

**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

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