

*City of Dubuque, Iowa
Downtown Housing Incentive Program*

APPLICATION FAQ's

Table of Contents

1. [How can I submit a grant application?](#)
2. [What is the deadline for grant applications?](#)
3. [Is my project eligible to receive grant funding?](#)
4. [I've downloaded a fillable application. Where should I send it when I've completed the application?](#)
5. [Can I save my progress on my online application and continue to work on it later?](#)
6. [Help! I saved my online application and logged out and now I can't find my saved form.](#)
7. [Why do my attachments disappear when I save my online form?](#)
8. [Help! I'm having issues with my online form and I am not sure why.](#)

View complete grant guidelines on our webpage.

For personal assistance, please call the Economic Development Department at 563-589-4393.

1. How can I submit a grant application?

The City of Dubuque Economic Development Department is now accepting grant applications through our online form submitted electronically or through a downloadable application which can be submitted through e-mail or submitted as a hard copy to the Economic Development office. All forms of the application can be accessed [here](#).

2. What is the deadline for grant applications?

Applications will be reviewed by the Department on a case by case basis with qualifying projects being submitted to the City Council for final review and approval.

3. Is my project eligible to receive grant funding?

For a complete description of available grants, including grant conditions and requirements please view our [grant guidelines](#). Your project must also take place in our [Greater Downtown Urban Renewal District](#).

4. I've downloaded a fillable application. Where should I send it when I've completed the application?

After downloading a fillable application from our webpage, you can attach and send it electronically via e-mail or deliver a physical copy to the Economic Development Department.

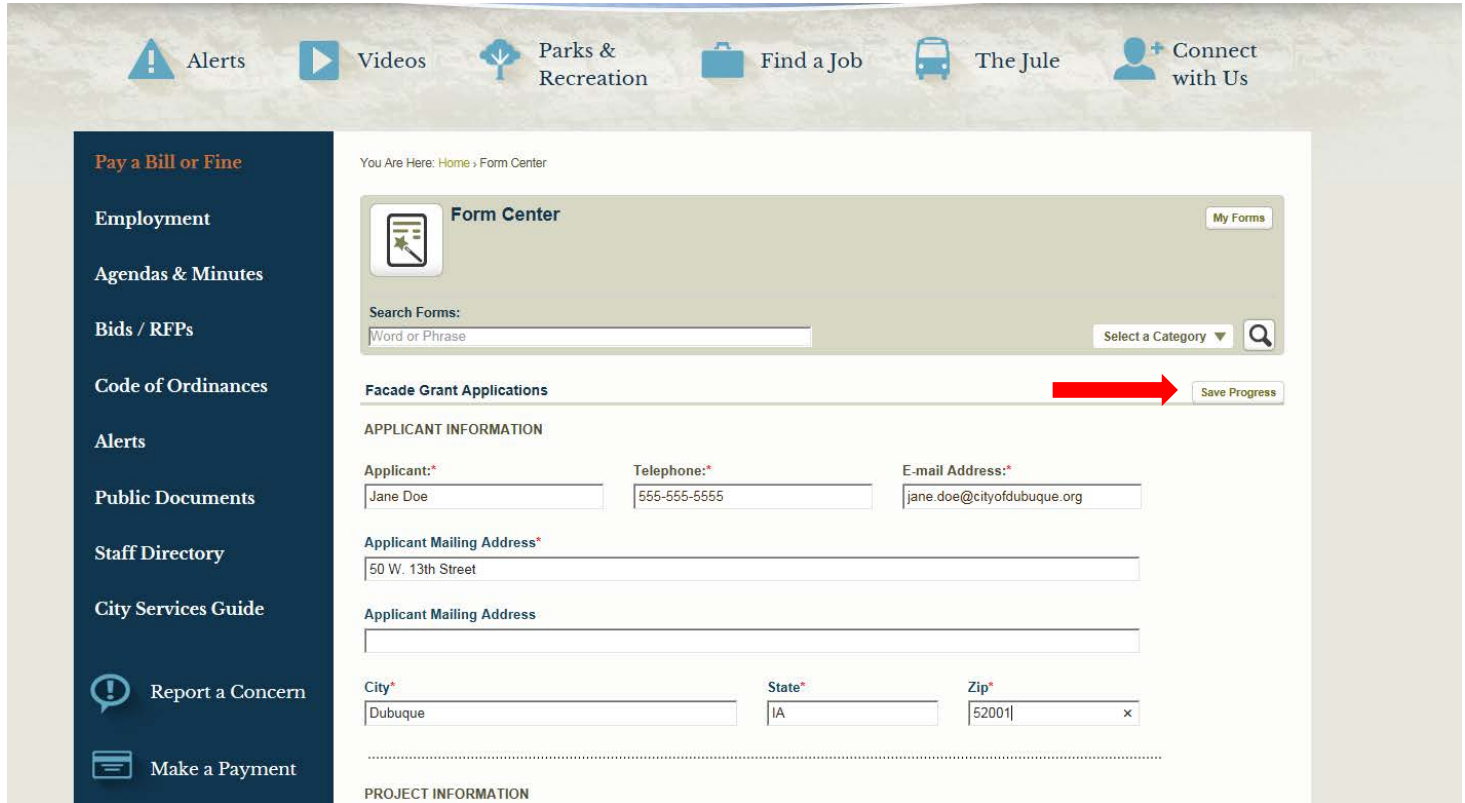
Applications submitted via e-mail should be sent to EconDev@CityofDubuque.org.

