase the unit by the developer or the assigned realtor.

C. Eligibility and Application

1. Applicant Eligibility - Developers

- a. Projects must be located in the City of Whitewater
- b. Projects must meet the affordability definition in section E. of this document
- c. Projects application requires that the developer owns the land in fee simple or has the land under a binding offer to purchase and plans have been submitted to Planning Department for review/approval

2. Application Process - Developers

- a. Developer shall follow site plan approval process for individual units and larger multiple unit single family developments. Once approved by the Planning and Architectural Review Committee, the developer shall provide the CDA with evidence of financial capability to carry out the project. If it is a multi-unit development, a development agreement may be needed.
- b. A list of all developers shall be maintained by the CDA who have received benefits under this policy as units are development and benefits paid. Either the developer or unit buyer will provide financing evidence to show they meet the Affordable Housing test.
- c. CDA shall track units receiving benefits that are not classified as Affordable.
- d. The City of Whitewater Economic Development Office will receive draw requests from the CDA and process grant disbursements through the Finance Department.
- e. Documents will be stored electronically and hard copy for up to seven years following disbursement of grants to developers.

3. Application - Developers

- a. To apply for the Affordable Housing Fund, applicants shall submit written correspondence through a letter of intent to the CDA for review at a public meeting. The letter of intent shall

Affordable Housing Fund

describe the proposed development concept and their experience developing and operating multi-family, affordable housing projects and also address items as outlined in sections b through g below.

- b. Project Summary -Describe basic information on project sponsors and project ownership.
- c. Project Description- Include the following:
 - 1) Project narrative - Describe how the proposed project meets the City's goals
 - 2) Design and Quality - Describe the construction of the units and the materials used
 - 3) Units by Bedroom Count and Income Levels
 - 4) Project Schedule
 - 5) A concept plan and site plan - Submit both plan view and elevations
 - 6) Location of the site regarding proximity to schools, shopping, employment, recreational activities, and public transportation
- d. Development Budget - Sources and uses budget
- e. Financing Sources - Financing narrative
- f. Project Operations
 - 1) Operating narrative
 - 2) Proposed sale prices detailed by unit size and income level
 - 3) Marketing plan for sale of homes
- g. Organizational Capacity
 - 1) General Ownership experience
 - 2) Personnel
 - 3) References
 - 4) Resume of Lead Project Manager
 - 5) Corporate philosophy on affordable housing, fair housing, and diversity, equality, and inclusion
- 4. Evaluation of Application
 - a. Project Description and Technical Approach - Economic development department staff will evaluate the applicant's approach to the project, proposed design quality, and success in understanding and meeting the city's goals and visions for single-family development and make a recommendation to the CDA.
 - b. Financial Soundness and Capacity to Obtain Funding for the Project – Economic development department staff evaluate the financial soundness of the proposed funding plan and the capacity of the developer to successfully obtain the funding necessary for the project, including operating subsidies and make a recommendation to the CDA.
 - c. With CDA approval, Economic development department staff will prepare a developer assistance agreement. Staff will attend the residential real estate closing to present the developer check and have program documents signed.

Affordable Housing Fund

- d. Documents related to developer assistance will be stored in hard copy and electronic format for seven years following the sale of the home.

D. Eligibility and Application

1. Applicant Eligibility – Down payment Assistance for Homebuyers

- a. Applicants must have combined household income of 100% or less than County Median Household Income.
- b. Buyers must be prequalified by a bank for housing with consideration for the down payment assistance.
- c. Buyers must present an accepted offer to purchase contingent on financing at the time of application.

2. Application Process – Home Buyers

- a. To apply for the Affordable Housing Fund, applicants shall submit written correspondence through a letter of intent to the CDA for review at a public meeting. The letter of intent shall describe the proposed purchase and submit evidence of qualification of items D(1)(a-c) above. CDA staff will review the application for eligibility and against the criteria outlined in the policy and provide a recommendation to the CDA. If the incentive is approved by the CDA, the incentive is then confirmed and paid out as per 2.b. below.
- b. Economic development department staff will prepare a downpayment assistance agreement, and mortgage. Staff will attend the residential real estate closing to present the downpayment check and have program documents signed. The mortgage will be recorded at the appropriate Register of Deeds office for the County in which the residence exists.
- c. Documents related to downpayments will be stored in hard copy and electronic format for seven years following the sale of the home and repayment of the downpayment loan.

- E. Income qualifications are based on the most current Wisconsin Department of Administration guidelines by county, updated annually. https://doa.wi.gov/DECHR/Household_Income_Limits.pdf

Affordable Housing Fund

SIZE OF HOUSEHOLD									
COUNTY	CMI%	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Jefferson	30%	\$ 14,800	\$ 16,900	\$ 20,420	\$ 24,600	\$ 28,780	\$ 32,960	\$ 37,140	\$ 41,320
	50%	\$ 24,650	\$ 28,150	\$ 31,650	\$ 35,150	\$ 38,000	\$ 40,800	\$ 43,600	\$ 46,400
	80%	\$ 39,400	\$ 45,000	\$ 50,650	\$ 56,250	\$ 60,750	\$ 65,250	\$ 69,750	\$ 74,250
Walworth	30%	\$ 14,100	\$ 16,240	\$ 20,420	\$ 24,600	\$ 28,780	\$ 32,960	\$ 37,140	\$ 41,320
	50%	\$ 23,450	\$ 26,800	\$ 30,150	\$ 33,500	\$ 36,200	\$ 38,900	\$ 41,550	\$ 44,250
	80%	\$ 37,550	\$ 42,900	\$ 48,250	\$ 53,600	\$ 57,900	\$ 62,200	\$ 66,500	\$ 70,800

DRAFT

CITY OF WHITEWATER

AFFORDABLE HOUSING FUND POLICY

ALLOCATION OF TAX INCREMENTAL DEVELOPMENT EXTENSION FUNDS

Date Issued:

Effective Date:

Responsible Department/Division:

PURPOSE

The purpose of the Affordable Housing Fund is to assist home buyers and developers by addressing the lack of housing stock available in the City of Whitewater, especially for low-income residents, through supporting home buyers in acquiring homes and incentivizing contractors/developers with the construction of new housing units.

The goal of the Affordable Housing Fund is to aid homebuyers and provide gap financing for projects in the City of Whitewater that seek to increase the supply of safe, quality, affordable housing and facilitate long-term affordability and sustainability. In addition, the funds seek to achieve a wider dispersion of affordable housing units throughout the city and discourage development of more affordable housing in areas with existing high concentrations.

STATEMENT OF POLICY

Background

The State of Wisconsin created the Affordable Housing Extension program (“AHE”) to the Tax Incremental Finance law in 2009. Under this provision, cities with a Tax Increment District (“TID”) that has retired its debt and paid for all its project costs can extend the life of the district for one year. The funds captured in the one-year extension must be used solely to benefit affordable housing and improve housing stock anywhere in the community. A city must use at least 75% of those tax increments to benefit affordable housing anywhere in the community. Affordable housing is defined as housing costing no more than 30% of the household’s gross income. Any remaining portion of the increment must be used by the municipality to improve its housing stock.

Affordable Housing Funding

1.1 Funding Availability

Funding will become available intermittently as TIDs close and the one-year extensions are approved by the City Council through a resolution.

