



# City of Windsor Heights

www.windsorheights.org  
 1145 66th Street, Suite 1 • Windsor Heights, Iowa 50324  
 515-279-3662 • Fax 515-279-3664

## ECONOMIC DEVELOPMENT PROGRAM APPLICATION

Date of Submission: \_\_\_\_\_

Type of Project:		
<input type="checkbox"/> Façade improvements	<input type="checkbox"/> Job creation or training	<input type="checkbox"/> Utility upgrades
<input type="checkbox"/> Building or land acquisition	<input type="checkbox"/> Grease Interceptor	<input type="checkbox"/> Site development
<input type="checkbox"/> Capital Improvements	<input type="checkbox"/> Accessibility improvements	<input type="checkbox"/> Other

### A. Applicant Information

Name of Registered Property Owner:	
Mailing Address of Property Owner:	
Telephone Number of Property Owner:	
Tax ID Number of Property Owner:	
Email Address of Property Owner:	

Name of Applicant if different from Property Owner:																			
Mailing Address of Applicant:																			
Telephone Number of Applicant:																			
Tax ID Number of Applicant:																			
Email Address of Applicant:																			
Names, titles and ownership percentage of all Applicant business owners:	<table border="1"> <thead> <tr> <th><u>Name</u></th> <th><u>Title</u></th> <th><u>Ownership %</u></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Name</u>	<u>Title</u>	<u>Ownership %</u>	1.			2.			3.			4.			5.		
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4.																			
5.																			

**If you have any questions about this program, please contact the City Administrator at 515-279-3662.**

## B. Property Information

Property Address:													
Legal Description:													
Describe Existing Property Use:													
Size of Property (acres):													
Existing Buildings on Property	Bldg 1: _____ sq. feet												
	Bldg 2: _____ sq. feet												
	Bldg 3: _____ sq. feet												
Are Property Taxes Paid in Full:	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, reason for nonpayment:												
Is the Property up to City Code and in compliance with existing zoning, land use and/or building code requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
List all existing businesses that occupy the building(s) on the property:	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Business</u></th> <th style="text-align: left;"><u># of Years at Property</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> </tbody> </table>	<u>Business</u>	<u># of Years at Property</u>	1.		2.		3.		4.		5.	
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List all businesses proposed to occupy the building(s) on the property upon completion of the project	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Business</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> </tbody> </table>	<u>Business</u>	1.		2.		3.		4.		5.		
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4.													
5.													
Describe any recent improvements the Owner/Applicant has made to the property or buildings, if any:													

## C. Project Description

Provide a description of the project that is eligible for the economic development program grant:											
Cost Summary for Project: (based on at least 2 detailed cost estimates from bona fide contractors)											
Describe your sources of project funds (bank loan, lease financing, cash equity, grants, etc):	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>Source</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> </tbody> </table>	<u>Source</u>	<u>Amount</u>	1.		2.		3.		4.	
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Amount of City grant financing requested:	
Approximate start date of project construction:	
Approximate end date of project construction:	
Describe how the project will improve economic development in the City:	

**D. Employment Information**

Current number of full-time employees:	
Number of current employees that are Windsor Heights residents:	
Number of full-time jobs expected to be created by the project:	

**E. Property Indebtedness**

Mortgages on the Property:	<u>Creditor</u>	<u>Amount</u>
	1.	
	2.	
	3.	
	4.	
	5.	
Outstanding Property Taxes:		
Other Encumbrances (liens, covenants, judgments, etc.)	<u>Creditor</u>	<u>Amount</u>
	1.	
	2.	
	3.	
	4.	
	5.	

Applicant should be aware that additional financial data may be required if requested by the City Council Development Committee. Applicant should be aware that no application will be considered if expenditures are incurred prior of the application by either the Council Development Committee or the City Council.

**AUTHORIZATION**

I, \_\_\_\_\_, am the registered Property Owner of the property that is the subject of this application and I hereby authorize the agent/applicant, \_\_\_\_\_, to make this application and act on my behalf in regard to this application.

Dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

## SWORN DECLARATION AND GRANT AGREEMENT

I/WE HEREBY apply for a grant under the City of Windsor Heights Economic Development Program.

I/WE HEREBY agree to comply with the terms and conditions of the grant program.

I/WE HEREBY agree to enter into a grant agreement with the City that specifies the terms and conditions of the grant.