Printed versions of applications can be mailed to the Economic Development Department, 50 W. 13th Street, Dubuque IA, 52001.

***Please ensure all necessary attachments and additional documents are included with your application for submittal.*

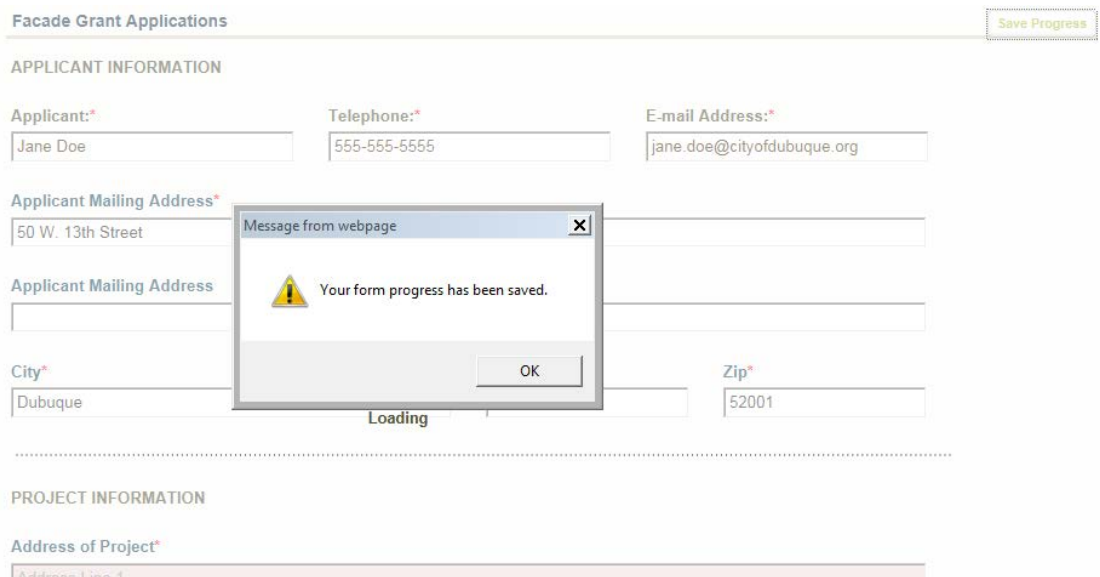
5. Can I save my online application and continue to work on it later?

Yes! We recommend periodically saving your form to err on the safe side. Save your progress by clicking the “Save Progress” button in the upper right corner of the online form:



The screenshot shows the 'Form Center' interface. At the top, there are navigation links: Alerts, Videos, Parks & Recreation, Find a Job, The Jule, and Connect with Us. A dark blue sidebar on the left contains various menu items like 'Pay a Bill or Fine', 'Employment', 'Agendas & Minutes', etc. The main content area is titled 'Form Center' and includes a search bar, a 'My Forms' button, and a 'Save Progress' button highlighted with a red arrow. Below this, the 'APPLICANT INFORMATION' section contains several input fields: Applicant (Jane Doe), Telephone (555-555-5555), E-mail Address (jane.doe@cityofdubuque.org), Applicant Mailing Address (50 W. 13th Street), City (Dubuque), State (IA), and Zip (52001).

