



Downtown Housing Grant Program

Pre-Application to City of Burlington

The newly created Downtown Housing Grant provides \$20 million in financial assistance for projects supporting local downtown revitalization through new and renovated housing opportunities in communities under 30,000. This funding invests in building rehabilitation projects to increase local upper floor housing options. Projects creating or improving under 10 housing units are eligible for \$100,000 to \$300,000 while projects creating 10 plus units are eligible for \$100,000 to \$600,000. The City must be the applicant.

ELIGIBLE PROJECTS

- Projects located in a community under 30,000 in population (2020 census)
- Project focus must be the creation of new upper story housing in existing downtown buildings
- Project can include one building per community or two adjacent buildings with same ownership
- Vacant school buildings or other large, underutilized facilities within the vicinity of the downtown area
- Project expenses can include:
 - Upper floor rehabilitation for housing
 - Structural stabilization of historic downtown buildings
 - Exterior building improvements relating to the housing project
 - Code and accessibility improvements for apartments
 - Exterior building amenities that directly complement the housing project (e.g. patios, tenant parking, etc.)
 - Residential units must have some interior amenity component (e.g. rooftop patios, laundry, LED lighting, High Efficiency HVAC, etc.)

INELIGIBLE PROJECTS

- Projects that include first floor storefront housing or residential temporary lodging
- Projects located outside of the downtown district vicinity
- Projects that do not include a housing element
- Acquisition costs not considered part of the project costs or eligible expenses

Additional Information: <https://www.iowaeda.com/downtown-resource-center/downtown-housing-grant/>

Submit the Pre-Application to the City of Burlington by:

Tuesday, November 30, 2021, at 2:00 PM.

Submit Pre-Application to:

Community Development Department, 400 Washington Street, Burlington, IA 52601

Questions – Eric Tysland, Community Development & Parks Director
(319) 753-8158
tyslande@burlingtoniowa.org

Submit the following information to the City of Burlington. Provide one page response for questions 1-6, no more than two pages total for response to questions 7-10, and one page for response to questions 11-13.

1. Applicant:
 2. Contact:
 3. Address:
 4. Phone:
 5. Email:
 6. Location of Project:
-

7. Description of Complete Project Scope:
 8. Description of Housing Component:
 9. Description of Impact on Community/Downtown District and Housing in Community/Downtown:
 10. Ability to Start Project Promptly if Awarded Funds and Ability to Complete Project in Timely Manner.
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11. Source of Funds, with Status (Secured/Applied/Pending/Other): **See next page**
 - a. If applied or pending, please note when you expect notification of final status.
 12. Other Tax Benefits Utilized (Workforce Housing, Historic, TIF/Abatement, Other): **See next page**
 - a. If applied or pending, please note when you expect notification of final status.
 13. Use of Funds (Preliminary Estimates): **See next page**
 - a. Preliminary cost estimates for this pre-application are acceptable. More detailed costs will be required for the selected sub-applicant.
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The City is expected to select the sub-applicant that will move forward for formal application to the Iowa Economic Development Authority (IEDA) by December 7, 2021. If selected to apply for the Downtown Housing Grant Program through the City of Burlington, additional details and project information will be required; including, but not limited to building plans, project timeline, project costs, financial commitments, pro forma, and project assurances for IEDA. Scoring Criteria for the grant application as utilized by IEDA can be found below. The selected sub-applicant will be required to provide all information as listed below in the IEDA Application Scoring Criteria to ensure a strong application is submitted to IEDA on behalf of the City of Burlington. Selected sub-applicant will work with the City to complete the formal grant application to be submitted to IEDA by the **January 31, 2022** grant deadline.

11.

Source of Funds	Amount	Commitment Status	Conditions/Additional Information
Downtown Housing Grant			
State/Federal Funds			
Local Incentives			
Private Equity Investment			
Private Loans			
Other Amount (Applied for)			
Other Amount (Secured)			
Total			

12.

