Village of Mason
Resolution No. 202603

Village of Mason - TIF Policy

Affordable Housing Extension Fund Utilization Plan

Purpose

The Village establishes an Affordable Housing Extension Fund to preserve existing housing, support income-qualified households, and improve the quality and safety of the Village's housing stock.

Use of Funds

Funds may be used anywhere within the Village and will be maintained in a separate housing fund. Affordable Housing Extension proceeds shall be used as follows:
75% – Affordable Housing Activities: To benefit income-qualified households whose housing costs exceed 30% of the households' gross monthly income.
25% – Housing Stock Improvement: To improve the Village's housing stock through rehabilitation, repair, or related activities.

Eligible Improvements

Roofs, windows, siding, insulation
Plumbing, wells, electrical, HVAC, furnaces
Accessibility improvements
Health, safety, and code-compliance repairs

Administration

Grants reimbursed after proof of completed work, paid invoices and receipts.

Oversight & Reporting

The Village Board shall approve awards.
The Village shall maintain basic records of income eligibility, awards, and expenditures. An annual summary of fund activity shall be presented at the end of the grant during a normal Village Board meeting.

Duration

Funds shall remain available until expended for eligible housing purposes consistent with this plan and state law.

Approving the Use of Affordable Housing TIF Extension Proceeds

WHEREAS, Wisconsin Statutes §66.1105 allow a city or village to extend the life of a Tax Increment District (TID) for one additional year for the purpose of supporting affordable housing; and

WHEREAS, the Village of Mason has approved an Affordable Housing Extension and anticipates receiving tax increment proceeds from the final year of the TID; and

WHEREAS, state law requires that at least seventy-five percent (75%) of the Affordable Housing Extension proceeds be used to benefit affordable housing and that up to twenty-five percent (25%) may be used for housing in general; and

WHEREAS, state law further requires that the Village adopt a resolution describing how the Affordable Housing Extension proceeds will be used;

Village of Mason
Resolution No. 202603

NOW, THEREFORE, BE IT RESOLVED that the Village of Mason will adopt the Affordable Housing Extension Fund Utilization Plan as follows:

1. Establishment of Affordable Housing Extension Fund
The Village shall place all Affordable Housing Extension proceeds into a separate Affordable Housing Extension Fund, distinct from the TID fund.

2. Allocation of Funds
Affordable Housing Extension proceeds shall be allocated as follows:
At least 75% to benefit affordable housing, defined as housing that costs a household no more than 30% of gross monthly income.
Up to 25% to improve the Village's housing stock through housing-related activities.

3. Primary Use of Funds
The primary use of Affordable Housing Extension proceeds shall be an Owner-Occupied Home Repair and Rehabilitation Grant Program, designed to:
Assist income-qualified households,
Preserve and improve existing housing,
Address health, safety, accessibility, and code-compliance needs.
Eligible activities may include, but are not limited to, roof repair or replacement, windows, siding, plumbing, electrical, HVAC, accessibility improvements, and other necessary home repairs.

4. Program Eligibility and Administration

The Village Board authorizes the establishment of reasonable program requirements, including:
Owner-occupancy requirements
Household income limits
Grant limits
Documentation requirements

5. Secondary Uses
If Affordable Housing Extension funds remain available, the Village Board may approve additional eligible housing uses, including partnerships with nonprofit organizations, housing authorities, or other housing providers, provided such uses comply with state law and this resolution.

6. Geographic Scope
Affordable Housing Extension proceeds may be used anywhere within the Village limits.

7. Oversight
The Village Board shall retain oversight authority and receive periodic updates on the use of Affordable Housing Extension funds.

Village of Mason
Resolution No. 202603

Village of Mason - Affordable Housing Extension Fund Application

Submit by March 31, 2027

Applicant Name: _____

Home Address: _____

_____

Do you own and reside in your home within the Village of Mason? ☒ Yes ☒ No

Monthly Income of Home: $_____
(total of all working peoples in the home)

Monthly Housing Costs: $_____
(include mortgage payment and utilities)

Describe the home improvements that you are seeking funding for.

_____

_____

_____

Describe the budget for your home improvement project. Include an estimate of the supplies and labor required to complete.

_____

_____

_____

_____

If we are unable to fund your project in whole, are you able to complete the project with a partial award? ☒ Yes ☒ No
If yes, what is the minimum amount that you would need from the grant to complete your project?
$_____