



PROPERTY & PROJECT INFORMATION

Owner Information: Name _____ Address _____ Phone _____ E-mail _____	Applicant Information: Name _____ Address _____ Phone _____ E-mail _____
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Property Information:
Property Address _____

Design Professional's Information:
Name _____ Phone _____
Address _____ E-mail _____

Project schedule:
Start date: _____ Completion date: _____

Total Project Construction Cost: \$ _____

Owner/applicant funding:	\$ _____	_____ %
Other grant funding:	\$ _____	_____ %
Façade loan request:	\$ _____	_____ %

Please list the other grants (along with the grant amount) anticipated to complete this project and if they have been awarded:

Storefronts & Eligibility:

Number of storefronts: _____ Number of stories: _____
See page 5 of this application for information about storefronts.

Total eligible amount*: \$ _____
Please check the applicable funding rate and list the total eligibility amount above.

<i>Applicable Rate</i>	<i>Number of Stories</i>	<i>Maximum per Storefront</i>
<input type="checkbox"/>	1-3	\$10,000
<input type="checkbox"/>	4-6	\$15,000



Façade Improvement Forgivable Loan Application
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	<input type="checkbox"/>	7 and more	\$20,000	
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Submittal Requirements:

Use the checklist below to ensure your application is complete.

<input type="checkbox"/> Owner/Property information is completed	<input type="checkbox"/> Project scope is provided (see guidelines on page 6)
<input type="checkbox"/> Photograph(s) of existing façade is provided (color, digital format preferred)	<input type="checkbox"/> Three (3) project bids are provided.
<input type="checkbox"/> Written statement (guidelines provided on page 6)	<input type="checkbox"/> Application is signed
<input type="checkbox"/> Plans attached and provided electronically (see guidelines on page 6)	<input type="checkbox"/> Application fee paid (\$200, non-refundable fee)

The undersigned is/are the owner(s) of the described property on this application, located in the City of Fort Dodge, Iowa assuring that the information provided herein is true and correct and that I am requesting funding to complete a façade improvement program.

I agree to perform the work in a satisfactory and proper manner, as determined by the City that conforms to the approved application, project budget, project schedule and all City requirements.

Owner _____

Applicant

Date _____

Date



About the Program

PURPOSE OF THE FAÇADE IMPROVEMENT LOAN PROGRAM

The program’s objective is to enhance and protect the visual appeal of downtown Fort Dodge. This program is intended to provide an incentive for large-scale improvements that will have an impact on the aesthetic appearance of the building, its block and the entire downtown. It is a separate program from any other public or private funding sources. Projects will be evaluated based on the program goals. Funding is not guaranteed. Single improvements will not be eligible.

Financial assistance is available through a variety of programs. A forgivable, matching loan program is available to cover up to 50% of the cost to complete a façade improvement. A maximum lifetime level of funding for any building is set based on the building’s scale, as outlined below:

Number of Stories	Maximum per Storefront (see page 4 for definition)
1-3	\$10,000
4-6	\$15,000
7 and more	\$20,000

Additional funding is available to assist with design professional services. See below for more information.

PROGRAM GOALS

The City seeks to accomplish the following goals through this façade improvement program:

- Generate pride and confidence among downtown businesses and the community.
- Create an attractive downtown environment.
- Maintain historic qualities as often as possible, when applicable.
- Maintain a consistently high level of design quality.
- Protect and enhance property values through quality control.
- Encourage pedestrian traffic by creating a positive pedestrian experience.

WHO’S ELIGIBLE?

Owners and/or tenants of taxable properties located within the boundaries of the *Downtown Design Guidelines* AND the *Urban Renewal District*, with commercial use on the first floor. Tenants must have the concurrence of the owner, as documented through the signature line on the application page.

WHAT’S ELIGIBLE?

