



This program is for areas that are not already covered by DRIP or TRIP. TIP's purpose is to encourage commercial and industrial property owners to make permanent building improvements with the goal of attracting customers, creating a positive image for our community, and increasing our local tax base.

TIPTON INCENTIVE PROGRAM (TIP GRANTS)

TIP funding is made possible by contributions from the Tipton Municipal Utilities (Gas and Electric)

PROGRAM OBJECTIVES

TIP is designed to assist with projects such as:

- Eliminate deterioration of buildings within a defined target area.
- Restore, preserve, or expand building structures.
- Address problems with major permanent building systems (such as: electrical, mechanical, roof.)
- Be a catalyst for larger scale building improvements and developments.
- On a case-by-case basis, TIP can be used for housing projects anywhere within the City, but the application must provide an extenuating reason for why TIP should be used. The City will make the final decision for whether TIP is justified.

APPLICATION PROCESS

- 1) Applications must be submitted and approved prior to the start of the project. Applications must be submitted to the Tipton Economic Development Director.
- 2) Applications are available at the Tipton Development Office or online at www.tiptoniowa.org.
- 3) If there is a change in the proposed project after approval, then the applicant must submit the revision for approval.
- 4) The Tipton Development Commission will review the application and make a recommendation to the Tipton City Council.
- 5) Once approved by the Tipton City Council, the applicant may begin the project.
- 6) Qualified material and labor costs will be reimbursed after the project is complete, unless arranged otherwise with the Tipton Development Commission.

PROJECT GUIDELINES

- The program is based on a reimbursement system

- that requires a minimum 67% cash (2:1) match by the recipient. Maximum funding allowed is \$5,000. Labor costs will only be reimbursed if performed by a qualified third-party contractor. Labor hours by the property owner are not eligible for reimbursement.
- TIP is administered by the Economic Development Director for the City of Tipton. Applications will be initially reviewed by the Tipton Development Commission and then forwarded to the Tipton City Council for final approval. The name of the applicant, assistance value, and proposed project will be placed on the city council agenda and discussed at the meeting.
- Rebates and incentives will be approved on the following criteria:
 - ✓ Complies with program objectives.
 - ✓ Need and urgency of the project.
 - ✓ Financial participation by the applicant (participation may be in the form of loans or available cash.)
 - ✓ Whether or not the project will be completed with the use of the incentives or rebates.
- A project will not be approved for funding if the applicant has already started the project—unless it is done with the Tipton Development Commission's prior consent.
- No incentives or rebates will be made for working capital or inventory.
- Funds will be paid upon completion of the approved project and after third party claims are verified and submitted to the City of Tipton. All payments will be made at the time the City of Tipton makes regular claims payments.
- The City retains the exclusive right to revise or eliminate the requirements and the incentive program at any time, with or without prior notice.
- Further, on a case-by-case basis, the City can waive its project guidelines if such applications otherwise meet the program's objectives.

Program types

COMMERCIAL/ INDUSTRIAL GRANT PROGRAM

This program helps business owners or renters expand or remodel interior commercial or industrial space within a defined area. The applicant pays 67% of the cost associated with increasing the real estate value or toward overall permanent improvements for commercial or industrial purposes. Maximum funding allowed is \$5,000. This grant also applies to upper-story renovations, including housing, if applicable.

ACQUISITION ASSISTANCE GRANT

This program is designed to assist business owners acquire a property. An applicant who purchases a property that will be used to operate their own commercial or industrial business qualifies to be reimbursed for up to \$5,000.00 of the purchase price, abstracting, attorney fees, and other closing costs (excluding prepaids such as tax escrow, insurance, mortgage insurance or mortgage interest).

SUPPLIES PROGRAM

Spahn & Rose Lumber Company will offer property owners a 10% discount on all qualifying project supplies and materials. Eligible projects must complete an application for this discount.

