



COMMUNITY ATTRACTION AND TOURISM APPLICATION

MISSION STATEMENT

The Vision Iowa Board is charged by the Iowa Legislature and Governor with establishing, overseeing and providing approval of the administration of the Vision Iowa program and the Community Attraction and Tourism (CAT) program of the state of Iowa. The board will encourage and support creative projects that enhance the lives of Iowans throughout the state, will encourage and support visionary thinking in cities and towns and counties of all sizes and in all areas, and will leverage state money as heavily as possible to attract funds for these projects from other sources. The Vision Iowa Board will support projects that build on Iowa's unique assets and values, and expand the cultural, recreational, entertainment and educational opportunities in the state.

TABLE OF CONTENTS

PROGRAM OVERVIEW1

 Allocation of Funds.....1

 Eligible Applicants.....1

 Eligible Projects.....1

 Security and Contracts.....1

 Deadlines for Application Submission.....1

 Evaluation of CAT Applications2

GENERAL APPLICATION INSTRUCTIONS3

APPLICATION COVER SHEET4

REQUIRED ATTACHMENTS6

FINANCIAL FORMS.....8

 Construction/Vertical Infrastructure Cost Estimates.....8

 Project Activity & Sources Of Funding.....9

APPLICATION GUIDELINES..... 10

PROGRAM OVERVIEW

The Community Attraction and Tourism (CAT) program is designed to assist communities in the development and creation of multiple purpose attraction or tourism facilities. This program can help position a community to take advantage of economic development opportunities in tourism and strengthen a community's competitiveness as a place to work and live.

These application materials contain instructions and guidelines for preparing a complete application. Applications are received by the Iowa Economic Development Authority (IEDA) and reviewed by the Vision Iowa Board. For additional information, view the website (<http://www.iowaeconomicdevelopment.com/Community/VisionIowa>) or contact Nicole Shalla, Grants Manager at visioniowa@iowa.gov or 515.725.3043.

Allocation of Funds

One-third of the funds available through the CAT program shall be allocated to projects in cities with populations of 10,000 or less and/or counties that are among the 33 least populated counties in Iowa. If any portion of these funds has not been awarded by April 1, the funds shall be available for any community or county in the state. (The smaller population areas are not limited to one-third of the funding and may access the remaining funding as well).

Eligible Applicants

Eligible applicants include a city, county, public organization, or school district in cooperation with a city or county. The applicant should be the intended entity to contract with the Vision Iowa Board to receive CAT funds and undertake the funded activity. Any subrecipient (a private organization or other entity operating under an agreement or contract with a recipient to carry out a funded CAT activity) must be listed in the application.

Eligible Projects

Eligible CAT projects must primarily be a vertical infrastructure project with demonstrated substantial regional or statewide economic impact. "Vertical infrastructure" means land acquisition and construction, major renovation and major repair of buildings, all appurtenant structures, utilities, site development, and recreational trails.

Community attraction projects may include but are not limited to the following: museums, theme parks, cultural and recreational centers, recreational trails, heritage attractions, sports arenas, and other attractions. "Attraction" means a permanently located recreational, cultural, educational, or entertainment activity that is available to the general public. A tourism facility draws people into the community from at least 50 miles (one way) from home.

Security and Contracts

The Vision Iowa Board reserves the right to negotiate the amount, terms, interest rate, and other conditions of a loan or grant prior to making an award. Following notification of an award, a grant agreement specifying further terms and conditions will be executed. For applications on behalf of a subrecipient that is a private organization (for-profit business), it is expected that 100% of an award through an eligible applicant to a private organization be secured by assets and/or personal guarantees.

The Vision Iowa Board will not provide assistance if it is determined any representation, warranty, or statement made in connection with this application is incorrect, false, misleading, or erroneous in any material respect. If the Vision Iowa Board provided an award prior to discovery of the incorrect, false, or misleading representation, the Vision Iowa Board may initiate legal action to recover CAT funds.

Deadlines for Application Submission

For current deadlines, please consult the Vision Iowa [website](#).

