

City of Dubuque, Iowa

Façade Grant Program, Financial Consultant Grant Program, and Planning & Design Grant Program

PROGRAM GUIDELINES

(2016)

The Façade Grant, Financial Consultant Grant, and Planning & Design Grant Programs are designed to further the goals and objectives of the Greater Downtown Urban Renewal Plan by creating the financial incentives needed to eliminate conditions of blight, encourage revitalization efforts and to retain or create employment opportunities and/or new housing units within the district. This program will address building code deficiencies as part of each approved project.

Eligible Applicants: Owners of property within the Greater Downtown Urban Renewal District (map attached).

**Eligible Activities
and Assistance:**

Façade Grant Program – A maximum of a ten thousand dollar (\$10,000) 1:1 matching grant is available to provide assistance on labor or material costs for front or rear façade renovations to restore a building's historic appearance or eliminate inappropriate additions or alterations to improve overall appearance.

Financial Consultant Grant Program – A maximum of a fifteen thousand dollar (\$15,000) 1:1 matching grant is available to provide assistance on hiring a financial consultant used to analyze the feasibility of a project.

Planning & Design Grant Program – A maximum of a ten thousand dollar (\$10,000) 1:1 matching grant is available to provide assistance on pre-development costs associated with a project.

FOR MORE INFORMATION, please contact:
City of Dubuque Economic Development Department
50 West 13th Street, Dubuque, Iowa 52001
(563) 589-4393

General Conditions:

- Property must be located in Greater Downtown Urban Renewal District (see attached map) and with timely commencement & completion dates identified.
- Projects must be the rehabilitation of an existing structure.
- Property cannot be a single family home.
- All existing code deficiencies within a scope of a project must be corrected and new improvements must comply with all applicable codes and ordinances.
- Owner of property must certify that all property in the City of Dubuque, for which the owner has any interest, complies with all applicable City of Dubuque ordinances and regulations, including, but not limited to, housing, building, zoning, fire, health, and vacant and abandoned building regulations.
- Exterior alterations are subject to design review and approval. The Historic District Guidelines shall apply to projects located in Historic Preservation Districts. The Downtown Design Guidelines shall apply to all other project locations. Projects which conform to the applicable guidelines may be reviewed and approved by the City Planner. Projects that do not strictly conform to the applicable guidelines will be forwarded to the Historic Preservation Commission (HPC) for consideration. Substantial rehabilitation projects may also be considered by the HPC. The process for review is at the discretion of the City Planner. Guidelines can be viewed and downloaded at <http://cityofdubuque.org/1295/Design-Guidelines>.
- Any signs on the property that do not comply with City zoning regulations and design guidelines must be included in the design review and improved to comply with applicable City Codes. Submittal must include the design materials and colors that will be used on the sign face, how the sign will be displayed, and any lighting proposed.
- A detailed rendering/drawing of the proposed project must be included. The plans should include dimensions and architectural details and label materials. Plans prepared by a design professional (e.g. architect or draftsman) are strongly recommended. Applications without detailed drawings will not be considered complete.
- Applicant will not be reimbursed for personal labor costs or labor costs of family members, nor can these costs be counted in the total project costs.
- Projects may not receive the maximum amount of each form of assistance more than once.
- Deviation from an approved project plan shall disqualify the project from the program.
- City funded projects may be required to meet sound proofing, lighting, security, or other standards – as determined by the City of Dubuque following an internal neighborhood impact study – particularly when units are located in mixed-use neighborhoods.
- Applications will be reviewed monthly by the Review Committee, consisting of at least one representative from the City's Economic Development, Planning, and Building Services Departments. The Review Committee will score each application and will fund projects that meet the program criteria and are ready to commence within three months.

FAÇADE GRANT INFORMATION

This program provides grants in the Greater Downtown Urban Renewal District for front or rear façade renovation to restore the façade to its historic appearance or improve the overall appearance.