1.2 Down payment assistance

- Up to \$500,000 will be set aside initially for down payment assistance to home buyers who income-qualify, earning 80% or less of the County Median Income.
- Income-qualified homebuyers could receive a 0% interest loan for \$25,000 to be put toward the down payment on a home.
- Loan payments would be deferred until the borrowers sell the home at a point in the future.

1.3 Developer Incentives – for development of single-family homes

- A maximum of \$25,000 per dwelling unit created for households whose income is at or below 60% of the County Median Income (CMI)
- A maximum of \$10,000 per market rate unit created where at least 75% of the units in the project have an average income at or below 60% of CMI

- An additional \$5,000 per unit may be considered when necessary for projects providing fully accessible units
- Maximum amount per project: \$500,000
- Incentive would be paid out to the developer as homes are sold if they are priced to income-qualify.

1.4 Capital contribution to Homeowner Rehab Revolving Loan Fund

- A one-time contribution to the Homeowner Rehab Revolving Loan Fund to replenish funds for repairs in the amount of \$200,000.

Affordability Definition

2.1 Affordability

The maximum program mortgage payments will not exceed 30% of the household's gross income. Buyers must be qualified upon initial offer to purchase the unit by the developer or the assigned realtor.

Eligibility and Application

3.1 Applicant Eligibility - Developers

- Projects must be located in the City of Whitewater
- Projects must meet the affordability definition in section 2.1 of this document
- Projects where the developer owns the land in fee simple or has the land under a binding offer to purchase and plans have been submitted to Planning Department for review/approval

3.2 Applicant Eligibility – Down payment Assistance for Homebuyers

- Applicants must have combined household income of 80% or less than County Median Household Income
- Buyers must be prequalified by a bank for housing with consideration for the down payment assistance.
- Buyers must have an accepted offer to purchase contingent on financing

3.3 Application Process - Developers

- The Developer must meet with the Community Development Authority Office and the Neighborhood Services Department to determine eligibility
- Staff will review the application for eligibility and against the criteria outlined in this policy
- Prior to approval by CDA and City Council, staff will collect the following documents from the developer:
 - Evidence of all secured financing, including all terms and conditions
 - Copy of a partnership agreement or operating agreement if

the applicant is a partnership or limited liability corporation.

- Statement of cash contributions of any partner or LLC members
- Copy of construction cost estimates, construction contract, and preliminary bids
- Applicants will present their project to CDA and City Council for approval
- The City of Whitewater Economic Development Office will receive draw requests and process grant disbursements

3.4 Application Process – Home Buyers

- Homebuyers must meet with Neighborhood Services Office with accepted offer, to determine eligibility.
- Staff will review the application for eligibility and against the criteria outlined in this policy
- Staff reports internally reviewed applications to CDA for approval

3.5 Application

To apply for the Affordable Housing Fund, applicants should complete the Affordable Housing Fund application. The application will allow the developer to describe the proposed development concept and their experience developing and operating multi-family, affordable housing projects.

Project Summary -Describe basic information on project sponsors and project ownership.

Project Description- Include the following:

- Project narrative - Describe how the proposed project meets the City's goals
- Design and Quality - Describe the construction of the units and the materials used
- Units by Bedroom Count and Income Levels
- Project Schedule
- A concept plan and site plan - Submit both plan view and elevations
- Location of the site regarding proximity to schools, shopping, employment, recreational activities, and public transportation

Development Budget

- Sources and uses budget

Financing Sources

- Financing narrative

Project Operations

- Operating narrative
- Proposed sale prices detailed by unit size and income level
- Marketing plan for sale of homes

Organizational Capacity

- General Ownership experience
- Personnel
- References
- Resume of Lead Project Manager
- Corporate philosophy on affordable housing, fair housing, and diversity, equality, and inclusion

Evaluation of Application

4.1 Project Description and Technical Approach

Evaluation of the organization's approach to the project, proposed design quality, and success in understanding and meeting the city's goals and visions for single-family development. Should conform with adopted plans.

4.2 Development Concept, Site Design, and Proposed Location

Strength of design concept, sensitivity to neighborhood context, readiness to proceed. Demonstrated commitment to energy efficiency and sustainable design. Proximity of proposed site to public transit, schools, employment opportunities, and shopping districts. Project amenities.

4.3 Financial Soundness and Capacity to Obtain Funding for the Project

Evaluation of the financial soundness of the proposed funding plan and the capacity of the developer to successfully obtain the funding necessary for the project, including operating subsidies.

4.4 Organizational Capacity

The city is seeking to invest in a developer that represents a sound, long-term investment in scarce housing resources. The city will evaluate whether all involved parties have demonstrated the experience necessary to execute the project within budget, secure funding and operate the development over the long term. The city will also determine if the mission, vision, and values of the applicant aligns with those of the City of Whitewater.

Whitewater Community Development Authority

Community Development Block Grant Fund

Façade Improvement

Program Overview:

This program assists business owners with external building repairs. Specifications of the program are contained in the operating manual.

Source of Funds:

The United State Federal Government was the original funding source of the program. The original agency that awarded the funding is no longer in existence. The responsibility for the fund is now under the auspices of the United State Department of Agriculture (USDA). As a Revolving Loan Fund (RLF), loan repayments and interest received into the fund are to be used to assist other businesses with loans.

The applicant is required to match the loan funds.

Governing Authority:

The program is governed by the USDA office in Steven's Point.

Permitted Use of Funds:

Funds are permitted to be used by applicant as follows:

- New windows
- New Siding
- Exterior building repairs
- Awnings
- Other items as specified within the program

Program Restrictions:

Fund limits are contained within the program manual. The repairs are limited to exterior repairs only. Third party costs (Attorney fees, filing fees) are paid by CDA and added to principal of loan.

Reporting Requirements:

Annual reports are due to USDA.

Re-Use of Funds:

Re-paid funds are returned to fund balance for additional funds within the program.

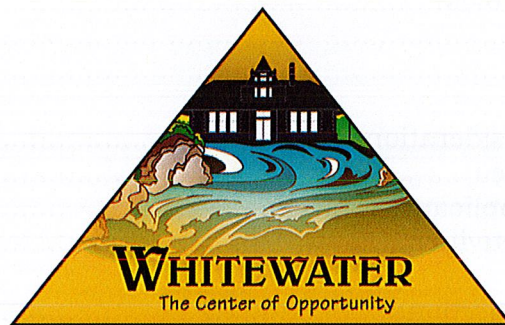
Matching Funds:

CDA does require any matching funds.

Job Requirements:

There are no requirements for creation of jobs. Program is limited to businesses within certain zoning classifications. Mixed use facilities are eligible for the program.

City of Whitewater



Commercial
Façade Loan
Program

Manual & Application

Whitewater Community Development Authority
312 West Whitewater Street, P.O. Box 178, Whitewater, WI 53190
Ph. (262) 473-0148 Fax (262) 473-0509
www.cityofwhitewater.com



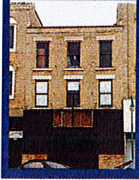
Commercial Facade Loan Program

Whitewater Community Development Authority



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Commercial Façade Loan Program

Whitewater Community Development Authority



Forward

The City of Whitewater was presented with an Industrial Development Grant from the Farmers Home Administration (FmHA) on July 25, 1992. The grant was used to create a revolving loan fund to rehabilitate building facades in the central business district. Based on the success of that program, the CDA decided to commit \$50,000 of its own funds to a similar program for commercial building facades on major arterial streets elsewhere within the city limits. In 1999 these two funds were combined into a single Façade Loan Program.