Evaluation of CAT Applications

Applications to the CAT program are evaluated in two stages:

Stage 1 - Eligibility

Threshold eligibility requirements are evaluated by staff and include:

- Eligible Applicant
- Local Support
- Demonstrated Need
- Vertical Infrastructure
- Benefits
- Fundraising

Stage 2 - Evaluation

The Vision Iowa Board's CAT Review Committee will score applications based on:

- Feasibility (0-25 points, 15-point minimum required)
- Economic Impact (0-25 points, 15-point minimum required)
- Leveraged Activity (0-10 points, 6-point minimum required)
- Matching Funds (0-25 points, no minimum)
- Planning Principles (0-10 points, no minimum)
- Technology and Values (0-5 points, no minimum)

A minimum score of 65 out of 100 points is needed for a project to be considered for funding. This score is considered a recommendation from the CAT Review Committee to the full Board that the project be considered for an award. The score is not a basis for a final award decision by the full Board, nor is it a basis for comparing projects by the full Board. It is possible a project surpassing the minimum score will not be funded.

GENERAL APPLICATION INSTRUCTIONS

1. Read these instructions carefully before completing the application. Refer to the CAT program Administrative Rules (Chapter 261.211) as necessary to ensure compliance with program requirements.
2. Use clear and concise language in the application narratives.
3. Complete pages 4 through 9 of this form and other required attachments as outlined in pages 10-16. If any questions are unanswered or required attachments are not submitted, an explanation should be included.
4. Complete and include the Minority Impact Statement with your application (found at the Vision Iowa [website](#)).
5. The application must be printed using a font that is no smaller than 10-point type. Applications must be bound or inserted in a three-ring binder.
6. An executive summary and the completed application forms (cover sheet, financial forms, and Minority Impact Statement) should be placed in the front of the application. The executive summary should provide a history of the project and cover highlights of requested information.
7. Use lettered tabs to separate each section of the application.
8. Submit an original application (with original signature in colored ink and cleared labeled "Original") plus **fourteen** copies to:

Vision Iowa Program Manager
Iowa Economic Development Authority
200 East Grand Avenue
Des Moines, Iowa 50309-1819
9. Applications received after 4:30 p.m. on the application due date will not be considered.
10. Inaccurate information may disqualify the application from consideration.
11. Applicants must provide evidence from other funding sources that funds will be available to the project upon award of CAT funds. For each funding source, documentation of a commitment of funds should be submitted. Documentation of a financial commitment may be in the form of a letter, resolution, or other written commitment.
12. At least 50% of total project costs must be raised upon application. If less than 50% is documented, the application will be disqualified.
13. Each application must document cash contributions from the city and the county where the project will be located as well as private sources.
14. If you have questions about the application, please contact Nicole Shalla at visioniowa@iowa.gov or 515.725.3043.

APPLICATION COVER SHEET

Name of Project: _____ Date Submitted: _____

Applicant Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Address: _____

Telephone: _____ FAX: _____

E-mail _____ Federal Identification Number _____

Applying as smaller population community or county: _____ Yes _____ No
(City population 10,000 or less or County population among smallest one-third in the state)

Project relates to (check one or more):

___ Cultural Activity ___ Recreation ___ Education ___ Entertainment

Anticipated Construction Start Date: _____

Funding Information

Total Project Budget \$ _____ CAT Request \$ _____

Co-applicant/Subrecipient Information (if applicable)

Subrecipient means a private organization or other entity operating under an agreement or contract with a recipient to carry out a funded CAT activity.

Name: _____

Address: _____

Contact Person: _____ Title: _____

Address: _____

Telephone: _____ FAX: _____

E-mail _____ Federal Identification Number _____

Project Description

In a single paragraph, briefly describe the project, including the vertical infrastructure components and anticipated uses. State the anticipated start and completion dates. If this project is a phase of a larger project, please state its relationship to that project.

Acknowledgment, Release Of Information And Certification

I acknowledge that I have read and understand the application materials and administrative rules including the provisions relating to security and contracts as noted above. Further, I give permission to the Vision Iowa Board or the Iowa Economic Development Authority (IEDA) to perform due diligence, perform credit checks, contact the organization's financial institutions, and perform other related activities necessary for reasonable evaluation of this proposal. I understand that all information submitted relating to this application is a public record. I certify that all representations, warranties, or statements made or furnished in connection with this application are true and correct in all material respects. I understand that it is a criminal violation under Iowa law to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring economic development assistance from a state agency or subdivision.

Signature of applicant certifying officer or individual (DO NOT SIGN IN BLACK INK):

_____ Date: _____

Signature of co-applicant or subrecipient certifying officer or individual:

_____ Date: _____

REQUIRED ATTACHMENTS

Check each tab below to indicate requirements are understood and are believed to be met by the project.