Amount of Grant: 1:1 matching grant not to exceed ten thousand dollars (\$10,000) shall be awarded by the City to qualifying projects based on total eligible project costs. (Example: \$8,500 in eligible project costs would receive a \$4,250 grant matched by \$4,250 in private contribution; \$20,000 or greater eligible project costs would receive the maximum \$10,000 grant.)

Grant Specific Conditions:

- Reimbursement is for labor and material costs associated with façade improvements, including but not limited to, rehabilitating or improving windows, paint, signage, or awnings to enhance overall appearance.
- Landscaping or screening with fencing or retaining walls may be a reimbursable expense if a determination is made that property is improved adjacent to public right-of-way.
- In order to receive reimbursement for repointing, a mortar analysis sample may be requested for each façade that will be repointed. The applicant must adhere to the results of that analysis in their rehabilitation work as part of their approved project plan. The City may request verification that the new mortar matches the results of the mortar analysis.
- Language from the National Park Service Technical Preservation Services Briefs may be attached as a condition for a building permit if the applicant chooses to perform repointing on the project.
- Reimbursable expenditures must be documented.
- Grants will be disbursed upon completion of work at a rate of \$.50 for each \$1.00 of qualified costs.

Approval Process:

1. Design review by the City Planning Department and/or the Historical Preservation Commission is required for exterior work on the project.
2. Grant applications will be reviewed by City staff Review Committee and approved by the City Manager.
3. Funding will be disbursed upon staff review of documented expenditures and inspection of a completed project.

FINANCIAL CONSULTANT GRANT INFORMATION

This program provides grants in the Greater Downtown Urban Renewal District for hiring a financial consultant to analyze the feasibility of projects.

Amount of Grant: 1:1 matching grant not to exceed fifteen thousand dollars (\$15,000) shall be awarded to qualifying projects based on total eligible project costs. (Example: \$8,500 in eligible project costs would receive a \$4,250 grant matched by \$4,250 in private contribution; \$30,000 or greater eligible costs would receive the maximum \$15,000 grant.)

Grant Specific Conditions:

- Reimbursement is for fees associated with hiring a professional financial consultant.
- Reimbursable expenditures must be documented.
- This grant shall not exceed ten percent (10%) of total project costs.
- The rehabilitation project must be completed for the Financial Consultant Grant to be funded.
- Grants will be disbursed upon completion of work at a rate of \$.50 for each \$1.00 of qualified costs.

Approval Process:

1. Design review by the City Planning Department and/or the Historical Preservation Commission is required for exterior work on the project.
2. Grant applications will be reviewed by City staff Review Committee and approved by the City Manager.
3. Funding will be disbursed upon staff review of documented expenditures and inspection of a completed project.

PLANNING & DESIGN GRANT INFORMATION

This program provides grants in the Greater Downtown Urban Renewal District for hiring architects, engineers or other professional services used prior to construction.

Amount of Grant: 1:1 matching grant not to exceed ten thousand dollars (\$10,000) be awarded by the City to qualifying projects to offset the actual pre-development costs. (Example: \$8,500 in eligible project costs would receive \$4,250 grant matched by \$4,250 in private contribution; \$20,000 or greater eligible project costs would receive the maximum \$10,000 grant.)

Grant Specific Conditions:

- Reimbursement is for architectural and engineering fees, feasibility studies, environmental assessments or other related soft costs.
- Reimbursable expenditures must be documented.
- Owner / developer fees are not permitted as reimbursable expenditures.
- The grant shall not exceed ten percent (10%) of total project costs.
- Grants will be disbursed upon completion of the project at a rate of \$0.50 for each \$1.00 of qualified costs.

Approval Process:

1. Design review by the City Planning Department and/or the Historical Preservation Commission is required for exterior work on the project.
2. Grant applications will be reviewed by City staff Review Committee and approved by the City Manager.
3. Funding will be disbursed upon staff review of documented expenditures and inspection of a completed project.

2015.1
Greater Downtown Urban Renewal District
Attachment A: Subarea Map