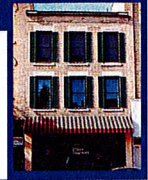
The overall purpose of improving the facades of commercial buildings is to increase retail traffic and thus to preserve and enhance the economic viability of Whitewater's commercial districts. But an equally important goal is to help create a community environment which is attractive to new industry. This program will enhance Whitewater's success in improving the appearance of commercial districts and attracting new industry to the city.

This manual contains the policies which have been adopted to govern the use of the Commercial Façade Loan Program.



Commercial Facade Loan Program

Whitewater Community Development Authority



Section 1. Administration

1. Administration

1.1. Program Roles

- 1.1.1. CDA. The CDA will provide financing for technical assistance, advertising, forms and accounting necessary to ensure the proper functioning of this program.
- 1.1.2. CDA Staff. CDA Staff will interview all applicants to prepare application forms and the information necessary to qualify for and receive the business loan.
- 1.1.3. Façade Loan Committee. The Façade Loan Committee is composed of the seven member CDA Board of Directors. The purpose of the Committee is to review and rank all loan applications and to resolve complaints and disputes within the program.

1.2. Meetings.

Meetings of the Façade Loan Committee will be held as needed at the offices of the Whitewater Community Development Authority or at any other location designated by the Façade Loan Committee.

1.3. Records.

The CDA office shall maintain records of Commercial Façade Loan Program activities including minutes of the Façade Loan Committee, minutes of the CDA Board of Directors, loan applications and related documents, and other business matters. All individual project files will, to the extent possible, be maintained as confidential records.

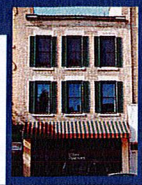
Each project file will contain some or all of the following appropriate documents:

- completed application with drawings and signed consent to release information;
- credit report or letter of recommendation from bank, if required by the Façade Loan Committee;
- contractor bids;
- record of property taxes;
- truth in lending disclosure;
- loan amortization schedule;

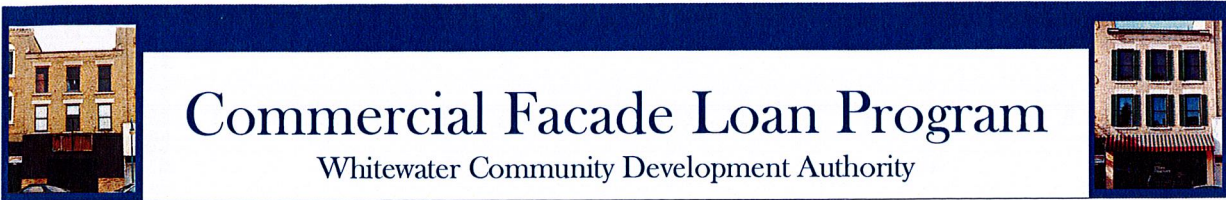


Commercial Facade Loan Program

Whitewater Community Development Authority



- real estate mortgage;
- mortgage note;
- title abstract;
- warranty deed;
- declaration of business purpose;
- continuing guarantee;
- authorization to loan terms and conditions;
- borrower sweat equity agreement;
- borrowing resolution;
- fixture disclaimer and landlord permission;
- financial statements where applicable;
- lien waivers;
- photographs (before and after);
- minutes of the Façade Loan Committee and CDA Board of Directors; and/or
- other documents as deemed necessary by the Façade Loan Committee.



Section 2. Eligibility Considerations

2. Eligibility

2.1. Eligible Area.

In order to be eligible for Façade Loan assistance, the commercial building must be located within one of Whitewater's commercially-zoned districts (i.e., B-1, B-2 or B-3 zones).

2.2. Eligible Applicants.

Applicants may be either owners or tenants of commercial buildings in the areas noted above.

2.3. Eligible Activities.

The general purpose of the Façade Loan Program relates only to the facades (defined as the visible exterior of the building and the physical structure that supports it) of buildings in the City of Whitewater's commercial districts. Project elements will be reviewed by the Façade Loan Committee for compliance to this goal.

Examples of eligible activities include:

- awnings which DO NOT incorporate advertising;
- painting of building exterior;
- cleaning and repair of masonry;
- exterior lighting;
- handicapped-accessible entrances;
- repair or replacement of doors or windows;
- repair or reconstruction of exterior walls;
- restoration of original architectural details;
- addition of rear entrances; and
- architectural services.

Repairs to structural elements, roofs, and other non-visible building elements will be eligible only when related to simultaneous façade renovation work.

Façade Loans may only be used for demolition when a new building is constructed on the property. Improvements not listed are subject to review by the Façade Loan Committee. Except for architectural services, Façade Loan funds may not be applied to costs already incurred prior to loan approval.



Commercial Façade Loan Program

Whitewater Community Development Authority



Section 3. Loan Terms and Conditions

3. Loan Terms and Conditions.

3.1. Loan Terms

The maximum term for any Façade Loan will be seven (7) years. Loan terms will be negotiated by the CDA Director with input from the Façade Loan Committee. Loans may be amortized over a greater period of time with a final balloon payment.

3.2. Loan Amount.

The maximum amount of any Façade Loan will be fifteen thousand dollars (\$15,000.00) *per eligible building*, and the loan must be applied to the building for which it is approved. If a new Façade Loan is written for further improvements to a building on which there is an outstanding Façade Loan, the combined balance of the loans will not exceed fifteen thousand dollars (\$15,000.00). No Façade Loan will be written for an amount which exceeds the cost of improvements made to the building to which it applies. There is no limit to the number of Façade Loan any individual may receive, either on a specific building (provided the total outstanding balance does not exceed fifteen thousand dollars) or individually. Loans are subject to the availability of funds in the Façade Loan Program.

3.3. Interest Rate.

The rate of interest on all Façade Loans will be four percent (4.00%).

3.4. Prepayment.

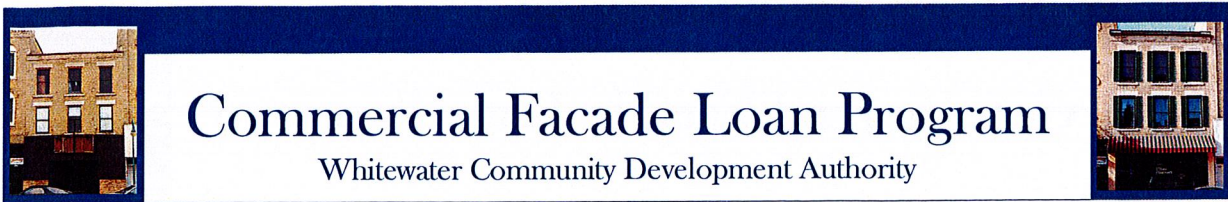
There is no penalty for pre-payment of a Façade Loan.

3.5. Collateral.

The CDA will secure a mortgage interest as collateral. This mortgage may be subordinated to private-sector lending at the discretion of the Façade Loan Committee, and provided there is sufficient value in the property to reasonably protect the CDA's investment.