- | | | |
|--------------|--|-------|
| TAB A | <p>Applicant Eligibility
 Must be a city, county, or public organization, or combination of these forming a 28E; or a school district in cooperation with a city or county. Attach proof of nonprofit status for public organization.</p> | ----- |
| TAB B | <p>Local Support
 Broad support must be demonstrated for the project. Official resolution(s) from governing boards of participating local governments required; other endorsement letters optional.</p> | ----- |
| TAB C | <p>Financial Need
 Project demonstrates financial need after other sources are exhausted. CAT funding should be “last dollar” needed for project to proceed. Requests should be made to the city, county and private sources to financially support the project. Successful and unsuccessful fundraising should be documented.</p> <p>Prior CAT, RECAT, or Vision Iowa funding is ineligible as match. If CAT, RECAT, or Vision Iowa funds were previously received, demonstrate that this application seeks funds for a significant expansion of the project and that no CAT, RECAT, or Vision Iowa funds are counted as match for this project.</p> | ----- |
| TAB D | <p>Vertical Infrastructure
 Project must be primarily a vertical infrastructure project (Land acquisition and construction, major renovation and repair of buildings, all appurtenant structures, utilities, site development, and recreational trails). Detailed cost estimates and project renderings should be included.</p> <p><i>Do not include work that has already been completed. Construction work that has been completed prior to the potential CAT Award date is ineligible for grant funding and must be excluded from the application.</i></p> | ----- |
| TAB E | <p>Benefits
 Must commit to provide or pay for at least 50% of the costs of a standard medical insurance plan for full-time employees working at the project after it is built. Letter certifying this provision is adequate.</p> | ----- |
| TAB F | <p>Feasibility
 Is the project viable and sustainable? Are there sufficient resources to start and sustain the operation? Project description, business plan, and personal financial statements on principal owners and/or guarantors and a 5-year pro forma should be included.</p> | ----- |
| TAB G | <p>Economic Impact
 Will the project have a positive impact on the economy? Measures should be based on direct impact of the project, no multipliers or other estimates of indirect impact. May include number of jobs, wages and benefits, taxes generated, or other positive economic benefits to the community and state.</p> | ----- |
| TAB H | <p>Leveraged Activity
 Will economic growth and job opportunities be enhanced? How will other recreational, cultural, educational, and entertainment opportunities be stimulated or developed? Documentation of plans for other development should be included.</p> | ----- |

TAB I	<p>Matching Funds</p> <p>A minimum 50% match commitment must be made by applicant(s). -----</p> <ul style="list-style-type: none"> - Enforceable commitments recommended. - Adequate funding for completion is necessary. - Non-financial resources (in-kind services) may comprise no more than 25% of the applicant's match. <p>Include a spreadsheet or table that list each donor name, the date, and the amount of the contribution. Indicate whether the contribution is cash or in-kind. Include signed documentation (letters, pledge sheets, resolutions, etc.) for all city and county contributions as well as in-kind donations.</p> <p><i>Other state funds or match pledged toward those state funds are not eligible as match for CAT funding.</i></p>
TAB J	<p>Planning Principles</p> <p>-----</p> <p>Planning principles should be described, including implementation of green sustainable design principles; compliance with comprehensive plans, zoning and land use; description of effective use of existing resources (land and buildings) to avoid costly duplication or use; provisions for a variety of transportation choices; enhancement of a unique sense of place; description of space conservation and environmental preservation; promotion of safety, livability and revitalization of existing areas; consideration given to all income levels.</p>
TAB K	<p>Technology and Values</p> <p>-----</p> <p>Project should encourage technologies allowing regional or statewide access; enhance education, wellness, and breadth to attract all ages; promote healthy indoor environments; and promote fine arts, including landscaping.</p>

FINANCIAL FORMS

Construction/Vertical Infrastructure Cost Estimates

Attach additional sheets as necessary. If project contains components in separate geographic locations, please prepare a separate financial form for each component. *DO NOT INCLUDE WORK THAT HAS ALREADY BEEN COMPLETED.*

1. Construction Cost Detail

	Item Description	Estimated Cost
Land Acquisition/Easements		\$
Site Preparation		\$
Building Acquisition/Construction		\$
Building Remodeling		\$
Fixtures/Furniture/Equipment		\$
Public Art & Landscaping		\$
Other (specify)		\$
Subtotal (A)		\$