You should receive a notification confirming that you have successfully saved your progress:

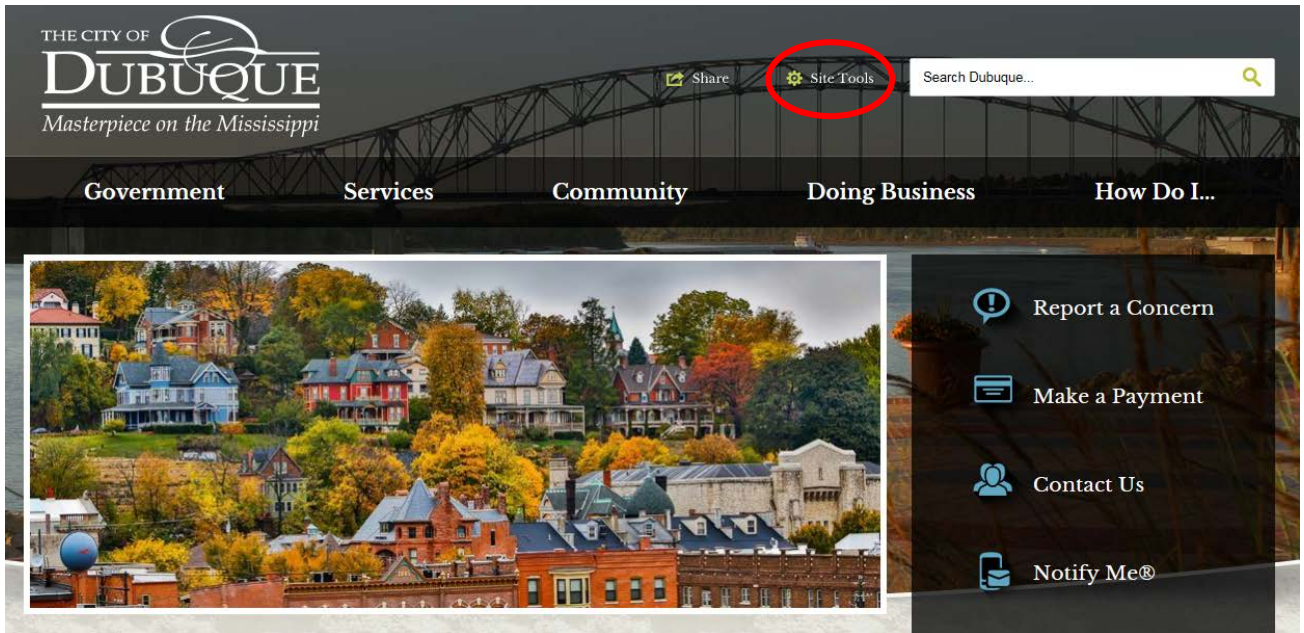


This screenshot shows the same 'Facade Grant Applications' form as above, but with a confirmation dialog box overlaid in the center. The dialog box is titled 'Message from webpage' and contains a yellow warning icon and the text 'Your form progress has been saved.' with an 'OK' button. The 'Save Progress' button in the top right corner is now highlighted with a dashed border. The form fields behind the dialog are partially obscured but still visible.

