



DOWNTOWN RESIDENTIAL INVESTMENT GRANT PROGRAM CITY OF MANITOWOC, WISCONSIN

PURPOSE AND GOALS

The purpose of the Downtown Residential Investment Grant Program (hereinafter referred to as “Program”) is to increase the amount of full-time residential units in downtown by stimulating private investment in existing building stock. The Program will provide financial assistance to eliminate barriers that exist in the rehabilitation, establishment and upgrading of residential units on upper floors within the downtown. Often the historic buildings found within the downtown are not equipped with modern life-safety amenities. These can range from ingress/egress to fire separation/suppression. This Program will be a partnership between the City and building owner; improving the individual building and downtown residential options as a whole. The Program is a dollar-for-dollar matching grant rebated back to the building owner after all improvements and updates have occurred. The rebate has no repayment requirements.

GRANT ADMINISTRATOR

The Community Development (“Department”) in coordination with the Mayor’s Office and Community Development Authority (CDA) of the City of Manitowoc will be authorized to administer the Program. The Department will be the contact for the Program. All communications shall be sent to:

Community Development Department
900 Quay Street
Manitowoc, WI 54220
Phone: 920-686-6930

PROGRAM REBATE CRITERIA

Program applicants must demonstrate a barrier caused by the renovation or creation of residential units on upper floors in the downtown area. “Barriers” are defined as a deficiency or necessary improvement to the property to allow residential uses with corresponding costs that make the project untenable or financially unsound.

The Program will match “dollar-for-dollar” the investment made by the building owner, (hereinafter referred to as “Owner”). Only items listed in the ELIGIBLE EXPENSES section shall be counted towards the Owner’s match. The Owner’s portion of the match cannot include other

sources of city funding (i.e. other grants); the Owner's matching share must be their direct out-of-pocket expense. Remodeling costs, not tied to the removal of life-safety barriers or other ineligible expenses cannot be included in the Owner's share. Total eligible project costs per building project must be over \$10,000 (\$5,000 Owner match + \$5,000 Program match) to be eligible for a program grant. The maximum rebate from the City will be \$50,000 and a minimum of \$5,000 per building project, however the City Council reserves the right to make the final determination as to the total City share for each project based on the individual completed projects resulting impact on the purpose and goal of the Program.

Example: \$30,000 total building project cost, of which \$20,000 of the project costs qualify as "Eligible Expenses". The Owner will contribute \$10,000 of eligible expenses; the City will rebate \$10,000 to the owner based on the \$20,000 of total Eligible Expenses.

PROGRAM FUNDING

Funding for the Program comes from Tax Increment Finance funds at the time of a TIF District closure. It is expected that \$200,000 in program funding will be available from the City each calendar year. The Department reserves the right to make the final determination as to the total City share for each project. For example, if the Owner has \$15,000 of eligible expenses the City is not required to match the entire \$15,000; the City can rebate a lesser amount. The amount to be rebated will be determined prior to the project beginning. Grants are available on a "first come, first serve" basis. The Department reserves the right to select projects which they determine to have the greatest impact for the downtown housing stock. Program monies will be awarded for eligible projects on a funds-available basis, and are available once every two (2) years per building or tax parcel number. Multiple buildings, which are physically separate from each other, on a single tax parcel number may be considered as separate buildings. Grant monies will be issued to the Owner as a rebate after the following items have been met: (i) project is completed to the satisfaction of the Community Development and Building Inspection Departments (ii) the project must be constructed in accordance with the project plans and detailed project description approved by the Department; and (iii) all building permits and lien waivers shall be provided.

All building improvements must be completed within twelve (12) months from the date the Program application has been approved by the Department. The twelve (12) month completion time may be extended by a written mutual agreement if the owner can demonstrate to the satisfaction of City why the project cannot be completed within the twelve (12) month period. The Owner and Department will enter into an agreement to memorialize the project and define the objectives, cost, timetable and other facets of the program.

ELIGIBLE PROPERTIES

- Properties located in the Program Area (See attached Design Review Overlay Map).
- Mixed use buildings constructed prior to 1990 with existing or proposed residential on the upper floor(s).

- A minimum of 75% of the units created under the Program are required to be “affordable” for a minimum of 3 years. For the purpose of the Program, affordable is defined as units with annual rents at or below 30% of the City’s Median Income. The estimated median income as of 2019 in the City is \$47,891 which translates to a maximum affordable rent of \$1,196 per month.