3.6. Non-Discrimination.

No Façade Loan recipient may discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or



handicap.

3.7. Default.

In the event that a Façade Loan recipient fails to make payment of principle and/or interest within the first thirty (30) days of a ninety (90) day default period, the CDA will notify the Façade Loan recipient in writing of the potential for a default, the action required to avoid a default, and a date, not more than sixty (60) days from the date of the notice, on which payment must be received. In the event the Façade Loan recipient does not carry out the action required by the CDA within the specified time period, this action is considered a default. The Façade Loan recipient will be notified in writing by the CDA.

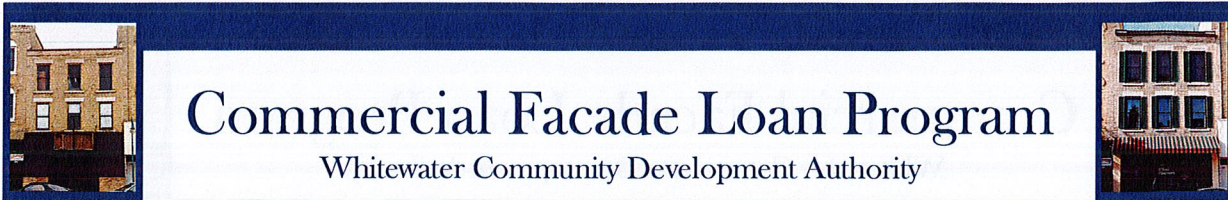
In the event of a default, all sums due or owing to the CDA shall, at its option, become due and payable, and may be subject to a default rate of eight percent (8.00%).

3.8. Amendment.

Any amendment to the Façade Loan agreement requires the written agreement of both the CDA and the Façade Loan recipient.

3.9. Downtown Design Guidelines Requirement.

Any project funded in part by a Façade Loan, and located within the downtown district, must comply, to the extent feasible, with the Secretary of Interior's Standards for Rehabilitation, attached as Appendix A to this Façade Loan Program Manual. The project must also comply with all applicable City of Whitewater zoning ordinances and other criteria in force at the time of approval.



Section 4. Application Procedures

4. Application Procedures.

4.1. Discussion of Requirements.

Prior to submitting an application, the applicant shall discuss the program with the CDA Director to determine eligibility and the availability of funds. The CDA Director shall assist the applicant, as is reasonable necessary, in completing the application. All financial information shall be kept in a secure location with limited access only by authorized personnel.

4.2. Timing.

Applications will be accepted continuously provided funds are available.

4.3. Loan Application

All applicants must complete a standard application form and submit all required attachments. A copy of the application form and a list of attachments is included in this manual as Appendix B.

4.4. Review Process.

4.4.1. Staff Review. The CDA Director or a designee will review the application and supporting material. Any missing information will be supplied and all responses will be verified prior to forwarding the application to the CDA Attorney.

4.4.2. Attorney Review. The CDA Attorney will review the application and supporting material and prepare a legal opinion loan review for the Façade Loan Committee.

4.4.3. Façade Loan Committee Review. The Façade Loan Committee will review the application to determine final eligibility, appropriateness of the loan amount requested, suitability of the proposed work, and project impact. The Façade Loan Committee may approve the loan, recommend approval with changes, request additional information prior to a consideration for approval, or disapprove the application.

4.5. Notice of Approval or Disapproval.



Commercial Facade Loan Program

Whitewater Community Development Authority



The CDA Director or designee will contact the applicant following the decision of the Façade Loan Committee to provide notification of the Committee's decision to approve or disapprove the loan.



Commercial Façade Loan Program

Whitewater Community Development Authority



Section 5. Distribution of Funds.

5. Distribution of Funds.

5.1. Loan Closing.

On the date of the loan closing, the CDA Director or designee will meet with the applicant to review and sign all documents related to the closing of the loan, explain the repayment requirements, and obtain any required documentation. A list of required documentation is included in Section 1.3 of this Façade Loan Program Manual.

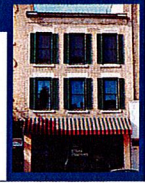
5.2. Loan Disbursement.

Unless otherwise specified by the Façade Loan Committee, the loan funds will be provided in a single check provided to the Façade Loan recipient at the time of closing. The Façade Loan recipient will be responsible for paying all parties contracted to perform any part of the rehabilitation work.



Commercial Façade Loan Program

Whitewater Community Development Authority



Section 6. Discontinuation and Amendment

6. Discontinuation and Amendment

6.1. Discontinuation of the Façade Loan Program.

If the Façade Loan Program is discontinued, all program funds will revert to the Whitewater CDA to be used for economic development purposes.

6.2. Amendment of the Façade Loan Program Manual.

The CDA may, at any time, amend the Façade Loan Program Manual in order to provide for changes in the operation of the program. Amendments to the manual must be approved by a majority of the members present at any regularly scheduled meeting of the CDA Board of Directors.



Commercial Facade Loan Program

Whitewater Community Development Authority



Appendix A

The Secretary of the Interior's Standards for Rehabilitation

The following standards are to be applied to rehabilitation projects in a reasonable manner, taking into consideration their economic and technical feasibility.

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its original intended purpose.
2. The distinguishing original qualities or character of a building, or a site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place over the course of time are evidence of the history and development of the building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated historic features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design or alterations and additions to existing properties shall not be discouraged when such alterations do not destroy the significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
10. Wherever possible, new additions or alterations to structures shall be done in a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would not be impaired.



Commercial Facade Loan Program

Whitewater Community Development Authority



Application

Applicant Information		Project Information	
Contact Name		Project Address	
Business Name		Tax Key Number(s)	
Street Address		Project Zoning	
City, State, Zip Code		Downtown (yes/no)	
Phone		Year Constructed	
Fax		Most Recent Use	
E-mail		Proposed Use	

Project Description

Identify the major activities to occur in the renovation project, such as replacing windows, painting, tuck-pointing, installing awnings, etc. Describe the materials to be used. Provide a detailed description.



Commercial Facade Loan Program

Whitewater Community Development Authority



Application

Project Timeline		Project Financing	
Application Date		Total Project Cost	
Plan Board Review		Owner/Tenant Funds	
Begin Construction		Facade Loan Request	
Finish Construction		Other Financing	
Provide a list of the contractors you will be using and the amount of the bid for the work they will perform.		Source(s)	
		Appraised/Assessed Value of Property	
		Amount of Mortgages, Liens, or other debt against this property. Identify by lender and the amount of the debt owed to each.	
		Are there delinquent property taxes owed? If yes, explain.	
		Property insurance carrier and amount of insurance carried.	

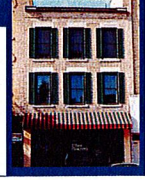
Attachments

1. Site plan – This is required only for free-standing buildings.
2. Floor plan – Include a floor plan showing the dimensions of the building and locations of all walls, doors, windows, etc.
3. Photos – At least one color photograph of each visible building façade must be attached. Photos should be taken directly facing the building (not at an angle) and show the entire façade. Include photos of all visible sides, even if no work is proposed.
4. Drawings of the proposed renovated building façade – Include scale drawings of the proposed building façade showing the locations of all windows, doors, awnings, signs, and other building features.
5. Color swatches – Include swatches of the colors to be used for all exterior painting and awnings. Submit a color drawing of the building, or annotate a black and white drawing to identify the locations of the various colors to be used.
6. Other attachments – The CDA may require additional information as necessitated by the circumstances of the proposed Façade Loan project.