2. Professional Fees and Permits

	Estimated Cost
Architectural Design	\$
Engineering Design	\$
Construction Administration	\$
Permits	\$
Legal and Bonding Fees	\$
Developer Fees	\$
Subtotal (B)	

3. Related Construction Costs

	Estimated Cost
Contingencies	\$
Other (specify)	\$
Subtotal (C)	

4. Total Vertical Infrastructure Cost:

Subtotal (A) + Subtotal (B) + Subtotal (C) = \$ _____

Project Activity & Sources of Funding

1. Project Activity

	Local Match	CAT Request	TOTAL PROJECT COSTS
Total Vertical Infrastructure Cost	\$	\$	\$

2. Sources of Funding

Itemize all funding sources for the vertical infrastructure components of your project, including in-kind donations. List individual donors in Tab I. All state funding sources and their match must be itemized separately and not included in the 50% minimum match required for this CAT application. *IF FUNDING HAS ALREADY BEEN SPENT, PLEASE INCLUDE A "FUNDS SPENT" LINE.*

Source(s) of Local Match		
Source	Amount	Where documented in application?
TOTAL	\$	

APPLICATION GUIDELINES

Executive Summary

An executive summary, in letterform, signed by the applicant or co-applicant should be placed in the front of the application. The executive summary should include a brief history of the project, describe its status, and outline its proposed implementation.

Application Forms and Minority Impact Statement

Complete pages 4-9 of this application in their entirety. Include these forms behind the executive summary, followed by the completed Minority Impact Statement. Do not use black ink when signing the application.

Tab A - Applicant Eligibility

Eligible applicants include a city, county, public organization, or school district in cooperation with a city or county. "Public organization" means a not-for-profit economic development or other not-for-profit organization that sponsors or supports community or tourism attractions and activities. Any of these entities may co-apply; if a school district applies, they must do so as a co-applicant.

Provide proof of eligibility in this section. If applying as a city, county, or school district, a letter written on that entity's letterhead stating that fact is sufficient. If applying as a public organization, provide proof of nonprofit status and a statement of how the organization sponsors or supports community or tourism attractions and activities.

Tab B - Local Support

Local support must be demonstrated for the proposed project. Local support should include an official resolution of support approved by the governing boards of local governments (including the political subdivision that is the official applicant for assistance). Local support may also be demonstrated through letters of endorsement from local civic organizations or documentation of any public forums at which the proposed community attraction and tourism project was discussed.

Briefly discuss the extent of citizen input and involvement that has been instrumental to the completion of this proposal beginning with inception of the idea to completion of the application, including an itemization of how citizen input has been sought. List local groups, clubs, and organizations that have been actively involved, or will become actively involved, in carrying out the project. What plans have been made to insure that local citizens and groups are involved in future decisions? Any known opposition to a proposed project should be acknowledged and documented, including an explanation of what is being done to address those concerns.

Financial commitment to a project from a variety of sources, including public and private entities, is a method of evaluating support for the project. Financial information documented under Tab I will be considered when evaluating local support.

Tab C - Demonstrated Need

A need for CAT funds must exist after other financial resources have been identified for the proposed project. The CAT program is designed to provide financial support for activities after all other sources of assistance have been exhausted. In order to fulfill this threshold requirement, an application must demonstrate that a project has substantial financial support from sources including the applicant (political subdivision or public organization), and any public or private organization that may be involved with the project. Cash contributions from the city, county, and private sources are required to show broad public support. To ensure that adequate funding is available from all sources to complete the project, written commitments for each funding source should be included in Tab I.

Tab D - Vertical Infrastructure

The proposed project must primarily involve the creation or renovation of vertical infrastructure. "Vertical infrastructure" means land acquisition and construction, major

renovation and major repair of buildings, all appurtenant structures, utilities, site development, and recreational trails. It does NOT include routine, recurring maintenance, or operational expenses or leasing of a building, appurtenant structure, or utility without a lease-purchase agreement.

This requirement does not mean that all elements of the project must meet the definition of vertical infrastructure, nor does it mean that only those elements involving vertical infrastructure are eligible for financial assistance. The amount of financial assistance provided, if any will be determined based on other criteria.