I/WE HEREBY certify that the information contained in this Application is true, correct and complete in every respect and may be verified by the City by such inquiry as it deems appropriate, including inspection of the property for which this Application is being made.

I/WE HEREBY understand that if any statements or information in this Application or submitted in support of this Application is untrue, misleading or there is a material omission, the Application may be rejected, or the grant may be delayed, reduced or cancelled.

I/WE HEREBY grant permission for the City or its agents to inspect the property that is the subject of this Application.

I/WE HEREBY agree that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if contractors or subcontractors are not paid timely.

I/WE HEREBY agree that the program for which application has been made is subject to cancellation and/or change at any time by the City, in its sole discretion, subject to the terms and conditions specified in the program.

I/WE HEREBY agree that all grants will be calculated and awarded in the sole discretion of the City. Regardless of any conversations with City staff or agents thereof, no right to any grant arises until it has been duly authorized by the City Council, subject to the applicant meeting the terms and conditions of the program and the grant agreement.

I/WE HEREBY agree that the City is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Owner/Applicant

\_\_\_\_\_  
Signature of Owner/Applicant

# ECONOMIC DEVELOPMENT PROGRAM – SUPPLEMENTAL GUIDELINES

**1. Statement of Objective:**

The purpose of this Application is to apply for City grant money pursuant to the City’s Economic Development Program. The Application will be reviewed by the City Administrator and a recommendation provided to the City Council for consideration. All grant funds are subject to availability as authorized by, and at the sole discretion of the City.

**2. Eligible Applicants:**

Eligible applicants are business owners in the City of Windsor Heights who are committed to improvement neighborhoods, promote the area, and improve the quality of life. A Redevelopment Program Application shall be submitted by all owners of the building as described in the Tax Increment District (See Exhibit A). All prospective new owners and new tenants shall also sign the application if the improvements are not for the exclusive benefit of the current owner.

**3. Favorable Projects to be Considered for Funding:**

- ◆ Projects that permanently improve the physical appearance and or serviceability of a commercial property identified in the district. For example:
  - Façade improvements
  - Job creation or training
  - Utility upgrades
  - Building or land acquisition
  - Grease Interceptor
  - Site development
  - Capital Improvements
  - Accessibility improvements
- ◆ Funding request is 50% or less of the total project costs. Maximum request is \$25,000.
- ◆ Upper level restoration projects that will permit new usage.
- ◆ Projects that create new jobs.

**4. Grant Application Process:**

Grant application materials may be picked up from City Hall at 1145 66<sup>th</sup> Street, Suite 1 or can be found on the city’s website at [www.windsorheights.org](http://www.windsorheights.org). Applications and all supporting materials must be received via mail or hand delivered to the Office of the City Administrator by 4:30 p.m. on December 1. Applications may also be accepted by email. Incomplete applications will not be considered for funding.

Completed applications should be submitted as follows:

Budget Funds	Year	Application Deadline	Date Funds to be Expended	Available Funding each year
2017-2018		Open	July 1, 2017 – May 31, 2018	\$100,000
2018-2019		December 1	July 1, 2018 – May 31, 2019	
2019-2020		December 1	July 1, 2019 – May 31, 2020	
2020-2021		December 1	July 1, 2020 – May 31, 2021	

## **5. Funding Requirements and Documents to Accompany Application:**

- ◆ Grant funds are available on a reimbursement basis only upon completion of the project, inspection by the City's Building and Zoning Official, receipt of required report and receipts within 30 days and no later than May 31 of the funded fiscal year.
- ◆ Grants may be awarded up to 50% of the total project costs. Maximum request is \$25,000.
- ◆ Written quotes for each expense must be attached to the application.
- ◆ Successful applicants shall enter into a Project Agreement with the City.
- ◆ Project must be completed in the fiscal year of the application.
- ◆ A detailed description of the proposed project.
- ◆ Photographs of the existing building and the proposed project area.
- ◆ Schematic drawings illustrating all proposed work, or pictures with project description outlined. Include a description of materials and methods to be used, depending on the proposed project.
- ◆ Current financial statements, financing requirements for the project, and total project cost.
- ◆ Cost estimates for each aspect of the project, including a minimum of two (2) project estimates, to include labor and material.
- ◆ Sworn Declaration.
- ◆ Authorization from Property Owners if Applicant is not the owner.
- ◆ Additional information, as necessary to determine the economic viability of all proposed project(s), may be requested by the City Administrator or City Council.