Commercial Facade Loan Program

Whitewater Community Development Authority



Application

DATA COLLECTION Equal Credit Opportunity Act

Revolving Loan Funds

Under the Equal Credit Opportunity Act and Title VI Civil Rights Act of 1964 recipients of Rural Development assistance must maintain, for compliance review and discrimination complaint investigation purposes by Rural Development and other appropriate agencies, various types of data by race and national origin. The recipient must maintain this data to show the extent to which members of protected groups are participants and beneficiaries of the Rural Development assisted program.

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government in order to monitor the Whitewater Community Development Authority's compliance with equal credit opportunity; fair housing and Federal Laws prohibit discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you chose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname. (City of Whitewater Community Development Authority must review the above material to assure that the disclosures satisfy all requirements to which the Whitewater Community Development Authority is subject under applicable state law for the particular type of loan applied for.)

APPLICANT: ☐ I do not wish to furnish this information

Ethnicity: ☐ Hispanic or Latino ☐ NOT Hispanic or Latino

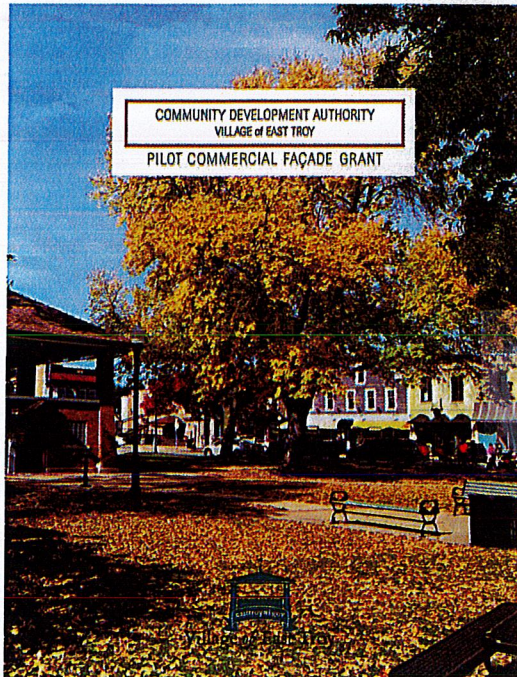
Race/National Origin: ☐ American Indian or Alaska Native (not Alaskan) ☐ Asian
(select one or more) ☐ Native Hawaiian or other Pacific Islander
☐ Black or African American ☐ White

Gender: ☐ Female ☐ Male

I certify that the information provided in this application is complete and accurate, to the best of my knowledge.

Signature

Date



[East Troy CDA Commercial Façade Grant](#)
[2022 Business To-Go Brochure](#)

Community Development Authority (CDA)

The focus of the CDA is to revitalize areas of the Village, support existing businesses, and foster new business growth. We want you to be aware we recognize the impact our current businesses have on the culture and success of our community. In many instances, communities with new growth and development have neglected their downtown area and later struggle to recreate what was lost. The Village of East Troy is unique because we have a beautiful centerpiece in our vibrant historic downtown area. We are fortunate this area has been preserved and we have passionate business and property owners investing in properties and businesses unique to our community. We have no intent of changing that, in fact we want to support this!

Your suggestions and comments are always welcome by the CDA. Generally, the regular meetings are held the fourth Monday of the month at 6:00 p.m. There is a public comment period during meetings. You can visit the [calendar of events](#) or look for the agenda to be posted with other agendas on the Friday afternoon prior to the meeting at [aCoda360](#). Comments to be shared at meetings can also be sent to the Executive Director of the CDA, Eileen Suhm at esuhm@easttroywi.gov in advance of the meeting.

East Troy's Façade Revitalization Grant program

East Troy's Façade Revitalization Grant program has been designed to improve the curb appeal of the community's commercial structures and support ongoing investment in local businesses. Through these improvements, the Village hopes to foster the growth of current and new businesses. This emphasis on business growth and expansion will enhance the vitality of the village's commercial areas, attracting new customers and their dollars to businesses and additional investment in the village over time.

With this program the Village of East Troy will provide matching grants to encourage improvement to exterior façades. This is offered through a process that includes an application submittal and an evaluation. Please refer to the [façade grant brochure](#) to learn more about the program, including the details related to qualifications, application, submittal process and evaluation process. Subscribe to us on Facebook or Instagram for future applications cycles or check back at this web page for updates!

Official Website of the Village of East Troy, Wisconsin All Rights Reserved

2015 Energy Dr., East Troy, WI 53120

Phone (262) 642-6255 Fax (262) 642-6259 Email - voet@easttroywi.gov

Monday - Friday 8:00 - 4:00

[Site Map](#) | [Contact Us](#)

[Department Websites by City](#)

GRANT GOALS AND PROGRAM BASICS

East Troy's Façade
Revitalization Grant
program has been
designed to improve the
curb appeal of the
community's commercial
structures and support
ongoing investment in local
businesses. Through these
improvements, **the Village**
hopes to foster the growth
of current and new
businesses.

*See full program document
for a comprehensive list of
goals.*

COMMUNITY DEVELOPMENT AUTHORITY

Village of East Troy

2015 Energy Drive
East Troy, WI 53120

Contact:

Eileen Suhm

Village Administrator/
CDA Executive Director

General Phone: 262-642-6255

Direct Phone: 262-684-5482

E-mail: esuhm@easttroywi.gov

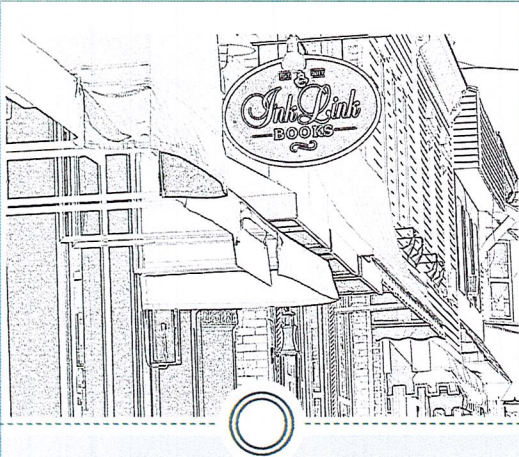


PILOT COMMERCIAL FAÇADE GRANT PROGRAM



COMMUNITY DEVELOPMENT
AUTHORITY (CDA)

Village of East Troy



General Information

Building and business owners are eligible for reimbursement of 50% of the actual improvement costs, up to a maximum grant request of \$20,000

This is a competitive grant program. Applications are only accepted during specific period. Please check our website under the Development menu for further information or contact staff to find out when applications are accepted or current deadlines.

You can also watch for future application cycles by following the Village of East Troy on Instagram or Facebook!

QUALIFICATIONS & HOW TO APPLY

Grant program applicants must meet the following eligibility criteria. All work must be completed after grant approval to be eligible for grant reimbursement.