Improvements implementing the criteria of the *Downtown Design Guidelines* or the *United States Department of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures* are eligible under the City’s façade improvement program. Single improvements will not be funded. A project must include more than one of the following activities on the storefront:

- Masonry repair
- Cleaning (exterior only)
- Painting (exterior only)
- Repair/replacement of cornices, entrances, doors, windows, decorative detail, awnings and signs
- Electrical (specific to design, lighting and/or signage on the storefront, not for property in general)
- Other similar repairs



- Architect’s services or similarly qualified professional, up to \$1,000. (Above and beyond the loan funding for actual improvements, but limited to services described in this loan program explanation.)

Ineligible costs include administrative fees related to project management (including but not limited to the grantee’s time to prepare and track the project) and any permit fees.

DESIGN PROFESSIONAL SERVICES

Additional funding is available to assist with design professional services. Prior to engaging a design professional, it is recommended the applicant meet with City staff to discuss the proposed project, estimated design professional’s fee to develop materials, availability of forgivable loan funding, project scope, proposed financing and other project-related issues. Up to \$1,000 may be provided only for fees related to developing black and white renderings, itemization of façade-related improvements and a cost estimate for said improvements. If the project is approved for funding, the City will reimburse the recipient for design professional services as stipulated herein. If the project is not approved, these fees will not be reimbursed through this program.

TERMS

- This loan must be matched with private funding equally (50-50% cost share private to public loan funds).
- Projects are to be completed within one year, unless it is an approved phased project.
- Recipients will provide the City of Fort Dodge with a bi-annual update of progress and final report.
- Costs may be reimbursed at two points during the project: six months and at project completion.
- Reimbursement requests must include a copy of all project-related invoices, a copy of corresponding cleared checks, and a cover sheet summarizing said financial documentation.
- Final payment will be issued upon a determination that the project has satisfactorily completed all components of the approved phase (if applicable) of this façade improvement project (including improvements funded by this loan and by other sources) and approval by the City Building Official.
- The funds shall not be spent on any other purpose(s) than the activities approved in the application.
- Recipients agree to ongoing visits by the City of Fort Dodge, outside of required building inspections, to ensure compliance.
- The loan will be forgiven, over a 5 year period after project completion, if it is deemed that appropriate maintenance has occurred. The forgiveness rate is as follows:

Year	Loan Amount Forgiven <i>(based on original amount)</i>
1	10%
2	10%
3	10%
4	35%
5	35%

- During the loan period a lien will be placed upon the property. It will be removed provided the terms of this program are met five (5) years after the project is completed.



- If parts of the project are funded outside of this façade improvement program, then this loan seeks to fund both visually significant improvements as well as ones that comply with the *Downtown Design Guidelines* or the *United States Department of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures*. A request may be denied if both objectives are not met.
- If an approved project has not obtained a building permit within one (1) year of façade improvement approval, then the applicant must re-apply for funds.
- Maximum lifetime funding is set as provided above. If a project is less than the limit, a future project may be considered. However, if a project uses all of the eligible funding within one proposal (phased or otherwise), no additional funding will be provided.
- Professional design services may not be performed by an immediate family member of the loan recipient.

APPLICATION & APPROVAL PROCESS

Item	Timeframe
Pre-application meeting with Business Affairs & Community Growth, Planning Division	Anytime.
Work with a design professional.	Anytime.
Submit an application	Anytime.
Staff review of application and determination of completion (if incomplete, applicant will be notified within specified timeframe).	Within 2 days of submittal.
Staff review of proposal and coordination with applicant.	Within 14 days of complete application.
Committee review of application. (The Development Corporation of Greater Fort Dodge will review all loan requests, determining approval or disapproval.)	After staff review. Within 30 days of review, depending upon next regularly scheduled meeting.
<u>Approval:</u> Staff and loan recipient finalize loan documents. Recipient obtains applicable permits.	
<u>Denial:</u> Applicant may consider resubmitting, after addressing areas of concern (if applicable).	

