

# DERELICT BUILDING GRANT PROGRAM FORM A APPLICATION COVER PAGE

Applicant Name:		
Applicant:		
City Government		
Population		
Designated Contact:		
Name:	Title:	
Address:		
City, State, Zip:		
Day Phone:		
Email:		
Amount of Funding Requested:	\$	
Amount of Applicant Cash Match Committed:	\$	
Total Project Cost:	\$	
Signature:	Printed Name:	
Title:	Date:	



# DERELICT BUILDING GRANT PROGRAM FORM B PROJECT IDENTIFICATION

Derelict Building Address:		
Derelict Building Number of Stories and Total Square Footage:	story	sq. feet
Year of building construction:		
Is the building listed on the National Register of Historic Places? Yes, the building is not eligible for funding under this program.	res 🗌 No	
NOTE: Applicant must include in your proposal packet one set of street le	evel color photos of al	l building sides.
Name of current owner, if known?		
If building is not currently owned by applicant you must provide a let will be taken for applicant to secure ownership.	tter from current own	er detailing what action
Has the Applicant initiated any legal action to gain access to or ownersh (NOTE: Prior to taking ownership the Applicant is <b>strongly</b> encourage other hazardous materials has been conducted.)	•	<del>-</del> -
If yes, what action did you take?		
Is the Applicant working with any other program(s) to secure funding of provide name of program(s) and anticipated date of funding decision as v		
Has building been unoccupied for a minimum of 6 months? Yes  If no, this building is not eligible for funding under this program.	s No	
Please describe how you currently address abandoned buildings. (Do you what is your average cost for derelict building violations (can include ciexpenses, legal fees, etc.)? How do you identify derelict buildings? If you	ity work to abate nuis	-
*Applicants are encouraged to refer to the review criteria when responsable encouraged to refer to the review criteria when responsable encouraged to refer to the review criteria when responsable encouraged to refer to the review criteria when responsable encouraged to refer to the review criteria when responsable encouraged to refer to the review criteria when responsable encouraged to refer to the review criteria when responsable encouraged to refer to the review criteria when responsable encouraged to refer to the review criteria when responsable encouraged to refer to the review criteria when responsable encouraged encouraged to refer to the review criteria when responsable encouraged encour	ding to the questions	below in order to



# DERELICT BUILDING GRANT PROGRAM FORM C PROJECT IDENTIFICATION

For Renovation Projects only Describe Building History (inc	<u>:</u> cluding current condition of bui	lding):	
Describe Asbestos Managem	ent Plan (if asbestos is present)	):	
Describe Renovation & Reuse	e plan for building (will applicar	nt be working with a nonpro	fit or other partners?):
Describe Disposal location for non-recyclable/reuse materials:			
List Recycled Content used fo	or this project:		
Market Name	Address	Material	Use

**Describe In-Kind Services:** 

Describe the future plans for the property once the building has been renovated. Preference is given to applicants who can document that the redevelopment plan includes job creation or a revenue generating component.

For Deconstruction Projects only:  Describe Building History (including current condition of building):				
Describe Asbestos Managemo	Describe Asbestos Management Plan (if asbestos is present, how do you plan to properly remove it?):			
	Describe Landfill Diversion & Recycling Plan for Building (how do you plan to divert as much of the building materials as possible? How will this be accomplished? What is your diversion percentage?):			
Targeted Materials (What is the building made of? What can be found inside or on the property that you will look to divert, reuse, or recycle?):				
List Reuse/Recyclable Market	ts			
Market Name	Address	Material	Use	
	the property once the building			
who can document that the r	edevelopment plan includes jo	ob creation of a revenue gene	raung component.	



## DERELICT BUILDING GRANT PROGRAM FORM D BUDGET DETAIL

There are three (3) parts to the budget section and each will help the reviews better understand the overall costs of the project. The applicant needs to list each item and provide the amounts for DNR Request, Cash Match, and the Total Cost columns. IMPORTANT NOTE: THE DB PROGRAM IS A REIMBURSABLE PROGRAM. If selected, the applicant pays the contractor and in turn submits proof of payment, contractor invoice, any additional documents and program provided reimbursement sheet to the DNR for processing the reimbursement for each budgeted item.

