



## Become a Home Base Iowa Community Form

Join the growing list of Home Base Iowa (HBI) Communities committed to welcome transitioning military members and their families leaving military service to become Iowans. The Home Base Iowa Communities initiative designates communities as centers of opportunity for military veterans and further highlights Iowa's statewide commitment to welcoming and employing veterans. Iowa has a great story to share nationwide, regularly ranking high on lists naming Iowa as a great place to live, work, play and raise a family.

The five steps below are the requirements for becoming an HBI Community.

Step 1 - Provide community resolution (Page 2)

Step 2 - Provide community incentive package (Page 3)

Step 3 - Provide community business support (Page 4)

Step 4 - Provide community signage locations and HBI web page information (Page 5)

Step 5 - Submit HBI community event form (Page 6)

If you are interested in having a presentation with a follow-on question and answer session with community leaders and/or local businesses please [contact us](#).

**NOTE:** It is ***strongly recommended*** that you print a copy of the entire form and complete it prior to entering any data into the fields below. You ***CANNOT*** save this document. For questions about completing the form please contact Jason Kemp via email [jason.kemp@iowa.gov](mailto:jason.kemp@iowa.gov) or by phone at 515.725.3149.

## HBI Community Resolution Support Requirement

The intent of the resolution support letter provides written support for community efforts and also provides guidance for implementation. This requirement may be met by providing a copy of the signed resolution from an appropriate body (e.g., city council, board of supervisors). Contact information provided should be for the person submitting.

Please use this [format](#) for guidance. Then complete the fields below and upload a copy of the signed HBI Community Resolution Support form.

First Name \*

Last Name \*

Title \*

Address 1 \*

Address 2

City \*

State \*

Zip \*

Email \*

Phone \*

Resolution Provided By (e.g., city council, board of supervisors) \*

**Upload Community Resolution** \*

## HBI Community Incentive Package

The HBI community incentive package provides local/community incentives in addition to state incentives offered. These locally created incentives may include tax incentives for home purchase/new home construction, reduced rates for services and/or activities, helpful points of contact and general contact information for veterans and their families transitioning to the community.

Please use this [format](#) for guidance. Complete the fields below and upload a copy of the signed HBI Community Incentive Package form.

### HBI Community Incentives:

Highlight Incentive #1 \*

Highlight Incentive #2 \*

Highlight Incentive #3 (optional)

Additional Incentives

**Upload Community Incentives Package \***

# HBI Community Business Support Requirement

Home Base Iowa Businesses are the centerpiece of the program. With record numbers of military members leaving the service over the next five years, the influx of workers into the job market is a huge opportunity for Iowa employers. HBI invites all businesses to distinguish themselves by becoming a HBI Business. In order to achieve the HBI Community designation, ten percent of the qualified businesses in the designated area must become Home Base Iowa Businesses. Qualified businesses are defined by the community but generally should not include sole proprietorships or businesses that do not intend to hire within the next two to four years. A representative for the designated area must provide the following items in a signed letter:

1. Identification of the area applying for the designation (e.g., city, county, region)
2. The total number of qualified businesses in the designated area and the rationale used (**Suggested method:** Use the tax roll to determine the total qualified businesses. Statistically, about 15 percent of those businesses will hire over the next two to four years. The total number of HBI businesses would be 10 percent from the 15 percent of the total qualified businesses.)
3. A listing of designated HBI businesses (These businesses have completed the online form and/or be listed on the website)

Please use this [form](#) for guidance. Complete the fields below and upload a copy of the signed HBI Community Business Support letter.

## HBI Business Percentage:

Total number of employers estimated to hire \*

Total number of HBI businesses \*

Percentage of HBI Businesses \*

## Business Rationale:

Briefly explain rationale for achieving numbers: \*

**Upload Community Business Support \***

## HBI Community Sign Location

HBI signs allow the community to advertise the HBI designation on major roads and/or intersections entering the community. Please provide an initial plan using a simple map to indicate where the community intends to place the signs. HBI signs can be ordered from the DOT (contact information below) and may be displayed after the HBI designation ceremony.

POC: Peggy Phipps, Iowa DOT Sign Shop

Email: [Peggy.Phipps@dot.iowa.gov](mailto:Peggy.Phipps@dot.iowa.gov)(link sends e-mail)

Phone: 515.239.1413

(Cost is ~\$60)

Please use this [form](#) for guidance. Complete the fields below and upload a copy of the signed HBI Community Sign Location letter.

### HBI Sign Location(s):

Locations - (At intersection or closest intersection – please specify) \*



### Upload Community Sign Locations\*

## HBI Web Page Information

Please include a three to six sentence community summary to be listed on the website along with a local point of contact, include name, e-mail and phone number for veterans interested in learning more about your community. The summary can be veteran specific or general community information. Updated information may be sent at any time to Jason Kemp at [jason.kemp@iowa.gov](mailto:jason.kemp@iowa.gov)(link sends e-mail).

HBI Community Web Page Content \*



## Home Base Iowa Event Advance Form

Once the four requirements are met the HBI manager will send you an [HBI Advance Form](#) (actual document is a Word document) to complete. This will be submitted to the Governor's office and a final date and time will be coordinated for the event. The Governor's office will prepare a press release for the event and the HBI manager will work with you to ensure the event is a success.

Please see this [example](#) for the HBI Advance Form.

Send confirmation email

Yes

No