



Economic Development Department
1300 Main Street
Dubuque, Iowa 52001-4763
Office (563) 589-4393

City of Dubuque, Iowa Application for Downtown Incentive Programs

Name of Applicant (Developer/Company): _____
Address of Proposed Project: _____

Contact Name: _____
Address: _____ City/State: _____ Zip: _____
Phone: _____ Email: _____
Date of Birth: _____

Total Project Cost: _____
Estimated Start Date: _____
Estimated Completion Date: _____
With whom has the Applicant discussed details
of this project at the City of Dubuque? _____

Check each of the Incentives for which you are applying:

- A.) Downtown Housing Incentive ☐
B.) Downtown Rehabilitation Grant ☐
C.) Tax Increment Rebate or Tax Abatement ☐

Please Include Proof of Building Ownership as Attachment A

You may use the following site as a resource for providing this information:
<https://beacon.schneidercorp.com/>

If Applicant is not building owner, you must provide proof of building owner's permission to proceed with project as part of Attachment A:

If the owner is a for-profit or non-profit organization, you must provide a resolution adopted by the Board of Directors which authorizes both the project and the application attached with the Minutes of the Meeting when it was adopted. ***Please Include as Attachment B***

Does Applicant own or have ownership interest in other Properties in Dubuque?

☐ Yes ☐ No

If yes, please list addresses: _____

Do the above properties comply with all applicable City of Dubuque ordinances and regulations, including but not limited to: Housing, Building, Zoning, Fire, Health and Vacant & Abandoned Building regulations? ()Yes ()No

*Grant Recipient must complete all work in conformance with all requirements of the Program, this Agreement, and all federal, State, and local laws, ordinances, and regulations.

Please list all sources of funding and financing for this project besides the requested grants, and whether the sources are already secured (i.e. Historic Tax Credits, Grants, IEDA Incentives).

Current Physical Condition of the Building - Written:
Please Include up to 3 Current Photos as Attachment C

Proposed Modification of Building/Intended Improvements - Written:
Please Include Rendering/Drawing as Attachment D

Community Benefit/Impact of Project (how will the project further the revitalization of downtown):
If additional space is needed, please include as Attachment E

A.) Downtown Housing Incentive Program*

*Grant Funds will be disbursed upon receipt of certificate of occupancy for all units in the project.

The Rental Property Owner/Property Manager will be required to accept Housing Choice Vouchers (HCV) provided by the U.S. Department of Housing and Urban Development (HUD) from qualified prospective tenants **for the duration of the forgivable loan agreement.

How many units are being created? _____

A minimum of 2 units are required for eligibility, and a maximum of 75 units are eligible. (housing units that have been vacant for over three years are considered new units)

Does the project have bank financing? ()Yes ()No
If yes, what financial institution? _____

Please Include Letter of Commitment from Financial Institution as Attachment F

A 10-year pro forma must be attached if requesting housing grant. ***Please include as Attachment G***

Does the pro forma show a developer's fee? ()Yes ()No
If yes, over what period of time will this fee be paid? _____

Will residential units have any income restrictions? ()Yes ()No

If yes, how many residential units will have income restrictions? _____
(This could be 0% to 65% of the rental units can have a restriction of 80% area median income.)

Is a Floor plan for all units attached? ***Please attach as Attachment H*** ()Yes ()No

B.) Downtown Rehabilitation Grant

Grant Funds will be disbursed upon completion of work, documentation of costs, and an inspection of completed project. Disbursements are at a rate of \$.50 for each \$1.00 of costs incurred, up to maximum amount of \$35,000. Written requests for payment must be submitted to the Economic Development Department.

Paid invoices and/or cancelled checks will be required to confirm expenditures.

Professional drawings and scope of work showing dimensions, architectural details, and labels must be attached to the application. ***Please include as Attachment I***

Planning and Design

Estimated costs for planning and design

\$ _____
—

Façade Materials and Labor

Estimated costs for façade improvements

\$ _____
—

Will the project include repointing or tuck pointing? *If yes, a mortar analysis sample may be required. The sample would be a reimbursable expenditure.*

()Yes ()No

Do existing signs on the project property comply with City Zoning regulations and design guidelines?

()Yes ()No ()N/A

If the above answer is no, or the Applicant is proposing new signs, please describe the design materials and colors that will be used on the sign face, how the sign will be displayed, and any lighting proposed. _____

With whom has the Applicant discussed details of this project in the City of Dubuque Planning Department? **This is mandatory.** _____

Has Applicant reviewed the City's Design Review Guidelines at <http://cityofdubuque.org/1295/Design-Guideline> ?

()Yes ()No

Financial Consultant

Estimated costs for financial consultant services

\$ _____

Bids: ***Please attach bid(s) for ALL proposed work as Attachment J***

Certificate of Insurance: ***Please attach a certificate of insurance for the individual/company bidding the work as Attachment K***

C.) Tax Increment Rebate or Tax Abatement

Please contact the Economic Development Department to discuss tax incentives at

(563) 589-4393.

I certify that I am applying for the above incentives before having begun the eligible work, and project work is scheduled to start in fewer than 6 months of the date of this application.

Signature: _____

Date: _____

To be considered for approval, a **fully completed application with attachments and exhibits** must be submitted via one of the following.

- Website: <https://www.cityofdubuque.org/2802/Programs-Incentives>
- Email: econdev@cityofdubuque.org
- US Post: Economic Development Department, 1300 Main Street, Dubuque, Iowa 52001