RIVER ENHANCEMENT COMMUNITY ATTRACTION AND TOURISM PROGRAM 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 River Enhancement Community Attraction and Tourism (RECAT) 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.

RIVER ENHANCEMENT COMMUNITY ATTRACTION AND TOURISM PROGRAM

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Introduction

The River Enhancement Community Attraction and Tourism program (RECAT) 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 and reviewed by the Vision Iowa Board. For additional information, view the website (http://iowaeconomicdevelopment.com/vision/default.aspx) or contact Jessica O'Riley, Vision Iowa Program Manager at 515.725.3085 (visioniowa@iowa.gov).

Allocation of Funds

Eligible projects create recreational and entertainment attractions that are open to the general public, and relate to, connect with, and enhance a river, lake, or river corridor. Projects must be located within a city.

Up to one-third of the total project cost can be requested from RECAT.

Eligible Applicants

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.

The applicant should be the intended entity to contract with the Vision Iowa board to receive RECAT 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 RECAT activity) must be listed in the application.

Security and Contracts

The Vision Iowa Board reserves the right to negotiate the amount, term, interest rate, and other conditions of a loan or grant prior to the award. Following notification of award, a contract specifying further terms and conditions of an award as provided in the administrative rules 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 RECAT program funds.

Deadlines for Application Submission

The next stated application deadline is October 15, 2012. No other deadlines have been set.

Rating and Evaluation for the River Enhancement Community Attraction and Tourism Program

Applications for the RECAT program will be evaluated in two stages as outlined below. (For assistance in ensuring these criteria are met through the application, please see guidelines beginning on page 12.)

Eligible Projects – Stage 1 Review

"Attraction" means a permanently located recreational, cultural, educational or entertainment activity that is available to the general public. Projects must be located within the city limits. A tourism facility draws people into the community from at least 50 miles (one way) from home. Threshold eligibility requirements are evaluated by staff and include:

Eligible Applicant: 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.

Local Support: Evidence of broad-based community support for a project, both philosophical and financial, is needed to fulfill this requirement. RECAT funding may not constitute more than one third of the total project costs. Up to 25 percent 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.

Demonstrated Need: A need for RECAT funding must be shown after other financial resources have been committed for the proposed project.

Vertical Infrastructure: The project must be primarily a vertical infrastructure project with demonstrated substantial regional or statewide economic impact.

Benefits: An applicant must agree to provide and pay at least 50% of the cost of a standard medical insurance plan for all full-time employees working at the project after its completion.

Evaluation – Stage 2 Review

The Vision Iowa Board's RECAT Review Committee will rate the applications on the basis of:

- 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 will be used by the RECAT review committee for the purpose of recommending to the full board that the project be considered. 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 Instructions for Submitting Applications

1. Read these instructions carefully before completing the application. Refer to the RECAT program administrative rules as necessary to ensure compliance with program requirements. Administrative rules are available upon request from the Vision Iowa Program Manager 515.725.3085.

2. Use clear and concise language in the application narratives.

3. Complete pages 6 through 11 of this form, and other required attachments as outlined in pages 12-17, in their entirety. If any questions are left unanswered or required attachments are not submitted, an explanation should be included.

4. The application must be printed using a font that is no smaller than 10-point type. Applications should be bound or inserted in a three-ring binder.

5. Submit the original application form plus fifteen copies (retaining an additional copy for your records) to:

   Vision Iowa Program Manager
   Iowa Economic Development Authority
   200 East Grand Avenue
   Des Moines, IA 50309-1819

6. Inaccurate information may disqualify the application from consideration.

7. Applicants must provide evidence from other funding sources that funds will be available to the project upon award of RECAT program 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.

8. If you have questions about the application, please contact Jessica O'Riley, Vision Iowa Program Manager at 515.725.3085 or visioniowa@iowa.gov.

RIVER ENHANCEMENT COMMUNITY ATTRACTION AND TOURISM PROGRAM

APPLICATION COVER SHEET

Return Completed Application to:
Vision Iowa Program Manager
Iowa Economic Development Authority
200 East Grand Avenue, Des Moines, Iowa 50309-1819

Name of Project_____Date Submitted:_____

Applicant Information (attach additional sheet for co-applicants)

Name: _____

Address:_____

City:_____ State:_____ Zip Code:_____

Contact Person:_____Title:_____

Address: _____

Telephone: _____FAX:_____

E-mail_____Federal Identification Number_____

Is the project located within a city? _____ Yes _____No

Project relates to (check one or more):
___Cultural Activity ___ Recreation ___Education ___Entertainment

****

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 RECAT activity – attach additional sheet for co-subrecipients):

Name:_____

Address:_____

Contact Person:_____Title:_____

Address: _____

Telephone:_____FAX:_____

E-mail_____Federal Identification Number_____

Funding Information
Total Project Budget $_____Amt. Requested from Program $_____

Specify the form and amount of assistance requested in the box below:
(Note: Amount should not exceed 50% of the total project cost.)