- ✓ Owners of commercial properties used wholly or partially for commercial activities, or building tenants with leases exceeding two years in length for any commercial property within the Village's municipal boundary.
- ✓ Projects eligible for grants may receive reimbursement of up to 50% of the actual improvement costs (roofs will not exceed a total of 25% of the project budget).
- ✓ Projects must have a minimum total budget of \$5,000.
- ✓ After approval, all relevant Village of East Troy permits must be obtained, and all work completed must meet Village of East Troy codes and regulations, including any occupancy requirements.
- ✓ Projects in the Downtown Village Square must include façade improvements that align with the Village's Downtown Design District Guidelines.
- ✓ Have not received more than \$20,000 in grant incentives for the property from the Village in the last 10 years.

Locate the full program document and applications at www.easttroywi.gov
 -click on Business Development
 -select CDA—Pilot Commercial Façade Grant Program

or

e-mail esuhm@easttroywi.gov to request the document

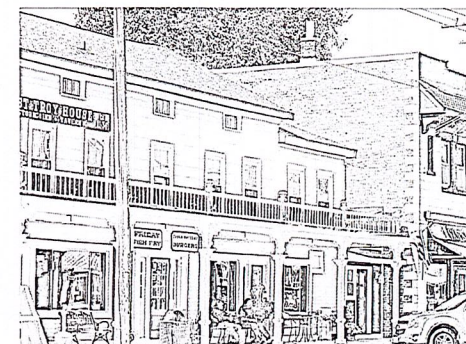
ELIGIBLE IMPROVEMENTS

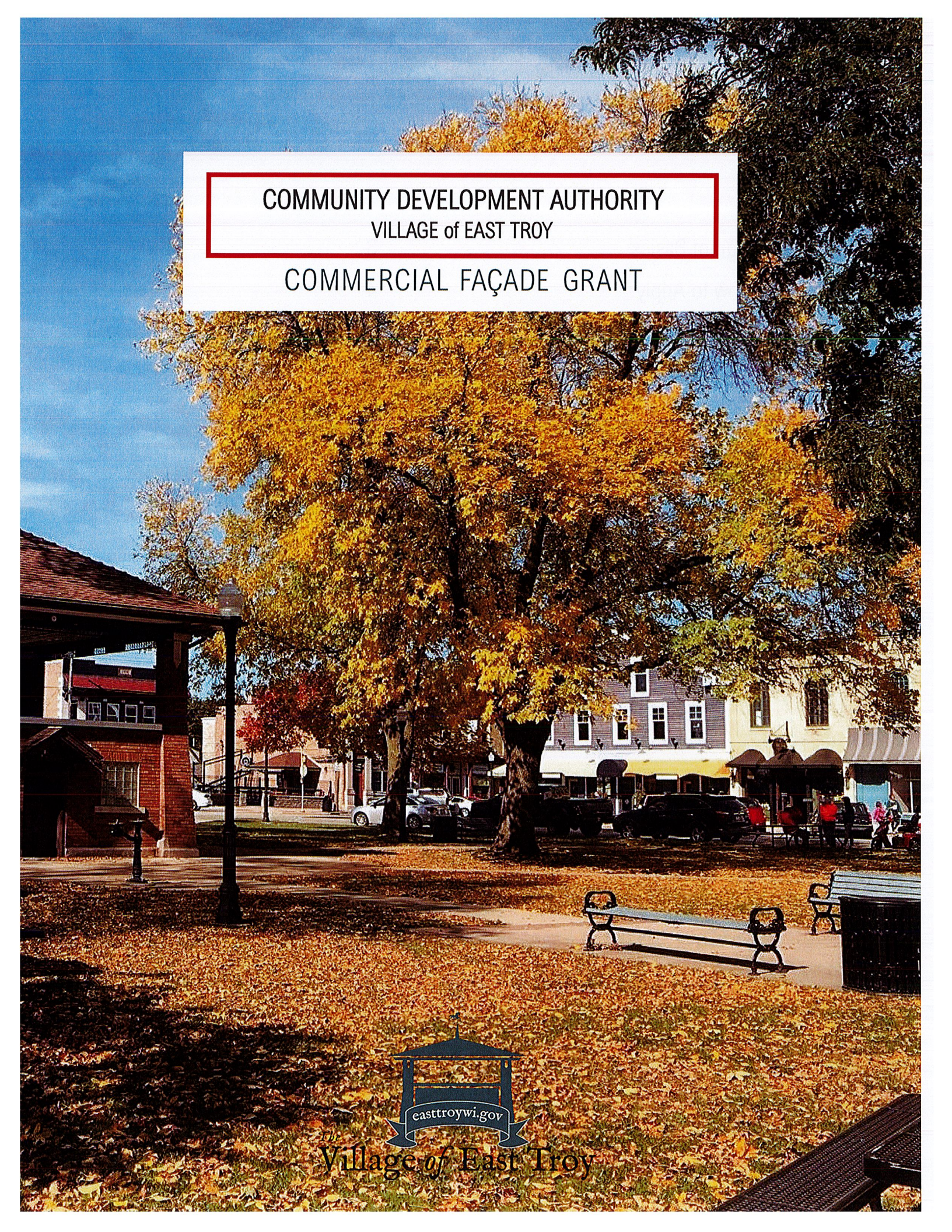
Eligible improvements under this grant program include, but are not necessarily limited to:

- ✓ Electrical work, including service upgrades
- ✓ Exterior improvements, including façades, siding, windows and doors, awnings, re-pointing (once per building), lighting, stairs, railings, and exits
- ✓ Exterior Lighting
- ✓ Painting, façade 'unveiling' and masonry cleaning
- ✓ Signage
- ✓ Design services, including architectural and interior design
- ✓ Roof repair and replacement will not exceed 25% of the total budget
- ✓ Residential units in commercial structures are eligible if paired with more significant improvements to the commercial façade component of the structure.

*Eligible zoning districts: CB Central Business, HB Highway Business, and NB Neighborhood Business Districts

See Façade Grant Program document for a full list of eligible and ineligible improvements, limitations on roof repairs, and further description of residential unit eligibility.





COMMUNITY DEVELOPMENT AUTHORITY

VILLAGE of EAST TROY

COMMERCIAL FAÇADE GRANT



The Village of East Troy

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Last update: November 29, 2022

Contact & Submission:

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Front cover image: Village of East Troy

Back cover image: East Troy Area Chamber of Commerce

GRANT GOALS & PROGRAM BASICS

1. Increase the vibrancy of the commercial properties throughout the Village of East Troy.
2. Create a better and economically viable future for businesses and property owners.
3. Encourage investment in downtown and the surrounding commercial corridors.
4. Assist property owners in attracting retail and service businesses to vacant locations.
5. Enhance the character and appearance of the village's commercial areas.
6. Promote pedestrian-oriented design principles to attract visitors and shoppers.
7. Restore and enhance the historic and architectural character of the village.
8. Foster a sense of pride in East Troy and the wider community.

East Troy's Façade Revitalization Grant program has been designed to improve the curb appeal of the community's commercial structures and support ongoing investment in local businesses. Through these improvements, **the Village hopes to foster the growth of current and new businesses.** This emphasis on business growth and expansion will enhance the vitality of the village's commercial areas, attracting new customers and their dollars to businesses and additional investment in the village over time.

Through this program, the Village of East Troy will provide matching grants to encourage improvements to exterior façades of commercial structures to make them attractive, safe, and code compliant for current and new businesses. The Village of East Troy Façade Revitalization Grant will support building improvement projects that use quality materials, improve the building's appearance, and reinforce the importance of the Village Square and the Main Street corridors economically to East Troy.