This threshold requirement will be evaluated based on a detailed listing of all elements of a project that the applicant believes will meet the definition of vertical infrastructure. The listing should indicate a title for each vertical infrastructure element (including materials, labor, and professional fees and permits), quantity (if applicable), and an estimated cost for completing each element. Copies of bids, quotes, estimates, and other cost documentation for vertical infrastructure activities should also be included. **If work has already started on the project, do not include those items in this CAT Application. Work that has been completed prior to the potential CAT Award date is ineligible for CAT funding.**

Tab E - Benefits

As a condition of participation in the program, the applicant must show that at least 50% of the cost of a standard medical insurance plan will be provided for all full-time employees working at the facility upon completion.

Insert a letter certifying that a standard medical insurance plan will be provided for all full-time employees working at the project.

Tab F - Feasibility

The CAT program is designed to assist projects that will remain viable and sustainable. Project feasibility must be demonstrated.

Project Description

Provide a brief narrative describing the proposed project that addresses the following:

- The title and an overview of the project.
- The amount of funds requested from the CAT program.
- A general description of the proposed uses of the funds requested.
- The timeline for project completion, including dates for completing major milestones.
- The specific site for the project, noting any required acquisition of property related to the project.
- Any formal studies by outside agencies that support the project. Attach relevant portions of those studies.

Business Plan

Provide a business plan for the project that addresses the following:

- Financial projections for five years.
- The total project budget, including not only vertical infrastructure components outlined in this application but operating costs, planned endowment, etc.
- The sources and amount of initial capitalization provided by each participant, including the applicant and any proposed subrecipient(s).
- For existing activities, profit and loss statements and balance sheet for past five years, schedules of aged accounts receivable, aged accounts payable, and a schedule of other debts.
- A market analysis, including a description of the target market and the projected customer base for the project.
- A marketing plan, including a description of advertising and promotional activities.

- A description of the management team and information about the capability of key personnel to implement and manage the project.
- An operational and maintenance plan that provides detailed information about how the proposed project will be operated and maintained on an ongoing basis.
- A description of the historical performance of the project (for existing attractions and businesses).

Tab G- Economic Impact

The project must demonstrate a positive impact on the economy in order to be eligible for assistance. The CAT program is designed to assist community attraction and tourism activities that will benefit the economy of the community and state. Measures of economic impact such as long-term tax generation should be based only on the proposed project, and should not be based on the use of economic multipliers or other estimates of indirect economic impact.

Prepare a brief narrative describing the potential economic impact of the project. The narrative should address the following:

- An overview or summary of the potential economic impact of the project, including a description of the primary beneficiaries of the project.
- A description of current community attraction and tourism activities in the community.
- A description of how the proposed project fits with the community's overall economic development plans. Indicate the specific elements of existing community economic development plans that address the proposed project, if possible.
- A description of how the project will affect the quality of life in the community.
- A description of how the project will attract visitors from at least 50 miles away to the community.
- A description of how the proposed project fits with the community's workforce recruitment and retention plan. Indicate the specific elements of existing community workforce development plans that address the proposed project, if possible.

Listing of Economic Impacts

List the following specific information for the proposed project. Provide a spreadsheet or table, supplement with charts or graphs if applicable.

- The number of jobs to be created or retained.
- The wages associated with the jobs.
- The benefits associated with those jobs. Specify health, dental, other insurance, and other benefits, including paid leave and retirement. Indicate the employer contribution rate for the health benefit plan.
- The total number of current community attraction and tourism jobs in the community (excluding the new jobs associated with the proposed new attraction).
- The average wages and benefits provided to employees in the current community attraction and tourism jobs.
- The estimated amount of state and local option sales taxes to be generated by the proposed project during the first five years of operation.
- The estimated amount of income withholding taxes to be generated by the proposed project during the first five years of operation.
- The estimated amount of corporate income taxes to be generated by the proposed project during the first five years of operation (if applicable). The estimated amount of property taxes to be generated by the proposed project during the first five years of operation.

Tab H - Leveraged Activity

The project must demonstrate how it will stimulate the development of other private development, recreational and cultural attractions, or tourism opportunities and enhance economic growth and job opportunities in order to be eligible for assistance.

Prepare a brief narrative describing the other community attractions or tourism opportunities that will be stimulated if the proposed new project is created. The narrative should address the following:

- An overview or summary of the projects or activities that will/may be created as a result of the proposed new project, including the entities involved in development. Private investment impacting the tax base is ideal.
- A description of how the proposed project will stimulate the creation of other activities and an explanation of why those other activities would not be created in the absence of the proposed project.
- Description of a multi-phased development plan, if applicable.

