

**DOWNTOWN DISTRICT GRANT PROGRAMS APPLICATION**

**APPLICANT INFORMATION**

Name:

Phone:

Address:

City:

State:

ZIP Code:

E-mail:

(Circle One)      Owner      Tenant

**PROPERTY INFORMATION**

Business Name

Description of Business/Property Use

Property Manager (If different from applicant)

Address

City:

State:

ZIP Code:

E-mail:

**SELECT PROGRAM (CIRCLE)**

Roof Program

Attach project description 1 itemized estimates, photos, copy of the deed, certificate of zoning compliance

Façade Program

Attach project description, 2 itemized estimates, construction specs/drawings, photos, copy of the deed, certificate of zoning compliance

Downtown Interest Buy-Down Loan Program

Attach project description, 1 itemized estimate, construction specs/drawings, photos, copy of the deed, loan approval letter, certificate of zoning compliance

Commercial Paint Program

Attach project description, estimates, photos, copy of the deed, certificate of zoning compliance.

White Box Program

Attach project description, 2 itemized estimates, photos, copy of the deed, certificate of zoning compliance

**SIGNATURES**

I authorize the verification of the information provided on this form and have attached all required documentation. I also understand that my project may be used for marketing the program to other businesses.

Signature of applicant:	Date:
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**Summary**

The City in partnership with the Ottumwa Regional Legacy Foundation offer several grant programs to help Downtown District business owners establish and maintain businesses in the downtown district. Businesses and for-profit organizations are eligible with the exception of conditional (Adult) uses. Final approval of the application is decided by the Downtown Development Review Team.

**Submittal Checklist**

- **Prior approval** from the Downtown Development Review Team is required before proceeding with work that is part of the application.
- Itemized construction contract, to include plans, itemized cost estimates and specifications
- Letter of loan approval from a lending institution (for the Downtown Interest Buy-Down Loan Program)
- Certificate of Zoning Compliance
- Proof of payment of all property taxes
- Verification of ownership (i.e.: Property Deed)
- Copy of the lease and letter of permission from building owner if applicable.
- Photos of the area of proposed improvements
- Copy of repair plan filed with City Health and Inspections Department if required.

**Process**

The application process will be through the Planning and Development Department located on the second floor of City Hall in Room 200. Staff is available to assist the applicant prepare an application for the program. For larger and more extensive projects, an architect is recommended.

Project plans will be reviewed by the Downtown Development Review Team who will endorse the project. Your project's approval will be determined by its potential contribution to the overall architectural character of the central business district.

## **Program Limits**

### **Downtown Façade Improvement Grant Program**

1. Twenty-five percent (25%) grant paid as reimbursement.  
A maximum City participation of \$10,000 per facade (facade may include front, side, and rear portions of the building as approved by the Downtown Development Review Team.)
2. Before and after pictures are required.

### **Downtown Roof Replacement Assistance Program**

1. 50% matching grant, not to exceed \$10,000 paid as reimbursement
2. Materials should have a 15 year warranty and be of light colored material or other “cool” product.
3. Before and after pictures are required.

### **Downtown Interest Buy-Down Loan Program**

1. Will pay up to 7.25% interest on a 5 year loan up to \$7,500. Paid within 30 days prior to closing.

### **Downtown Commercial Paint Program**

1. 50% matching grant, not to exceed \$1,000 paid as reimbursement.
2. Building must have already been painted and paint color must be approved by the Downtown Development Review Team.
3. Before and after pictures are required

### **Downtown White Box Program**

1. 50% matching grant, not to exceed \$10,000 paid as reimbursement.
2. This program is not designed for remodels and updating of finishes; however if the interior of your building is in such condition as to be unusable, the White Box Program may be able to help. Buildings unoccupied for many decades could be good candidates for the White Box Program.
3. Items considered for approval are heating systems, electrical systems, interior demolition, basic flooring installation, dry wall installation with taping and mudding and priming and new water services, to name a few. Applicants will provide a detailed narrative regarding the improvements they intend to make and why the improvements are necessary before the building can be occupied.
4. Buildings must have a good, sound roof with no leaks, a sturdy foundation and be structurally sound to be considered for the White Box Program. Funds for this program are limited and projects will be considered on a first come basis.
5. Before and after pictures are required.