



Dubuque Main Street & Dubuque County SWAP Grant Program

Dubuque Main Street created a program to historically rehabilitate smaller underutilized and vacant downtown properties that have a storefront as well as the potential for residential units. A minimum of half the properties will be from the Central Ave./White St. corridor. Applicant property owners' proposals will be evaluated by the DMS economic development and design committees and approved by the DMS Board of Directors. Applicants must be in good standing with the DMS organization and Dubuque County.

Objectives: The primary objective of the DMS & Dubuque County SWAP Grant Program is to revitalize properties in downtown Dubuque by preserving and restoring existing buildings.

Guidelines: The grant can equal but not exceed 50 percent (1:1 match) of the total project cost. Multiple projects may be granted from this pool with a minimum award of \$2,000 and a maximum of \$10,000 for each grantee. The DMS Economic Vitality Committee will carefully examine applications to determine which project(s) will most contribute to the overall quality of downtown Dubuque, and award dollars accordingly. DMS & Dubuque County SWAP Grant Program will provide technical assistance along with a grant to building owners that meet the following guidelines:

- The grant program will be administered by DMS.
- The Economic Vitality Committee will determine eligibility and make recommendations to the Executive Committee for final approval of the grant.
- Selection to participate in the program will be based upon the applicant's consistency with the goals of the Economic Vitality Committee and upon commitment to proceed with the building improvements.
- Applicants must submit a DMS & Dubuque County SWAP Grant Program Application, along with cost estimates from a contractor, detailing the work to be done. Applications will be accepted until all funds are distributed. Incomplete applications will be returned with a list of the missing or incomplete information.
- Work is expected to be completed and bills submitted within 18 months of the grant award date. A complete copy of bills from expenses relating to the project must be presented to the Economic Vitality Committee before the grant money will be awarded. The amount of the grant may be adjusted if the actual cost is lower than the estimated cost.
- A final inspection of the project by the Economic Vitality Committee will be conducted before the grant payment is issued. Any deviations from the approved application may disqualify the Recipient of all or part of previously approved grant monies.

Examples of Eligible Projects:

Windows
Floor, Wall, and Ceiling Repair
Permanent Fixtures
Introductory HVAC
Fees & Permits
Clean-Outs, Dumpsters
Design Plans
Fees & Permits
Professional Services

Examples of Ineligible Projects:

Inventory
Furniture
Roof
Maintenance of existing HVAC
Facade
Sidewalks
Fire Escapes

Design review by the City Planning Department and/or the Historical Preservation Commission may be necessary, if required by ordinance. Language from the National Park Service Technical Preservation Services Briefs, the Secretary of the Interior's Standards for Building Rehabilitation, the City of Dubuque Design Guidelines and other pertinent documents may be attached as a condition of the rehab, if the committee deems it necessary.

Reimbursement is for labor and material costs associated with renovations. Reimbursable expenditures must be documented. Grants will be disbursed upon completion of work at a rate of \$.50 for each \$1.00 of presented, qualified costs.

Approval Process:

- Application review/recommendation by DMS Economic Vitality Committee
- Grant applicant approval recommendations will be reviewed/approved by DMS Executive Committee
- Grant recipient will be notified by DMS, and the 18-month permitted construction period begins
- Funding will be disbursed upon staff review of documented expenditures and inspection of a completed project.

Submission Process:

1. Fill out application below and email to djacobs@dubuquemainstreet.org (page 1)
2. Include:
 - a. Project Description (page 2)
 - b. Budget (page 3)
 - c. Rendering or drawing (page 4)
 - d. Impact Statement (page 5)



D U B U Q U E

MAIN STREET

Dubuque Main Street & Dubuque County Swap Grant Program Grant Application

Applicant's Name _____

Mailing Address _____

Telephone _____
(Cell/Home) (Work)

Project Address _____

Does the applicant own the building? Yes _____ No _____

If no, who owns the building? _____

Please include a letter of support from the property owner.

Owner's Contact Info _____

Estimated Project Cost: _____ Funds Requested: _____

It is understood that the Applicant will be in good standing and actively support and/or participate in the programs and activities of Dubuque Main Street.

The undersigned applicant affirms that the information submitted herein is true and accurate to the best of my (our) knowledge. I (we) have read and understand the conditions of the Dubuque Main Street/Dubuque County Swap Grant Program and agree to abide by its conditions and guidelines.

Signature of Applicant Date

Signature of Applicant Date

Return application; Project Description; Budget; Rendering or Drawing; Impact Statement to:

Dubuque Main Street • djacobs@dubuquemainstreet.org

For more information: 563.588.4400 or djacobs@dubuquemainstreet.org

\$120,000 available funds. Applications will be accepted until funds run out.