

Building Renovation/Life Safety (BuRLS) Grant Application

Residential Program – Business Creation/Expansion Program

City of Mason City, Iowa

All fields must be completed, and all required attachments must be submitted with this application form. Incomplete applications may be rejected. **Please obtain a copy of the Application Instructions and Program Requirements, and read it carefully before completing the application.** If you have questions about completing the application, call Development Services at (641) 421-3626.

A. Application Type: ☐ Residential ☐ Business Creation/Expansion

B. Building Information

Building Name:	
Site Address:	
Tax Property ID No.	
Legal Description: (attach separately if necessary)	

C. Applicant Information (applicant must be the owner)

Building Owner:		
FEIN (if applicable):		Owner Type (Check One) <input type="checkbox"/> Individual(s) <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation
Contact Name:		
Owner/Contact Address:		
City/State/Zip:		
Phone:		
Email:		

D. Proposed Project

Describe in detail the proposed project. This narrative should describe the same project summarized in Section E. (Attach additional sheets if necessary.)

Project Start Date:		Project Completion Date:	
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Explain why the grant is necessary to complete the project. Would improvements be completed without assistance or would improvements be made to a lesser degree?

Total grant funds requested:	\$	Total estimated Life Safety cost:	\$	Total project cost (all construction)	\$
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Check if this project is part of a joint application with an adjacent property: ☐

E. Summary of Life Safety Eligible Costs (attach additional sheets if necessary)

See program instructions for eligible project costs

Proposed Work: <u>all work listed must include contractor's estimates</u>	Contractor/ Subcontractor	Estimated Cost
		\$
Total Project Cost		\$

F. Current Occupancy/Tenancy (attach additional sheets if necessary)

Occupant/Tenant Name	Type (retail, office, residential, etc.)

Proposed number of dwelling units (if applicable) _____

Length of time any portion of the building has been vacant (if applicable) _____

G. Proposed Financing (attach additional sheets if necessary)

Source	Amount
Sources of Private Investment (include documentation confirming private investment amounts) :	
Owner Cash (must provide proof such as bank statement or similar):	\$
Bank or other Loan: (Bank Name):	\$
Other (Describe):	\$
Other:	\$
Sources of Public Investment (if applicable; e.g., CDBG, DoRL, etc.; identify all public fund sources)	
	\$
	\$
Total	\$

G. Application Attachments

Check if Submitted. All items are required. Incomplete applications may be rejected.

- ☐ Written Bids/Quotes for all eligible work necessary to meet fire codes
- ☐ Design Plan or detailed description of project to be completed, including renderings
- ☐ Letters of Commitment or other proof of available investment funds to meet match requirement

H. Applicant Signature

By signing and submitting this application, the applicant hereby certifies that:

1. I (we) certify that all information contained in this application and any attachments or exhibits is true and correct to the best of my (our) knowledge and are submitted to the City of Mason City for the purpose of determining that an application meets program guidelines.
2. I (we) certify that the property listed on this application is located within an eligible area as required under either the Residential Program or the Business Creation/Expansion Program.
3. I (we) understand that additional data may be required if requested by City Staff, the Loan and Grant Review Committee, or the City Council.
4. I (we) have read and understand the project requirements, application requirements, and criteria for scoring applications for this program.
5. I (we) have read and understand the conditions of the Building Renovation/Life Safety Grant Program and agree to abide by its conditions and guidelines. I (we) understand that a written Grant Agreement must be fully executed prior to beginning any work to be funded through the grant.

By signing and submitting this application, the applicant hereby agrees to the following:

1. I (we) authorize the City of Mason City to research the proposed project and obtain credit reports (if necessary) for the reasonable evaluation of this application. I (we) will provide necessary information needed by the City of Mason City to perform the research or to obtain a credit report. Personal information will be kept confidential.
2. I (we) understand that expenditures incurred prior to approval of the application and execution of the Grant Agreement, except administrative costs as approved by the City, **are not eligible** for payment under this program.
3. I (we) agree that the acceptance of this application does not commit the City to enter into any agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for the project. The City expressly reserves the right to reject any or all applications.
4. I (we) also agree that any administrative costs, such as architectural or design services, will be considered an eligible project cost only if design or architectural site and floor plans have been professionally completed and are included with this application, and bids, quotes, or invoices for all such work were obtained and are included with this application.

Should assistance be provided, applicant/grantee agrees:

1. If the grant is approved by the City Council, to enter into a Grant Agreement with the City that specifies the conditions of disbursement of the grant.
2. To keep such records and receipts as may be required by the City in connection with the work to be assisted and to make the records and receipts available to the City.
3. To notify the City of Mason City of any change in ownership of the benefitted property.
4. To provide proof of insurance covering the building in which the improvements are constructed, if requested by the City.

By signing and submitting this application, the applicant certifies awareness of the following:

1. The maximum participation per property in the Building Renovation/Life Safety Grant Program is limited to \$100,000 for Residential projects and \$70,000 for Business Creation/Expansion projects. Only one grant may be provided per property. The City Council may grant additional funds if it agrees that circumstances warrant such increase.

2. Financial assistance will not be provided if property taxes or special assessments are in arrears or if the applicant has outstanding or delinquent debt with the City.
3. Only those grants recommended for approval by the Loan and Grant Review Committee will be forwarded to the City Council for final disposition.
4. Grant funds will be disbursed according to the draw schedule in the Grant Agreement. Draws are authorized as follows: 40% of the grant paid when 50% of the project is complete; next 40% of the grant paid when 100% of the project is complete; final 20% of grant paid when a final Certificate of Occupancy is issued. The grantee must provide proof of passed inspections and paid invoices showing the work completed.

SIGNATURES (all persons listed on the deed must sign)

Authorized Signature

Date

Title (owner, agent, etc.)

Authorized Signature

Date

Title (owner, agent, etc.)

Office Use Only: Date/Time Received _____

Received by: _____