

CITY OF WHITEWATER

DEVELOPER ASSISTANCE LOAN PROGRAM (DALP) APPLICATION

(Draft for CDA and Common Council review)

Office Use Only:

Application Number _____

Date Received _____

All information contained in this application is for internal use only. Please complete all pages.

SECTION 1 – APPLICANT INFORMATION

Developer / Organization Name _____

Contact Person _____ Title _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone: Office _____ Mobile _____ Email _____

Entity Type (check one): ☐ Private Developer ☐ Nonprofit ☐ Mixed-Use Developer

Federal EIN / Tax ID _____

SECTION 2 – PROJECT INFORMATION

Project Name _____

Project Address / Location _____

Parcel ID(s) _____

Current Zoning District _____

Current Future Land Use _____

Single-Family Project Type (check one): ☐ Detached ☐ Duplex ☐ Townhome

Number of Units _____ Estimated Total Project Cost \$ _____

Requested DALP Assistance \$ _____

Anticipated Start Date _____ Anticipated Completion Date _____

SECTION 3 – AFFORDABILITY AND ACCESSIBILITY

Affordable Units ($\leq 150\%$ HUD Median): _____ units @ \$ _____ each

Market-Rate Units: _____ units @ \$ _____ each

Accessible Units: _____ units @ \$ _____ each (+\$5,000 per qualifying unit)

Note: Assistance levels are capped at \$25,000 per affordable unit, \$15,000 per market-rate unit, and an additional \$5,000 per accessible unit. Maximum total assistance per developer is \$240,000.

SECTION 4 – USE OF FUNDS

Check all that apply:

- ☐ Gap financing to reduce sale prices to income-qualified levels
- ☐ On-site infrastructure (streets, utilities, sidewalks)
- ☐ Site preparation / grading / foundation work
- ☐ Accessible design features (e.g., zero-step entry, ADA-compliant bathroom)

Ineligible uses include: acquisition costs, off-site improvements, developer fees, realtor fees, marketing, or luxury upgrades.

SECTION 5 – DEVELOPER QUALIFICATIONS

Provide a summary of relevant experience and recent comparable projects:

Project Name _____ Location _____ Year Completed _____
of Units _____ Project Type _____

Project Name _____ Location _____ Year Completed _____
of Units _____ Project Type _____

Attach additional pages or documentation as needed.

SECTION 6 – REQUIRED ATTACHMENTS

- ☐ Project description and narrative
- ☐ Concept site plan

- ☐ Phasing and construction schedule
- ☐ Pro forma or financial summary
- ☐ Anticipated sale prices and affordability documentation
- ☐ List of development partners (resumes/bios may be included)
- ☐ Proof of good standing with City (no outstanding violations or taxes)

SECTION 7 – PROGRAM AGREEMENTS (Read and Initial)

_____ I understand DALP funds are offered as a deferred, zero-interest loan, secured by a development agreement or promissory note, disbursed upon sale to an income-qualified buyer.

_____ I understand that assisted homes must remain owner-occupied for 10 years; conversion to rental requires repayment plus \$5,000 penalty per unit unless waived by CDA.

_____ I understand that all sales must be verified for income eligibility and owner-occupancy intent before loan disbursement.

_____ I will provide required documentation of buyer eligibility and sales verification for each assisted unit.

_____ I authorize the City of Whitewater to verify all information provided and perform compliance reviews.

SECTION 8 – CONFLICT OF INTEREST

Do you have family or business ties to City of Whitewater staff or CDA members? Yes / No

If yes, disclose: _____

SECTION 9 – SIGNATURES

I/We certify that all information provided is true and complete to the best of my/our knowledge. False information may result in disqualification.

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____

SECTION 10 – CITY USE ONLY

Reviewed By _____ Date _____

Notes _____

CDA Approval Date _____

Common Council Approval _____

Development Agreement Executed _____

Submit completed application and attachments to:

City of Whitewater – Community Development Department

Attn: Economic Development Coordinator

312 W. Whitewater Street, Whitewater, WI 53190

Email: mbecker@whitewater-wi.gov | Phone: (262) 473-0148