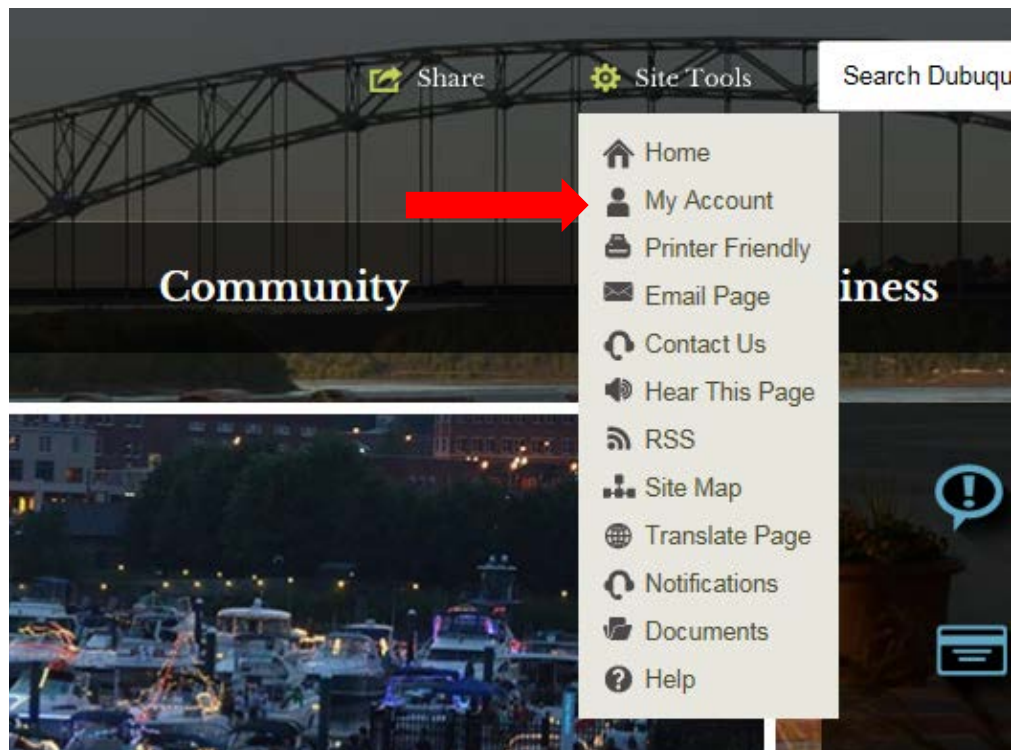
6. Help! I saved my application and logged out and now I can't find my saved application.

Don't worry. Follow these simple steps to access your saved form:

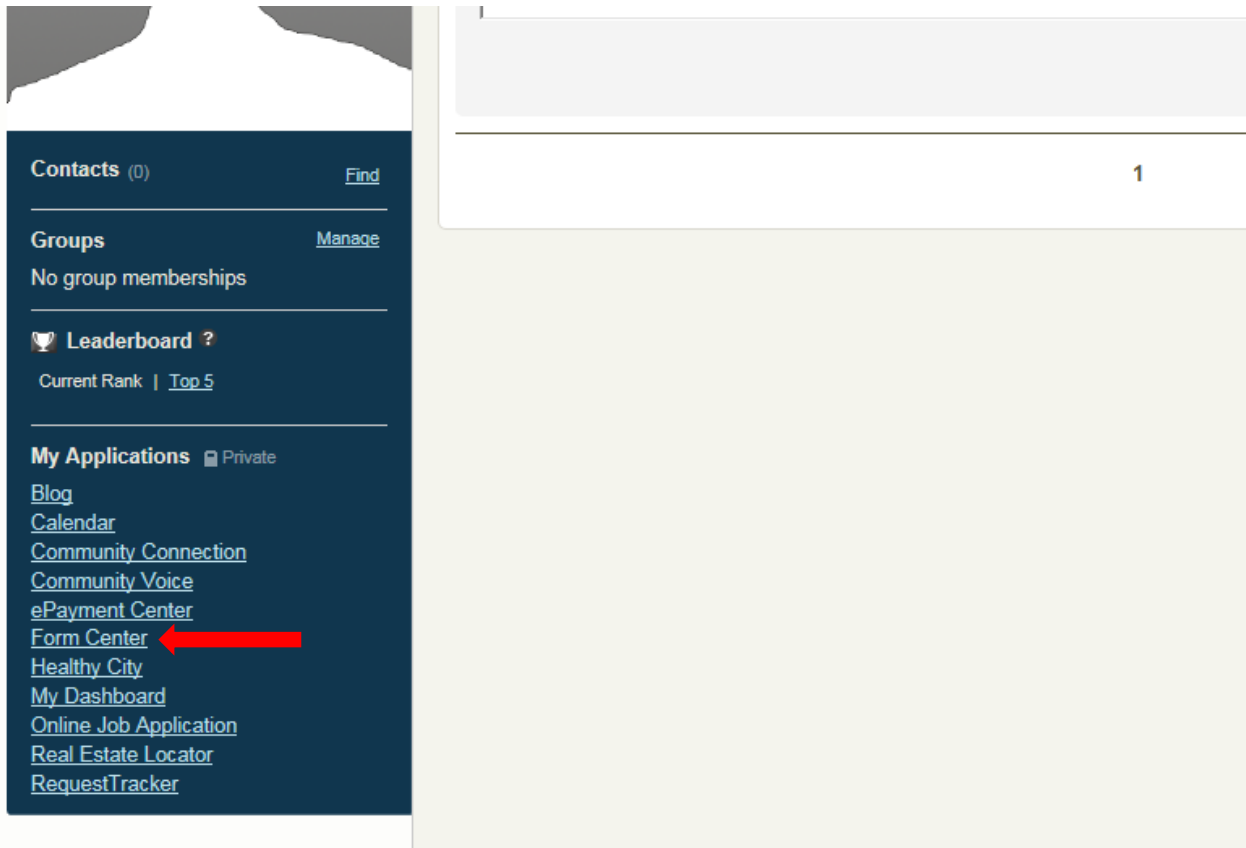
- 1) Go to the City of Dubuque homepage. Click on "Site Tools" at the top of the page.