Item & Quantity	DNR Request	Cash Match	Total Cost
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$

Provide a detailed budget narrative related to this project and specify how funds from the Derelict Building Grant Program will be used:

Identify the source(s) of all cash match. Continue on separate sheet as necessary.

Applicant is responsible for securing three bids for each item they are requesting funding assistance for. Bids should be included as supporting documents for each application. If three bids cannot be secured for each task that an applicant is seeking reimbursement for, please provide a reason in the below narrative.



# DERELICT BUILDING GRANT PROGRAM FORM E MILESTONE DETAIL

Provide a project timeline that describes the major milestones of the project. List the task and activity to be accomplished, provide a start date, an end date as well as the group/person responsible for completing the task. IMPORTANT NOTE: The DB Program receives its funding on July 1 of the application deadline year. No reimbursement claims can be processed before this time. The applicant's project timeline should reflect this by starting the project in the month of June, July or later in the calendar year. Continue on separate sheet as necessary.

PROJECT TASK / ACTIVITY	TASK/ACTIVITY START DATE	TASK/ACTIVITY END DATE	GROUP / PERSON RESPONSIBLE

**Letters of Support:** Each applicant is required to include letters of support from any business, person(s) who is being used as a diversion market for materials that would otherwise be landfilled (e.g., if the building is made up of brick and the diversion plan is to collect the brick and sell it, the applicant is responsible for providing a support letter from the party that will receive the brick and provide a total tonnage for each item diverted). In addition, applicants are also required to provide support letters from the following groups:

- a. A letter from the local Solid Waste Planning Agency (this will serve to notify the Agency that a project is taking place in their area and they may be able to assist with diversion of materials.
- b. A letter from the current building owner(s) (if not currently owned by applicant) detailing how building ownership will be transferred to applicant.
- c. If the building is being renovated or deconstructed and the property is being purchased or leased to a new owner, a letter of support from that purchaser of the property.
- d. If an applicant is renovating or deconstructing a building and plans to reuse the space, a letter of support from the Mayor or City Council to detail plans for site.

**Photos:** Applicant is required to provide printed digital street-level color photos of all sides of the derelict building to give the review committee a better understanding of the current building conditions.

In addition to the letters of the support, applicants are required to contact your local <u>lowa Waste Exchange</u> representative (IWE) and notify them of your prospective project. IWE can visit project sites and in addition to reviewing

the property they may provide markets for materials that would otherwise be taken to the landfill. There is no cost to applicants for this service. IWE has worked with applicants since the Derelict Building Grant Program was established and is one of the reasons that the program has been so successful with diverting construction and demolition materials from landfills across Iowa. To find the IWE representative nearest you, please click on the following link and select the PDF under Contact Us: <a href="http://www.iowadnr.gov/Environmental-Protection/Land-Quality/Waste-Planning-Recycling/Iowa-Waste-Exchange-IWE">http://www.iowadnr.gov/Environmental-Protection/Land-Quality/Waste-Planning-Recycling/Iowa-Waste-Exchange-IWE</a>



# DERELICT BUILDING GRANT PROGRAM FORM F INSURANCE CLAUSE

1. Insurance Policies Grantee shall maintain in full force and effect, with insurance companies of recognized responsibility, at its expense, insurance covering its work of the type and in amounts required by this Agreement, including any extensions and renewals. Grantee's insurance shall, among other things, be occurrence based and shall insure against loss or damage resulting from or related to the Grantee's performance of this Agreement regardless of the date the claim is filed or expiration of the policy. The State and DNR shall be named as additional insured's or loss payees, or the Grantee shall obtain an endorsement to the same effect, as applicable.

Unless otherwise requested by DNR, Grantee shall, at its sole cost, cause to be issued and maintained in effect during the entire term of this Agreement not less than the insurance coverage's set forth below each naming DNR and the State as an additional insured or loss payee, as applicable:

#### 2. Type of Insurance

Type of Insurance	LIMIT	AMOUNT
General Liability (including Agreement liability) written on an occurrence basis	General Aggregate	\$
Property Damage	Aggregate	\$
Workers Compensation and Employer Liability	As Required by Iowa law	\$