Under this program, building and business owners are eligible for reimbursement of 50% of the actual improvement costs, up to a maximum grant request of \$20,000 (25% of total project budget will be allowed for roof repair and replacements).

Applications for this grant program must be submitted to staff at Village Hall by 3:00 pm on Tuesday February 28, 2023.

Grant applications are reviewed by staff and then forwarded to the Community Development Authority (CDA) for consideration, with final approval by the Village Board.

QUALIFICATIONS & HOW TO APPLY

APPLICANT & PROJECT ELIGIBILITY

Grant program applicants must meet the following eligibility criteria. All work must be completed after grant approval to be eligible for grant reimbursement.

- ✓ Owners of commercial properties used wholly or partially for commercial activities, or building tenants with leases exceeding two years in length. Applications will be accepted for any commercial properties within the Village's municipal boundary.
- ✓ Projects eligible for grants may receive reimbursement of up to 50% of the actual improvement costs (roof repair and replacement will not exceed a total of 25% of the project budget) with a maximum grant of \$20,000.
- ✓ Projects must have a minimum total budget of \$5,000.
- ✓ After approval, all relevant Village of East Troy permits must be obtained, and all work completed must meet Village of East Troy codes and regulations, including any occupancy requirements.
- ✓ Projects in the Downtown Village Square must include façade improvements that align with the Village's Downtown Design District Guidelines: <https://ecode360.com/27769421>.
- ✓ Have not received more than \$20,000 in grant incentives from the Village in the last 10 years for the property.

ELIGIBLE & INELIGIBLE IMPROVEMENTS

ELIGIBLE IMPROVEMENTS

Properties used wholly or partially for commercial activities and located within the Village of East Troy, as noted in the **Applicant & Project Eligibility** section can apply. This grant program intends to promote quality improvements to the commercial properties and the ground level commercial lease space.

Eligible improvements under this grant program include, but are not necessarily limited to:

- ✓ Electrical work, including service upgrades
- ✓ Exterior improvements, including façades, siding, windows and doors, awnings, re-pointing (once per building), lighting, stairs, railings, and exits
- ✓ Exterior Lighting
- ✓ Painting, façade 'unveiling' and masonry cleaning
- ✓ Signage
- ✓ Design services, including architectural and interior design
- ✓ Roof repair and replacement will not exceed 25% of the total budget
- ✓ Residential units in commercial structures: exterior improvements to residential units in a mixed-use commercial and residential building (in designated zoning districts*) are eligible if paired with more significant improvements to the commercial façade component of the structure. Improvements only to the residential units are not eligible.

*Eligible zoning districts: CB Central Business, HB Highway Business, and NB Neighborhood Business Districts (see: <https://villageofeasttroy.zoninghub.com/zoningmap.aspx>)

INELIGIBLE IMPROVEMENTS

Projects and expenses such as the following are not eligible:

- ✗ Building or land acquisition
- ✗ Building expansion
- ✗ Conversion of first floor commercial space to residential use
- ✗ Demolition, including emergency or safety-related demolition expenses (with the exception of demolition that is required for larger catalytic redevelopment opportunities)

- ✗ Energy conservation improvements
- ✗ Fire and security alarm systems
- ✗ Fire sprinkler system installation or upgrade, including any needed water service improvement
- ✗ Flood or water damage repairs
- ✗ Furnishings, equipment, or personal / business property not affixed to the real estate
- ✗ Heating, ventilation, and air conditioning
- ✗ Interior improvements supporting tenant occupancy
- ✗ Legal fees
- ✗ New building construction
- ✗ Parking lot resurfacing
- ✗ Permit fees
- ✗ Pest extermination
- ✗ Plumbing
- ✗ Restoration of historic or original interior architectural features, including ceilings, light fixtures, floors, and architectural detailing
- ✗ Structural repairs
- ✗ Utility service upgrades, including water, grease trap, or sewer connections
- ✗ Work begun prior to application submittal or done without a required building permit as part of an approved project
- ✗ Residential units, either multi-unit or single-family
- ✗ Properties with delinquent fees owed to the Village of East Troy or with an active code compliance matter
- ✗ Properties with real estate tax delinquencies, or in litigation, condemnation, foreclosure, or receivership

APPLICATION SUBMITTAL

Applicants are encouraged to meet with Village staff in advance of submitting a grant application to review grant requirements and to determine how the Façade Revitalization Grant can best work for their project. Applications for this grant program must be submitted to staff at Village Hall by 3:00 pm on Monday, February 28, 2022. Property owners are required to be co-applicants on any grant application for their business owner tenants.

To complete an application for the East Troy Square Revitalization Grant, prospective applicants shall provide the following:

- ☒ Completed Application Form (see page 10) including the following:
 - ☒ Project description
 - ☒ Property location and photo(s) of current conditions
 - ☒ Total anticipated budget
 - ☒ Total anticipated grant request
 - ☒ Estimated timeline and completion date
- ☒ Itemized List of proposed improvements
- ☒ For properties in the Village Square, confirm conformance with Downtown District Guidelines: <https://ecode360.com/27769421>
- ☒ Completed bids from at least two (2) contractors for work specified on the Itemized List. Qualified applicants may apply and serve as their own contractor, but only project materials will be reimbursed by the grant. The CDA may approve sole source bids for specialized work, if reasonable attempts to obtain a second bid have been unsuccessful.
- ☒ Digital photographs of interiors and exteriors where improvements will occur
- ☒ Drawings and/or modified photographs clearly showing proposed improvements
- ☒ Paint and material samples
- ☒ Proof of property ownership and any executed leases for commercial spaces to be improved

Additional information will be required for joint property owner/business owner tenant applications. For business owners, the information and forms listed below shall be submitted as part of this application. *All background/credit check forms will be kept confidential to the extent allowed by public record laws.*

- ☒ Authorization to Conduct Credit and Background Check (Business Owner Only.)

EVALUATION PROCESS

During the initial evaluation process, staff will work with each applicant to ensure a complete grant application.

- Once complete, Village staff will initially review the applicant's project plan, credit and background checks, confirm any code violations, and summarize the project purpose, based upon discussions with the applicant.
- Village staff will then submit the completed application and summary to the Community Development Authority (CDA) for their consideration.
- Grant applicants will be reviewed by the Village of East Troy's CDA.
- Grant applicants must attend the Community Development Authority meetings when their representation is requested to respond to any application and project-specific questions.
- All applicants will be required to execute a grant agreement and provide a W-9 with the agreement.
- If the CDA recommends approval of a grant in excess of \$10,000, staff will prepare the Revitalization Grant Agreement, and forward the agreement to the Village Board for approval.

If denied by the CDA, staff will inform the applicant in written form within five (5) business days of application decision with the reasons for the denial. Applicants receiving a denial may re-apply for a new project grant.

Village staff will maintain a record of each completed application and process recommendations.

Applicants should strive to maintain the property without changes or alterations to work funded by the Façade Revitalization Grant Program for a period of three (3) years from the date of completion. As part of any approval, the Village Board may require the owner of the subject property to consent to imposition of a lien on the property to ensure that the property continues to be maintained in accordance with the terms of the grant. A lien form is provided.