REVOLVING LOAN FUND (RLF)

The City operates an RLF with loans of up to \$10,000 for up to 5-7 years at very low interest rates. Participation by a convention lender is encouraged, but not required. Loan funds cannot be used for inventory or working capital, but various types of building improvements and equipment purchases are eligible. This program has a separate application process. Contact us for details.

TAX-EXEMPTION PROGRAM

This is also known as tax abatement or urban revitalization. Improvements to commercial properties that raise the taxable value of the property by at least 15% can qualify for a 10-year graduated tax-exemption on the new improvements. This program has a separate application process. Contact us for details.

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Tipton, IA 52772
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Linda Beck, Development Director
lbeck@tiptoniowa.org
www.tiptoniowa.org

Tipton Incentive Program (TIP)
Application form
City of Tipton

This application must be completed by any business / property owner / developer who intends to apply for a TIP Grant. Feel free to use additional sheets of paper to elaborate on any information requested in the application.

Name of Applicant/Business: _____

Mailing Address: _____

Project Address: _____

Telephone (and Fax:): _____

Email Address: _____

Please “check” the program(s)* you are applying for?

____ Commercial/Industrial Grant ____ Acquisition Assistance Grant ____ Supplies Program

**Please note that the programs for the Revolving Loan Fund and Tax-Exemption Program have their own application forms. Please contact us for details.*

Total Project Cost: \$ _____
(All programs applied for:)

1.) What is (are) the existing use(s) of the building? _____

2.) Describe the Proposed Project(s). If you have applied for funding in more than one category, please explain the project for each category (be specific).

Submittal Checklist: (Must be complete or application may be denied.)

- _____ Drawings, photos, plans, etc. of the building, which illustrate all proposed work. This includes, but isn't limited to structural work, repair/replacement, upgrades, etc.

- _____ At least one itemized third-party bid/quote for each project. If the property owner is affiliated with the qualified contractor/company, that company may bid on the project. However, another third-party quote is required for comparison purposes.

- _____ Information on methods and materials to be used, if applicable.

Applicant's Certification: The undersigned applicant affirms that:

- 1.) The information submitted herein is true and accurate to the best of my (our) knowledge.

- 2.) I (we) realize and understand the conditions of TIP and agree to abide by its conditions and guidelines.

3.) I (we) understand that all work completed on the project must follow the description of approved methods and materials listed in the above section. Any variance from the agreed upon procedure, without prior approval, may result in forfeiture of any funds for which I (we) may have qualified.

4.) I (we) have, to the best of our ability, will attempt to follow the guidelines set forth by TIP in the planning of my (our) project.

5.) I (we) understand that any applicable permits (building, electrical, plumbing, and/or mechanical) for this project must be approved and completed before the applicable work can begin. Please consult with your contractors to confirm that this has happened.

6.) I (we) understand that any funds this project qualifies for will only be disbursed by the City as a reimbursement after the project is completed. All expenses must be documented and submitted to the program committee at the project's completion.

7.) I (we) understand that this program is based on actual project costs. Therefore, if the project costs less than the total approved by the City, my (our) reimbursement will lessen accordingly. However, if the project goes over budget, the TIP reimbursement will not exceed the approved total.

8.) Projects must be completed within one year of council approval.

9.) Applicants cannot apply for another project at the same property for a minimum of two years from date of council approval.

10.) A business may not apply for additional grant funds at the same property, location, or building. (e.g., A building may have 2-3 addresses at one location so grant only applies to that one building, location, or property. NOT to all three addresses. Nor will it apply if there are more than a building on a property).

11.) Applicants must contact Terry Goerdts, Tipton's Building Inspector at buildinginspector@tiptoniowa.org for any inspections and are required to complete appropriate permits from City Hall.

The undersigned applicant agrees to comply with the requirements of this program as outlined in the TIP guidelines and application.

Signature of Applicant: _____ Date: _____

Signature of Co-Applicant: _____ Date: _____

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Review Committee's Decision:

_____ YES _____ NO

Comments: _____