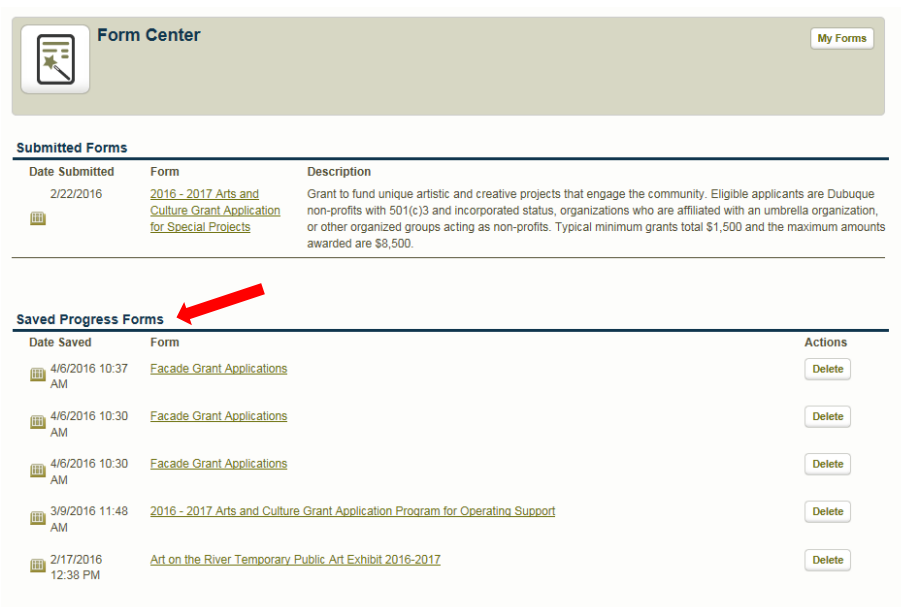
- 2) From the drop-down menu, select "My Account"



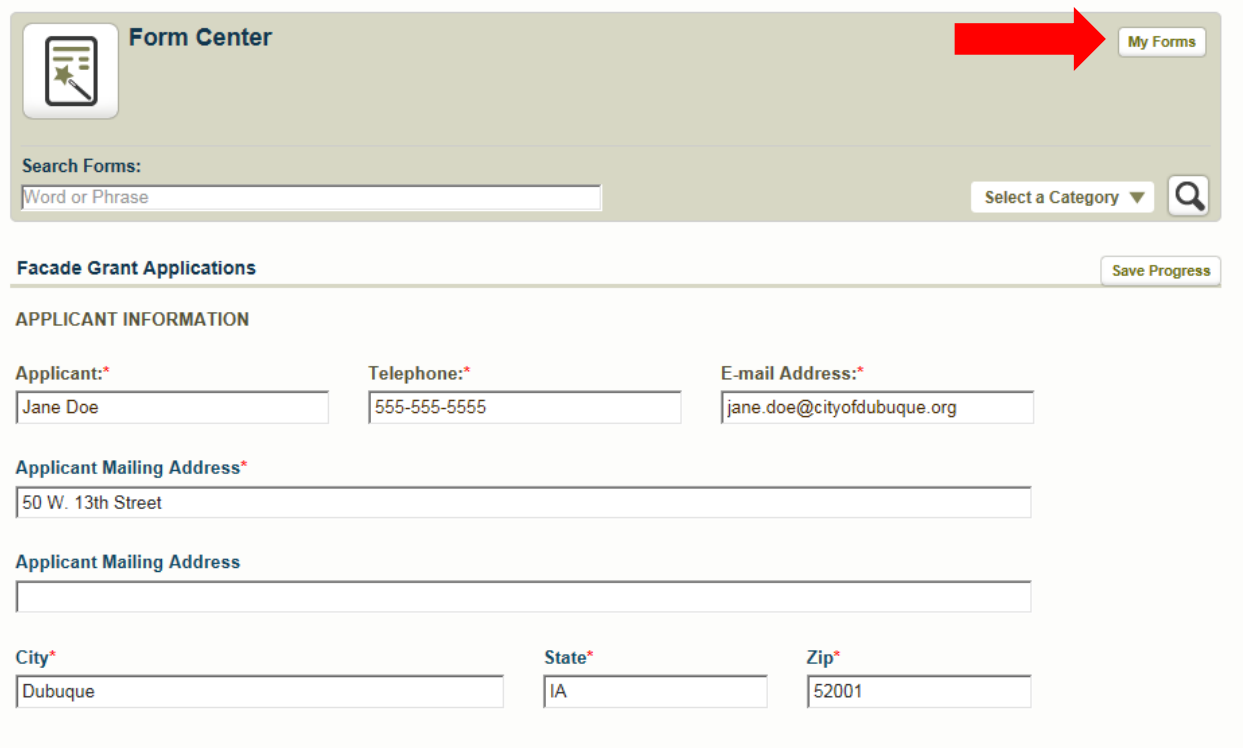
- 3) Sign in using the same log-in information you originally accessed the form with.
- 4) Click on “Form Center” from the column on the left side of the screen:



- 5) Here you will access a page that will shows a history of your submitted and saved progress forms. To find your form, look under the “Saved Progress” section:



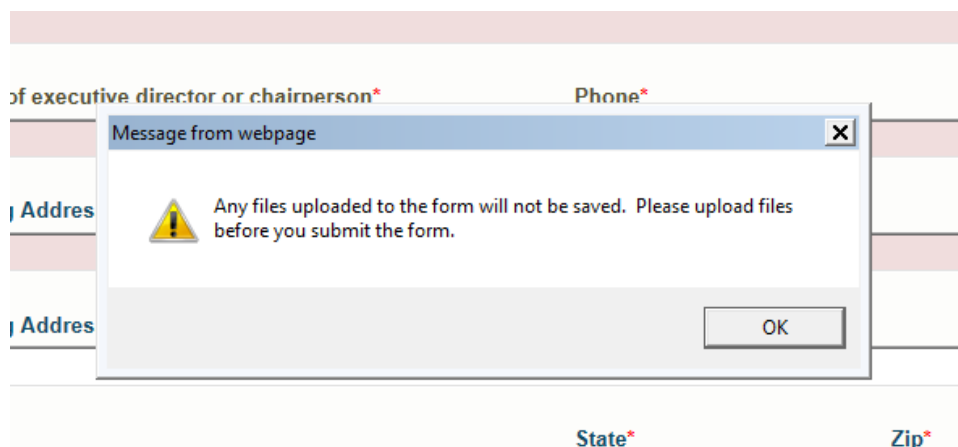
- 6) At any time during your application process, you can access your saved forms by clicking “My Forms” in the top right corner of your form:



The screenshot shows the 'Form Center' interface. At the top right, there is a button labeled 'My Forms' with a red arrow pointing to it. Below this is a search bar for forms, a category dropdown menu, and a search icon. The main section is titled 'Facade Grant Applications' and includes a 'Save Progress' button. Underneath, there is a section for 'APPLICANT INFORMATION' with several input fields: 'Applicant*' (Jane Doe), 'Telephone*' (555-555-5555), 'E-mail Address*' (jane.doe@cityofdubuque.org), 'Applicant Mailing Address*' (50 W. 13th Street), 'City*' (Dubuque), 'State*' (IA), and 'Zip*' (52001).

7. Why do my attachments disappear when I save the progress on my form?

Our system prevents you from saving attachments before you are ready to submit your final form. You must include your attachments ONLY when you are ready to submit your final application. When you save your form, a notification will remind you of this:



8. Help! I'm having trouble with my online form and I'm not sure why.

To solve additional, unaddressed problems, please do the following:

- Ensure you have filled all required fields
- Check to see that you have attached required attachments
- Ensure you are using an updated version of your internet browser
- Try a different internet browser
- Check that your attachments are not titled with special characters
- Make sure you check the "I am not a robot" box so the site knows your application is not spam

If you have taken these steps and are still experiencing difficulties, please contact the Economic Development Department by calling 563-589-4393 or e-mailing EconDev@CityofDubuque.org