Form of Assistance Requested	Amount
Grant	
Loan	
Forgivable Loan	
Loan Guarantee	
Interim Financing	
Other (please specify)	

BRIEF PROJECT DESCRIPTION
Outline a brief paragraph describing the project, including its name, vertical infrastructure components, and anticipated uses. State 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:

_____ Date: _____

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

_____ Date: _____

REQUIRED ATTACHMENTS

1) Applications should be bound or submitted in three-ring binders.

2) An executive summary and the completed application forms (cover sheet, financial forms) 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. Additional required information should be provided with lettered tabs as noted below.

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

THRESHOLD ELIGIBILITY

TAB A **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.

TAB B **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.

A minimum 50% match commitment must be made by applicant(s)-See Tab I

- 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

TAB C **Financial Need**

Project demonstrates financial need after other sources are exhausted. _____

RECAT 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.

Prior CAT, RECAT or Vision Iowa funding ineligible as match. _____

If CAT, RECAT or Vision Iowa funds were previously received, demonstrate that this 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.

Has applicant received other state funds for this project? _____

If so, state funds and their match must be itemized and excluded from match for this project.

TAB D **Vertical Infrastructure**

Project must be primarily a vertical infrastructure project? _____

- Definition: 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.

TAB E **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.

EVALUATION CRITERIA

TAB F **Feasibility** (0-25 points, 15-point minimum required) _____
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 should be included.

TAB G **Economic Impact** (0-25 points, 15-point minimum required) _____
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.

TAB H **Leveraged Activity** (0-10 points, 6-point minimum required) _____
Will economic growth and job opportunities be enhanced? How will OTHER recreational, cultural, educational and entertainment opportunities be stimulated or developed, ideally by private developers? Documentation of plans for other development should be included.

TAB I **Matching Funds** (0-25 points, no minimum) _____
Consider extent to which local resources have been dedicated. Higher ratings may be given to those projects committing over the 50% required, or financially supported by both public and private organizations. Other state funds or match pledged toward those funds are not eligible as match for RECAT funding.

TAB J **Planning Principles** (0-10 points, no minimum) _____
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.

TAB K **Technology and Values** (0-5 points, no minimum) _____
Project should encourage technologies allowing regional or statewide access; enhance education, wellness, and breadth to attract all ages; promote healthy indoor environments promote fine arts, including landscaping.

RECAT EXHIBITS _____

EXHIBIT I **Connection to Water** (0-5 points, no minimum)
Project should relate to, connect with, and enhance a lake, river, or river corridor. Project must be located with a city.

EXHIBIT II **Green Sustainable Design** (0-5 points, no minimum)
Green sustainable design and construction practices should be described, including storm water best practices and other green sustainable design principles.

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)**:**

1. Construction Cost Detail

	Item Description	Estimated Cost
Land Acquisition		$
Site Preparation		$
Building Acquisition/Construction		$
Building Remodeling		$
Fixtures		$
Other		$
	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
Real Property/Easements/Acquisition	$
Contingencies	$
Other (specify):	$
Subtotal (C)	$

4. Total Vertical Infrastructure Cost Estimates:

Subtotal (A) + Subtotal (B) + Subtotal (C) = $_____
(Include total on line "1" of following page)

SOURCES AND USES OF FUNDING

1. Project Activity (USES) (vertical infrastructure and other eligible project expenses; attach additional sheets as necessary)**:**

IEDA Use	Activity	RECAT Amount A	Other Funds B	TOTAL C
	1. Construction Costs (Prior Page)	$	$	**$**
	2. Furniture and Equipment	$ XXXXXXXXXX	$	**$**
	3. Consultant Expenses	$ XXXXXXXXXX	$	**$**
	4. Public Art & Landscaping	$ XXXXXXXXXX	$	**$**
	5. Other (specify)	$	$	**$**
	6.	$	$	**$**
	7.	$	$	**$**
	8.			
	9.			
	10.			
	TOTAL **(Columns A and C appear on application cover page; B should match total below)**	$	$	**$**

2. Sources of Funds

(Itemize all funding sources, including in-kind amounts. Individual donors may be listed on a separate sheet. All state funding sources and their match must be itemized separately and not included in the 50% minimum match required for this RECAT application.)

Source(s) of Other Funds Listed in Tab B Above		
Source	**Amount**	**Where documented in application?**
A.		
B.		
C.		
D.		
E.		
F.		
G.		
TOTAL **(Should match Column B Above):**	**$**	

Application Guidelines

Executive Summary

An executive summary, in letter form signed by the applicant or co-applicant, and the completed application forms (pages 6 through 11 of the application materials) should be placed in the front of the application. The executive summary should include a brief history of the project, describe its current status, and outline its proposed implementation.