Application Explanatory Information

STOREFRONTS

A storefront is that portion of the building having the primary public entrance which faces a main street or public way. Following are methods to determine the limits of any one storefront:

- A typical storefront is approximately 25-35’ wide. In some cases they may be wider or narrower.
- Limits are often defined by vertical architectural elements that create distinct visual and/or physical divisions between two areas.
- Window grouping or use of display windows can also distinguish storefront areas, particularly if evenly spaced around an original entrance.
- Original property lines may provide insight to storefront limits.
- In some cases storefronts are identified by individual businesses or owners.

Larger buildings may have several storefronts. A building may have several storefronts under the same or different ownership. Following is an example of a building with 5 storefronts.



Buildings may have other sides adjacent to or visible from a public right of way. For the purposes of this program, these sides are equally of interest to improve. Since they often require less funding due to few to no windows, doors or other ornamental features, each side included with a façade improvement project will be counted as one (1) storefront. The funding rate equivalent to the number of stories on that side shall be applied. *(Example: Two storefronts qualify under the primary definition and then the alley side and one side of the building are proposed as part of the project too. Applying the primary and secondary definition of storefront, the applicant would indicate a total of four storefronts exist and funding would be calculated following the appropriate category, based on the height of the building.)*

WRITTEN STATEMENT

A brief written statement is requested to provide background information and document the anticipated project. This narrative may reference drawings that show the intended changes and historical photographs (if legible). Please include the following:

- A description of the proposed project addressing how the proposal meets the *Downtown Design Guidelines* or *United States Department of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures*.
- Brief description of the history of the building and the historic design of the front façade. (The information sought is the date built, a list of significant prior uses, and legible historical photographs of the building.)

PROJECT SCOPE & COSTS

A façade elevation and project cost prepared by an architect, engineer or other qualified design professional is required for any funding request. Ideally, three construction bids will be obtained for funding requests.

The project costs should include general categories such as those listed on page 3 as eligible improvements. It is recommended that a 10% construction contingency be included in all project cost estimates.

If there are multiple storefronts involved in the project, the budget should be separated according to each storefront. (If the applicant believes this is not feasible, contact the City to discuss options.)

If the project will be phased, the project cost must be prepared according to the phasing guidelines.



PLAN CHECKLIST

Each project must include a drawing illustrating the proposed end result. Please ensure your drawings meet the following guidelines.

- Façade elevation(s) is drawn to scale. (Items on the property are shown in relation to each other and the distance can easily be understood by measuring the plan.)
- Façade elevation(s) is drawn in black line on white paper. (So that the elevations can be copied and remain legible. Color plans are encouraged.)
- Plans are no larger than 11 x 17.
- All project improvements are shown.
- Electronic copy is provided in a PDF, JPEG, or TIF format.

PHASING GUIDELINES

Phasing of projects is permitted. If a project is phased, a loan shall be offered only for those improvements that are done in correct sequence of construction. For example, a finished project may require installing or changing windows, in some cases siding is installed after windows are in place. In such cases the windows would need to be replaced before loan monies may be expended on siding materials.

Progress Reports

Six months into the project a progress report must be submitted to the City's Department of Business Affairs and Community Growth, Planning Division. A report is required regardless of a reimbursement request. Reports shall include:

- A brief written narrative of activities that have occurred.
- Photographs of the project status.
- Outline of the budget status including expenditures to date, percent of project budget spent, etc.
- Status estimate (percentage complete and estimated completion date).

A final report shall be submitted at project completion addressing the first two bullet points above.

Resources

- The *United States Department of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures* can be found on-line at <http://www.nps.gov/history/hps/tps/tax/rhb/index.htm>.
- The *Fort Dodge Downtown Design Guidelines* can be found on-line at <http://fortdodgeiowa.org/department/index.asp?fDD=13-0>
- Both publications are available for viewing at the City of Fort Dodge's Department of Business Affairs and Community Growth.
- The State Historical Society of Iowa may have other rehabilitation resources, including funding assistance.
- The City of Fort Dodge may have other funding assistance for façade improvement projects.