Source of Tax Benefit	Yes/No	Commitment Status	Comments
Workforce Housing Tax Incentive Program			
Federal Historic Tax Credit			
State Historic Tax Credit			
Tax Increment Financing (Rebate)			
New Markets Tax Credit			
Tax Abatement			
Other			

13.

Uses	Cost labor /materials
<i>Include only expenses related to housing elements of the project</i>	
Construction - Exterior Envelope	
Construction - Windows/Doors	
Construction - Roofing	
Construction - HVAC	
Construction - Plumbing	
Construction - Electrical	
Construction - Insulation	
Construction - General Carpentry	
Construction - Finishes (paint, carpet, fixtures, etc.)	
Construction Subtotal	
Site Preparation (staging, demo/clean-up, asbestos, etc.)	
Professional Services (architect, engineer, historic preservation consultant)	
Fees & Permits (mortar test, Iowa tax credits application, bldg permit, etc.)	
Other	
Contingencies	
TOTAL BUDGET	

IEDA - Grant Application Scoring Criteria

Downtown Housing Grant Program

Project Appropriateness [25 points maximum]

Proposed project will use appropriate rehabilitation and design practices and techniques, fit into pertinent community goals and logically explain reason for project.

A strong application will:

- Clearly describe the overall project.
- Include a detailed scope of work for the project that also outlines the specific areas of the project that will be funded with the grant.
- Thoroughly explain the significance of the building.
- Demonstrate appropriate treatments of historic elements of the structure.
- Show that the project clearly fits into development plans for the city/downtown.
- Describe green/sustainable elements of the rehabilitation project.

Project Funding/Partnerships [25 points maximum]

Proposed project will exhibit ample and reasonable funding from several sources. Project partners are identified and defined.

A strong application will:

- Explain what financial/feasibility analysis has been completed to justify the project.
- Show solid estimates of proposed work based on project plans.
- Show financial support from local entities such as property owner and city.
- If in-kind support is used, specifically show sources matched up with specific element of project. All in-kind support is legitimate.
- Show a cash and/or in-kind local match of greater than 25% of the total project cost.
- Complete financial form in its entirety.
- List any other financial incentives/programs that are being used on the project.
- Clearly define property owner's involvement and interest in getting project done.
- Clearly defines other individual or organizational partnerships to get project done.
- Demonstrate that project financials are secured and the project is prepared to begin construction at the time of grant award.

Project impact on housing in the community/downtown district [25 points maximum]

Project will support a direct impact on the growth of upper story housing opportunities in downtown.

A strong application will:

- Clearly describe the proposed project and how it addresses/supports downtown housing and how many housing units will be created and/or improved.
- Describe how this project was selected to apply for this grant.
- Describe the need for new/improved housing in the community.
- Create new or improved downtown housing units.

Project impact on community/downtown district [20 points maximum]

Proposed project will exhibit strong impact on the community and the downtown. Project will be a stimulant for economic development, improve the appearance of the site and community and perhaps the safety of its immediate locale. The impact of the award is critical to project success.

A strong application will:

- Clearly describe the impact of the proposed project on the downtown district.

- Describe how project will spur other investment in the downtown district.
- Involve an extremely important (perhaps landmark) building.
- Propose a project that addresses a comprehensive improvement to the building or space.
- Clearly show what economic development will occur as a result of the project.
- Make use of a property that is largely underutilized.
- Involve a building in an extremely important location such as the heart of the downtown, an entrance to the downtown, etc.

Population Size [5 points maximum]

Points will be determined by population size using the ranking table below.

- Under 1,500 5 points
- 1,501-5,000 4 points
- 5,001-10,000 3 points
- 10,001-20,000 2 points
- 20,001-30,000 1 points

Main Street Iowa District [5 points maximum]

Projects located in Main Street Iowa districts with nationally accredited Main Street program will receive an additional 5 points.

Scores:

Project Appropriateness (0-25 Points)	_____
Project Impact on Housing (0-25 Points)	_____
Project Funding/Partnerships (0-25 Points)	_____
Project Impact on District (0-20 Points)	_____
Population Size (0-5 Points)	_____
Main Street Iowa District (5 Points)	_____
Total Score	_____