



CITY OF EMMETSBURG COMMUNITY CATALYST PRE-APPLICATION

OWNER/APPLICANT INFORMATION

Property Owner(s) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Property owner background information (community involvement, length of time in the community, etc.):

BUILDING INFORMATION

Property Address _____ Year Built _____

Current Condition _____

Current Use (all floors) _____

Proposed Use (all floors) _____

PROPOSED BUILDING IMPROVEMENTS

Proposed timeline _____

Description of the project:

Proposed scope of work – exterior, interior, commercial and/or housing improvements; Design considerations – how the project will use appropriate rehab/design practices for a historical downtown building and/or maintain original character or elements of building; Project planning that has already occurred (if applicable); Green/sustainable elements that will increase the energy efficiency of the project



PROJECT IMPACT

Description of the project's impact on the community/downtown district:

Describe how the proposed project will be a catalyst for economic development and impact the community and downtown – improve appearance and/or safety of downtown, add new business/jobs (or at least have “white box” commercial space available), meet local market void, add housing units to downtown/community, stimulate additional investment in the community.

PROJECT BUDGET / USE OF FUNDS

Estimated project budget for expenses related to housing elements of the project:

Please provide estimated expenses. Copies of estimates are not required at this time, but detailed cost estimates for all proposed construction work are required for the full Catalyst application.

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.)	\$
Site Preparation (staging, demo/clean-up, asbestos, etc.)	\$
Professional Services (architect, engineer, historic preservation consultant)	\$
Fees & Permits	\$
Other	\$
Contingencies	\$
TOTAL PROJECT BUDGET <i>(Projects under \$250,000 will not be competitive.)</i>	\$



PROJECT BUDGET / SOURCE OF FUNDS

Estimated sources of funds for project:

Most projects funded in recent years have included well over \$150,000 in local matching funds (primarily from the property owner).

Catalyst Grant <i>(No more than 40% of total project budget)</i>	\$	
Local Incentives	\$	TBD
Property Owner – Personal Equity Investment	\$	
Property Owner – Loan(s) <i>(Must be able to acquire commitment letters for full Catalyst application.)</i>	\$	
Other	\$	
TOTAL PROJECT BUDGET <i>(Projects under \$250,000 will not be competitive.)</i>	\$	

APPLICATION ASSURANCES

Can the project move forward without the Catalyst grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can the project move forward without local incentives (City matching funds)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you provide a detailed project budget with written cost estimates by March 8?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you acquire financing commitment letters (if needed) by March 8?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you complete a financial /feasibility analysis (pro forma) for the project by March 8?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you provide plans/designs (floor plans, façade designs) by March 8?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ATTACHMENTS (OPTIONAL)

Email any additional attachments to Gretchen Reichter at greichter@emmettsburg.com

- Sketches, schematics or plans of project/site
- Photograph(s) of the building and/or proposed site as it currently appears
- Historic photographs
- Business plans

PRE-APPLICATION DEADLINE: FRIDAY, DECEMBER 1, 2023



APPLICATION TIMELINE

October 27	City of Emmetsburg accepting pre-applications from property owners
December 1	City of Emmetsburg pre-application deadline
December 11	Strongest project recommended to City Council for application
January 29	IEDA pre-application deadline
March 8	All project documents due to City (plans, photos, estimates, loan commitments, pro forma)
April 15, 2024	IEDA full application deadline
June 2024	IEDA announces grant recipients
Summer 2024	Project commencement after signing IEDA award letter
Summer 2026	Project completion – 24 months after award



STATE SCORING CRITERIA

Existing Building

- Building is important to the downtown/community
 - Building is in need of rehabilitation
 - Property is largely underutilized (vacant or inappropriate uses)
- 10 points / 10%

Proposed Building Improvements

- Project improves the appearance of the downtown district and community
 - Project improves safety in the district
 - Scope involves rehab of an entire building (not just one floor)
 - Project practices suitable rehab/treatment of the building and its historic features (repair brick and roof, no vinyl/steel/wood siding, no shrinking down windows, respect the building's character and integrity)
 - Plans/designs have been prepared
 - Project is shovel ready
- 20 points / 20%

Economic Impact

- Project creates growth of new or existing business (committed business are best)
 - Project creates jobs
 - Project creates new housing units (upper story)
 - New uses will meet a local market void
 - Project will be a catalyst for economic development and spur additional investment
 - Improvements will increase property's taxable value
- 30 points / 30%

Funding, Budget and Partnerships

- At least 60% of project is funded with local sources (more scores higher)
 - There is financial support from property owner and city (can be in-kind)
 - Owner's involvement is clearly defined
 - Financial/feasibility analysis has been completed
 - Financial institutions have provided letters outlining financing
 - Catalyst grant truly is needed and fills a gap for project completion
- 30 points / 30%

Impact on Area/District

- Project is a "best practice" model for future projects
 - District is underperforming due to vacancy or maintenance issues
 - Will have positive economic impact on district
 - Community has ordinances to protect quality/appearance of downtown buildings
- 10 points / 10%