EVALUATION CRITERIA

The CDA and Village will evaluate applications based on:

- ✓ Is the project eligible?
- ✓ Is the application submission thorough and thoughtful?
- ✓ Will the potential improvements be beneficial to the community's appearance and business growth?
- ✓ Will the project positively contribute to the community's revitalization objectives?
- ✓ Will the project leverage more investment than the required grant match by the applicant?
- ✓ Will the project enhance the building's exterior appearance and that of neighboring buildings?
- ✓ Is the project addressing a blighted building or visible maintenance issues?
- ✓ Is the project in reasonable proximity to other public and private investments, such as Village-involved catalyst projects, previously award façade grant projects, streetscape projects or location in commercial corridors?
- ✓ Will the grant result in an improvement that would not be made otherwise?
- ✓ Is the applicant's project plan viable, given their qualifications and established history of ownership?
- ✓ Are the proposed improvements durable and sustainable for the long-term (structural versus less permanent improvements)?
- ✓ Does the project comply with the Village's Downtown Design District Guidelines? *properties in the Downtown Village Square area only*
<https://ecode360.com/27769421>

AFTER THE APPLICATION PROCESS

After the Façade Revitalization Grant Agreement is signed by the applicant and/or the property owner and the Village of East Troy, applicants must apply for and receive all necessary building permits prior to undertaking any work requiring a permit under the Village's Building Code.

Project construction will proceed according to the approved plans and subject to periodic Village inspections. Construction must be completed within 1 year of the execution date of the Façade Revitalization Grant Agreement, unless a written extension is granted as described in the Grant Reimbursement section below.

GRANT REIMBURSEMENT

Grant reimbursements for approved applicants will be made within forty-five (45) days after the following documentation has been submitted:

- ☒ Copies of all paid invoices and cancelled checks for all of the work described in the approved grant. The total amount of paid project work must at least equal the grant recipient's required match amount plus the amount of the revitalization grant. All paid project expenditures must be acknowledged or signed and dated by the project contractors.
- ☒ W9 for entity applying and receiving grant funds.
- ☒ Copies of the signed contracts with the contractors that were chosen to do the work.
- ☒ Copies of lien waivers from all general contractors, sub-contractors, and major material suppliers.
- ☒ Photograph(s) of the completed project.

Village staff will inspect all work to ensure that it complies with the approved project plans. Any changes to the approved plan will require a written request from the applicant and approval by the CDA in order to retain the revitalization grant.

The Village of East Troy reserves the right to refuse reimbursement in whole or part through this revitalization grant program for either work or expenditures that:

- ✗ Do not conform to the project proposal(s) submitted with the application and approved by the CDA and East Troy Village Board (as applicable).
- ✗ Do not conform to the Village's Downtown Design District Guidelines (<https://ecode360.com/27769421>) - *for properties located in the Downtown Village Square area only.*
- ✗ Are not completed within 1 year from the CDA approval date (or Village Board for grants over \$10,000).

Since the CDA cannot reserve funds for a project indefinitely, a grant may be subject to cancellation if approved work has not been completed or significant progress has not been made by the progress deadline. Requests for extensions will be considered only if made in writing to the CDA, and significant progress toward completion has been demonstrated. Any request for extension should also specify the likely project completion date.

APPLICATION CHECKLIST

Applicant Name(s): _____

Project/Property Address: _____ Anticipated Project Budget: _____

Grant Request (50% of eligible costs with a maximum grant request of \$20,000): _____

Portion of Grant Request limited to 25% of the total project budget if applicable: _____

Estimated Project Completion Date: _____

The following should be included with your application:

- ☒ Completed and Signed Application Form
- ☒ Itemized List of Proposed Improvements
- ☒ Completed Bids from two (2) Contractors, applying Federal Labor Standards, if applicable
- ☒ Digital Photographs of the Building and Areas Proposed for Improvement
- ☒ Drawings and/or modified Photographs showing Proposed Improvements
- ☒ Paint and Material Samples
- ☒ Proof of Property Ownership
- ☒ Executed Lease (from tenant applicants)
- ☒ A Vision Statement for Results of Improvements if Building is Vacant

For business owners, the following information and forms should be submitted as part of this application. All financial information, proprietary information forms, and background/ credit check forms are confidential and used exclusively for grant review and will be returned to the applicant after the CDA completes its application review and Approval.

- ☒ Authorization to Conduct Background and Credit Check (Business Owner Only. See page 12.)
- ☒ The Village reserves the right to request tax records of the property owner.

APPLICATION

In submitting this application, the applicant(s) acknowledge and agree that they will comply with the terms and conditions of the Village of East Troy's Façade Revitalization Grant Program.

Applicant Information:

Business Owner/Applicant Name: _____

Business Address: _____

Phone Number: _____ Mobile Number: _____

E-mail: _____

Property Owner/Applicant Name: _____

Phone Number: _____ Mobile Number: _____

Project/Property Address (Please include a photo of the property): _____

Business Owner/Applicant Lease Expiration Date: _____

Project Information:

Project Description (Please use additional sheets if needed): _____

Proposed Timeline for Improvements to Occur: _____

Describe How the Proposed Project will Benefit the Business and/or Property: (Please use additional sheets if needed):

Financial Information:

Anticipated Project Budget: _____

Grant Request (50% of eligible costs with a maximum grant request of \$20,000): _____

Portion of the Grant Request limited to 25% of total project budget if applicable: _____

Who is the Preferred Bidder? Please Explain Why they are Preferred: _____

What Will Receipt of the Grant Funds Enable You To Complete That Would Not Be Done Otherwise? _____

Do You Anticipate the Improvements Will Leverage More Investment Than the Required Match and How? _____

APPLICATION (CONT.)

Explain How the Proposed Project is Impactful to the Community: _____

Current Use of Property:

Tenants at Project/Property Address (Total): _____

Commercial Units: _____

Residential Units (grant only applies to a residential unit façade improvement if done in conjunction with a commercial structure façade improvement – see page 5 for further details): _____

Will There Be Any Changes to Current Uses at Property/Project Address? _____

Business Owner/Applicant Signature: _____ Date: _____

Property Owner/Applicant Signature: _____ Date: _____

** If building is vacant, please attach a vision statement for the anticipated results of improvements*

BACKGROUND & CREDIT CHECK AUTHORIZATION

I, _____ (print name), do hereby give permission for the Village of East Troy to conduct a background and credit check in relation to my application for a Façade Revitalization Grant. I will provide information that is necessary for the Village to conduct such investigations.

Signature: _____

Date: _____

LIEN AUTHORIZATION

(ONLY IF REQUIRED BY VILLAGE BOARD)

I, _____ (print name), as owner of the real property at
_____ (address) _____ (PIN)

described as (insert legal description) _____

_____;

do hereby grant to the Village of East Troy a lien on this property in the amount of \$_____ for a Façade Revitaliza-
tion Grant. Said lien shall run to the Village of East Troy, and shall be released at the end of the third year after which it is rec-
orded. Said lien may be foreclosed on by the Village, if the property is sold, the business closes, or if the business fails to pay
personal property taxes in any year, prior to the three (3) year term for a prorated amount from the original lien date on a cal-
endar year basis. Said lien shall be secondary to any primary mortgage lien on the property.

Owner Signature: _____

Date: _____

Printed Name: _____