Provide detailed information that will substantiate information described in the narrative. This information may include:

- Documentation that the proposed project is part of a planned multi-phased or multi-year development. Submit a copy of a multi-phased development plan, if applicable.
- Documentation of plans for other community attraction or tourism activities that will be created in conjunction with the proposed new project.

Tab I - Matching Funds

When evaluating applications, the Vision Iowa Board will consider the extent to which non-state resources have been dedicated to support a proposed project. No more than 50% of project costs may come from state sources including CAT funds. Up to 25% of local match may be in the form of in-kind or non-financial contributions, which may include but are not limited to the value of labor and services.

Other state funds or match pledged to state funds may not be counted as match for CAT funds. Identify those funds that will be applied toward the project, but not counted as match. Federal funding and any match pledged to the federal funds would be eligible as match for CAT funds.

Provide detailed information that will substantiate local matching funds for the proposed project. **The Board will deem work or activities that are already completed and funds already spent towards a project as ineligible to be considered matching funds.** Information on match may include but is not limited to:

- An official resolution approved by the governing body of a participating political subdivision or a letter of commitment from an authorized representative of the political subdivision. The resolution or letter of commitment should indicate the amount of financial support to be provided.
- A corporate resolution approved by the directors of a participating for-profit corporation or a letter of commitment from an authorized representative of the corporation or other for-profit company.
- A corporate resolution approved by the directors of a participating not-for-profit corporation or a letter of commitment from an authorized representative of the corporation or other not-for-profit organization.

To ensure that adequate funding is available from all sources to complete the project, written commitments for each funding source should be included in the application. In each instance, the resolution or letter of commitment should indicate the amount of financial support to be provided and the projected date on which the funds will be made available to the project.

Tab J - Planning Principles

A project should demonstrate how planning principles were considered in order to be eligible for assistance. A minimum score is not required to be eligible for funding.

Prepare a brief narrative describing the planning principles considered. The narrative should include but is not limited to the following items:

- Create Green Development Plan - The plan should include the following: the name and role of members of the professional design and development team; a statement of overall project green development goals & expected outcomes from addressing the goals; a description of how each of the green checklist criteria will be addressed in the project; identification of which members of the design and development team are or will be responsible for implementing the green features; a description of follow-up measures to take during completion of design, permitting, construction, occupancy & operation to ensure green features are included and correctly installed.
- Green Checklist Criteria:
 1. Smart Site Location
 - Proximity to Existing Development - Locate the project with access to existing roads, water, sewers and other infrastructure within or contiguous (having at least 25 percent of the perimeter bordering) to existing development
 - Protecting Environmental Resources - Proper site selection avoids development of inappropriate sites, and damage to or loss of fragile and scarce resources
 - Proximity to Services - Locate the project within ¼ of a mile of at least two or ½ mile of at least four of the following facilities: public transportation, supermarket, public school, library, licensed child care center, usable park space, bank, medical or dental office, post office, convenience store, laundry/dry cleaner, pharmacy, place of worship, or community/civic center.
 - Solar Heating/Cooling - Orient buildings to make the greatest use of passive or active solar heating and cooling.
 - Grayfield, Brownfield, or Adaptive Reuse - Use of previously developed sites reduces pressure on undeveloped land and the spread of pavement to new watersheds.
 2. Walkable Neighborhoods - Connect project to the pedestrian grid to link the project to public spaces and adjacent development. Making the streetscape safer and more inviting for walkers and bicyclists encourages alternative transportation choices to the automobile.
 3. Photovoltaic (PV) Ready - Site, design, engineer and wire buildings to accommodate installation of PV in the future.
 4. Erosion and Sedimentation Control - For projects that disturb one acre or more, follow the requirements of the Iowa Department of Natural Resources' Storm Water Program. For projects disturbing less than one acre, implement Environmental Protection Agency's Best Management Practices for erosion and sedimentation control during construction.
 5. Landscaping - Commit to providing a tree or plant list certified by an Architect or Landscape Architect at construction documents stage that includes trees and plants that are at least 50% native species, 100% appropriate to the site's soils and microclimate, and do not include invasive species. Limit application of non-native turf species. Install trees to shade at least 50 percent of hard surfaces like sidewalks and parking lots to reduce heat islands.
 6. Surface Water Management - Capture, retain, infiltrate, and/or harvest rainfall events equivalent to .10" to 1.25".
 7. Water-conserving Appliances and Fixtures - Install water-conserving fixtures with the following specifications:
 - Toilets - 1.6 GPF (gallons per flush) or better, consider use of dual flush toilets
 - Showerheads - 1.5 GPM (gallons per minute) or better
 - Kitchen Faucets - 1.5 GPM or better for faucet aerators
 - Bathroom Faucets - 1.0 GPM or better