Stage 1 Evaluation: Eligibility

To be considered for funding under the RECAT program, an application must meet all of the following threshold requirements:

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 RECAT program funds must exist after other financial resources have been identified for the proposed project. The RECAT 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. Funds should be requested from the city, county and private sources 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.

Demonstrated need will be evaluated based on 1) a documented description of the successful and unsuccessful steps taken to secure financial support from local governments, local economic development organizations, financial institutions, and private organizations, and 2) on the "Sources and Uses of Funding" page appearing on page 11 of the application materials.

Tab D - Vertical Infrastructure

The proposed project must primarily involve the creation or renovation of vertical infrastructure. As defined in the legislation and administrative rules, "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, and it does NOT 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.

Tab E - Benefits

As a condition of participation in the program, the applicant must show that at least fifty percent (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.

Stage 2 Evaluation: Project Criteria and Rating

Applications meeting Stage 1 requirements will be evaluated based on six application criteria: Feasibility, Economic Impact, Leveraged Activity, Matching Funds, Planning Principles and Technology and Values. Following is a brief description of each of the evaluation categories, and a summary of the information that must be provided:

Tab F – Feasibility (0-25 points)

The program is designed to assist community attraction and tourism projects which will remain viable and sustainable. Project feasibility must be demonstrated. A project must score at least 15 points on this rating factor to be eligible for funding.

Project Description - Provide a brief narrative describing the proposed project. The narrative should address the following issues:

- The title and an overview of the project.
- The amount of funds requested from the RECAT program.
- A general description of the proposed uses of the funds requested. The proposed date for beginning an eligible project if an award is made.
- 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. The business plan should address the following topics:

- 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).
- Financial projections for five years.
- 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 attraction or 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 (0-25 points)

The project must demonstrate a positive impact on the economy in order to be eligible for assistance. An application must score at least 15 points on this rating factor to be eligible for funding. The 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 community attraction and tourism project, and should not be based on the use of economic multipliers or other estimates of indirect economic impact.

Brief Narrative - Prepare a brief narrative describing the potential economic impact of the project. The narrative should address but is not limited to the following issues:

- 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 which 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 which address the proposed project, if possible.

Listing of Economic Impacts - List the following specific information for the proposed community attraction and tourism project. The information should be provided in a spreadsheet or table format, and may be supplemented 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 (0-10 points)

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. An application must score at least six points on this rating factor to be eligible for funding.

Options for demonstrating that a proposed community attraction and tourism project will stimulate the development of other opportunities include but are not limited to the following:

Brief Narrative - 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 but is not limited to the following issues:

- 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.

Documentation of Leveraged Activity - Provide any detailed information that will substantiate information described in the narrative. This information may include but is not limited to the following:

- Documentation that the proposed project is part of a planned multi-phased or multi-year development. Submit 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 (0-25 points)

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 RECAT funds. A higher rating will be provided to those activities which have a high proportion of non-state resources contributed to the project. A higher rating will also be provided to those activities which are financially supported by both public and private organizations, i.e., political subdivisions, not-for-profit economic development organizations, and for-profit companies. A minimum score is not required to be eligible for funding.

Other state funds or match pledged to state funds may not be counted as match for RECAT funds. Identify that those funds 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 RECAT funds.

Documentation of Matching Funds - Provide detailed information that will substantiate local matching funds for the proposed project. The Board may deem work or activities which 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 (0-10 points)

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.

Brief Narrative - 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 previous 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. Photovoltaics are composite materials that convert sunlight directly into electrical power.
4. Erosion and Sedimentation Control - For projects that disturb one acre or more, follow the requirements of the Iowa DNR stormwater general permit #2 including the development and implementation of a Stormwater Pollution Prevention Plan. For projects disturbing less than one acre, implement EPA'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 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 – faucet aerators shall use 1.5 GPM or better
   - 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 (PV) 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." Commit to following 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 - Water can migrate through concrete and most other masonry materials. Proper foundation drainage prevents water from saturated soils from being pushed by hydrostatic pressure through small cracks. 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 emission (GHG) 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 following state of Iowa plans and goals:
        - Office of Energy Independence Iowa Energy Independence Plan
        - General reduction of green house gas emissions

Tab K - Techology and Values (0-5 points)

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. No minimum score is required in this category.

RECAT EXHIBITS

EXHIBIT I - Connection to Water (0-5 points, no minimum)

Project should relate to, connect with, and enhance a lake, river, or river corridor. Project must be located with a city.

EXHIBIT II - Green Sustainable Design (0-5 points, no minimum)

Green sustainable design and construction practices should be described, including storm water best practices and other green sustainable design principles.

A minimum score of 65 out of 100 points is needed for a project to be considered for funding. This score will be used by the RECAT review committee for the purpose of recommending to the full board that the project be considered. 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.