



The purpose of the program is to encourage downtown businesses and property owners to enhance their buildings' appearance or make other permanent improvements with the goal of attracting customers, tenants, and investors while creating a positive image for the downtown district.

## DOWNTOWN REVITALIZATION INCENTIVE PROGRAM (DRIP)

### PROGRAM OBJECTIVES

The Downtown Revitalization Incentive Program is designed to assist with the following:

- Eliminate deterioration of buildings in the downtown business district including permanent improvements to major building systems.
- Restore and preserve properties for historical, architectural or aesthetic reasons.
- Be a catalyst for larger scale building improvements and developments.
- Develop and enhance the natural assets of the downtown business district by restoring the uniqueness, character, and integrity of buildings.

### 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 the Tipton Development Office or online at [www.tiptoniowa.org](http://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 GUIDELINESS

- The program is based on a reimbursement system that requires a 67% cash (2:1) match by the recipient. For example, to receive the maximum \$5,000 grant, the applicant must spend at least \$15,000 in eligible expenses.

- Eligible project locations are the area immediately along Cedar Street between 2<sup>nd</sup> and 7<sup>th</sup> Streets as well as one block East or West of the same section of Cedar Street.
- 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.
- Tipton's Downtown Revitalization Incentive Program will be 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 of 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

## FAÇADE GRANT PROGRAM

This program, funded by TIF, provides financial assistance to business and property owners for the restoration or rehabilitation of storefronts and facades on downtown commercial buildings. The applicant pays 67% and the City of Tipton pays 33% of costs associated with approved exterior renovations. Maximum grant funding is \$5,000 or 67% of the total project cost (per storefront) whichever is less. Additional funding may be considered if the building has exposed sidewalls or a particularly high number of frontage feet. The City Council will make the decision on whether additional funding is necessary. See "Façade Guidelines" document for additional information.



## DESIGN ASSISTANCE GRANT

Commercial properties located in the downtown business district are eligible for design assistance in cooperation with the City of Tipton and its contracted engineering firm partners. This program is funded at 33% by TIF monies while the property owner is responsible for 67%. Maximum funding from city for this program is not to exceed \$660.

## COMMERCIAL GRANT PROGRAM

This program is also funded by TIF. Among other things, it helps retail business owners or renters expand or remodel interior commercial space in the downtown business district. The applicant pays 67% of the cost associated with increasing the real estate value or toward overall permanent improvements for commercial purposes or upper-story renovations, including housing. Maximum funding is \$5,000.

## BLADE SIGN GRANT

Blade signs project outward from the fronts of buildings. They allow motorists to see what stores are coming up by looking down the street rather than looking directly to the right or left for signs that are flat against the fronts of buildings. The grant provides for 50% of the funding for the sign up to \$500. Signs must comply with the program guidelines to qualify for funding.

## ACQUISITION ASSISTANCE GRANT

This program is designed to assist business owners acquire downtown property. An applicant who purchases downtown property that will be used to operate their own commercial 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).

## OTHER PROGRAMS:

### REVOLVING LOAN FUND (RLF)

The City operates an RLF with loans of up to \$10,000 for up to 5-7 years at 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. 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. Contact us for details.

### SUPPLIES PROGRAM

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



Tipton Economic Development  
417 Cedar Street  
Tipton, IA 52772  
Phone: 563-886-4597  
Linda Beck, Development Director  
[lbeck@tiptoniowa.org](mailto:lbeck@tiptoniowa.org)  
[www.tiptoniowa.org](http://www.tiptoniowa.org)

**Downtown Revitalization Incentive Program (DRIP)**  
**Application form**  
**City of Tipton**

This application must be completed by any business / property owner / developer who intends to apply for assistance from the Downtown Revitalization Incentive Program. 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?

\_\_\_\_\_ Façade Grant

\_\_\_\_\_ Design Assistance Grant

\_\_\_\_\_ Commercial Grant

\_\_\_\_\_ Blade Sign 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).



- 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 DRIP 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 aesthetic and preservation-based guidelines set forth by DRIP in the planning of my (our) project.
- 5.) 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.
- 6.) I (we) understand that the Incentive 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 Incentive Program reimbursement will not exceed the approved total.
- 7.) Projects must be completed within one year of council approval.
- 8.) Applicants cannot apply for another project at the same property for a minimum of two years from date of council approval.
- 9.) 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).
- 10.) Applicants must contact Terry Goerdt, Tipton's Building Inspector at [buildinginspector@tiptoniowa.org](mailto: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 DRIP guidelines and application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

#####

**Review Committee's Decision:**

\_\_\_\_\_ YES      \_\_\_\_\_ NO

**Comments:** \_\_\_\_\_  
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\_\_\_\_\_