8. Efficient Energy Use - Use a professionally certified third-party energy rater to verify energy efficiency achievement.
9. HVAC Sizing and Installation - Size heating and cooling equipment in accordance with the Air Conditioning Contractors of America (ACCA) Manual, Parts J and S, ASHRAE handbooks, or equivalent software, to prevent short-cycling of heating or air conditioning and ensure adequate dehumidification. Seal all ductwork with mastic or an appropriate seam sealer.
10. Design for and install Energy Star appliances and light fixtures.
11. Renewable Energy - Research the feasibility of installing photovoltaic panels, wind turbines, solar assisted hot water heating, domestic hot water, or other renewable sources to provide at least 10 percent of the project's estimated electricity demand. Research the feasibility of installing a geothermal system for the project.
12. Construction Waste Management - Investigate local options for diversion (recycling, reuse, etc.) of all anticipated major constituents of the project waste stream, including cardboard packaging and household waste. Commit to following a waste management plan that is appropriate for the site and local conditions and that prevents, recycles, or salvages non-hazardous construction and demolition debris.
13. Specify that all interior paints and primers, building materials, and furnishings must comply with current Green Seal standards where applicable and specify pre-finished products or low Volatile Organic Compound (VOC) products when Green Seal standards do not apply. Specify low VOC adhesives and sealants.
14. Vapor Barrier - Vapor barriers and waterproofing materials can greatly reduce the migration of moisture that can occur even in non-saturated soils.
15. Healthy Floor Coverings - Do not install carpets in entryways, laundry rooms, bathrooms, kitchens, or utility rooms. If using carpet in other rooms, use products that meet the Carpet and Rug Institute's Green Label certified carpet, pad and carpet adhesives. Green Label Plus certified carpet, pad, and carpet adhesives are encouraged.
16. Ventilation - Install Energy Star labeled power vented fans in kitchens and bathrooms that exhaust to the exterior. Install a mechanical whole building ventilation system that meets building code standards.
17. Owner and Occupant Manuals - Provide the building owner/occupant a manual that includes a routine maintenance plan, operations and maintenance guidance for all appliances, HVAC operation, water-system turnoffs, lighting equipment, paving materials, landscaping, pest control, and other systems. Include a process for educating tenants about proper building use. Provide a guide for building occupants that explains the intent, benefits, use, and maintenance of green building features and native landscaping along with the location of transit stops. Encourage green activities such as recycling, gardening, use of healthy cleaning materials, alternative measures to pest control, and purchase of green (renewable) power from their local energy provider.
18. A conscious effort should be undertaken during project planning efforts to identify potential greenhouse gas (GHG) emission impacts of the proposed project. Seek to reduce GHG's through project design and location.
 - Compliance with local comprehensive plans, zoning, and land use.
 - A description of the efficient and effective use of land resources and existing infrastructure or capacity to avoid costly duplication of services and costly use of land.
 - A description showing provisions for a variety of transportation choices, including public transit, bicycle, and pedestrian traffic.
 - A description of maintenance or enhancement of a unique sense of place by respecting local cultural historical and natural environmental features.
 - For historic preservation projects, a statement as to whether the Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings established by the U.S. Department of the Interior are being followed.
 - A description of the conservation of open space and farmland and preservation of critical environmental areas.

- A description of the promotion of the safety, livability, and revitalization of existing urban and rural communities.
- A description of how the project serves citizens of all income levels.
- Extent to which project design, construction, and use incorporate renewable energy sources including, but not limited to, solar, wind, geothermal, and biofuels, and supports the state of Iowa's goal of reduction GHG emissions.

Tab K - Technology and Values

A project will be evaluated as to the extent it shows consideration for the encouragement of technologies that allow for long distance learning and Internet access to facility resources; the extent to which the project enhances education, wellness (health), and breadth of the project to attract Iowans of all ages; the extent to which the facilities enhance or promote fine arts, including landscaping; and the extent to which facilities promote healthy indoor environments by employing the use of healthy and sustainable building materials, furnishings, cleaning projects, and maintenance practices.