INELIGIBLE PROPERTIES

- Property not located in the Program area.
- Tax delinquent property or properties with outstanding assessments.
- Buildings that encroach into City right-of-way, unless authorization is granted by the City.
- Property in litigation other than tax delinquency.
- Property in condemnation or receivership.
- Exclusively residential buildings.
- County, State, Federal and other governmental buildings.

ELIGIBLE EXPENSES

The project must be interior improvements only which are directly tied to barriers as defined above. Only renovation work started after approval of the project is eligible for reimbursement.

- ADA compliance relating to ingress/egress such as elevators or reconstruction of stairways
- Life safety items such as fire suppression, fire separation, and egress.
- Mechanical systems
- Structural integrity
- For property owners seeking reimbursement for self-work, labor will only be eligible for reimbursement if they maintain a current license or other professional certification for the type of work being performed. Proof of current professional certification or license will be required prior to reimbursement as well as documentation of hours performed and associated tasks.

INELIGIBLE EXPENSES

- Exterior rehabilitation
- General or routine maintenance
- Work exclusively for non-residential uses
- New Construction

APPLICATION REVIEW - REQUIRED MATERIALS

A minimum of two (2) competitive written proposals from contractors shall be submitted with the application in addition to photos, floorplans, and architectural drawings. Submittals shall show in detail the work to be completed. Proposals shall have detailed descriptions of the work to be performed, including cost breakdowns, building materials, examples and project completion schedule. Contractors cannot be changed unless authorized by the City.

The Owner is required to acquire necessary permits, licenses and certificates. Participation in this Program does not waive any federal, state, local or other required permits, certificates or approvals.

Submitted projects will be reviewed by the Community Development Department and evaluated on the following criteria:

- Location with the Downtown Design Review Area
- Benefit to downtown as a catalyst residential opportunity
- Number of residential units created by the project
- Amount of requested funds

ITEMS REQUIRED PRIOR TO PAYMENT

- Lien waivers, paid receipts or other proof acceptable to the City shall be provided from all contractors, subcontractors and suppliers.
- Final approval of the Project by the Community Development and Building Inspection Departments.
- Photographs of the finished project.
- Example lease agreement and rental rates of the units.

PROGRAM AREA





Downtown Residential Investment Grant Application

Contact: City of Manitowoc
 Community Development
 900 Quay Street
 Manitowoc, WI 54220-4543
 Phone: 920-686-6930

APPLICANT INFORMATION

Name:
Phone:
E-Mail Address:

FOR DEPARTMENT USE ONLY

Application Date:
Approval Date:
Amount awarded:
Zoning Classification:
Design Review area: yes/no

PROPERTY OWNER INFORMATION

Name:	Years Owned:
Address:	Phone:
City:	State:
Email:	Zip Code:
Type of Ownership:	Owner's Signature-Improvements Approved:

CONTRACTOR INFORMATION

Name of Business:	Contact Name:
Address:	Phone:
City:	State:
Email:	Zip:

PROPOSED IMPROVEMENTS (attach detailed floor plans, materials list, photos, etc.)

Briefly Describe Proposed Improvements:
Costs for Eligible Expenses: _____
Total Project Cost: _____
Amount of City rebate requested: _____

Additional required materials: two (2) written proposals (minimum), sketches, photos, floorplans. Work to be performed must be described in detail to allow the City to determine what improvements are eligible for reimbursement.

Check appropriately:

I have read the Downtown Residential Investment Grant Program. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed, and will not be entitled to receive any rebate unless Project is completed to the satisfaction of the City.

Indemnification: The applicant/owners agree to indemnify and hold harmless, release, waive and forever discharge the City, its employees, agents and officers, (the "PARTIES") for all bodily and personal injuries, including injuries resulting in death and property damage, claims, actions, damages, liabilities and expenses, including reasonable attorney's fees and court costs, which may occur as a result of the applicants/owners participation in the Program, whether or not caused by a negligent act or omission of the above referenced PARTIES, its employees, agents or officers.

Owners are encouraged to contact their tax professional to determine the taxability of any rebate.

APPLICANT'S SIGNATURE: _____ DATE: _____

OWNERS' SIGNATURE: _____ DATE: _____
(If different than applicant)