



Marshalltown Central Business District City Code Building Upgrade Grant (Downtown TIF District #4)

Checklist of City Code Building Upgrade Grant Program Application Items:

Please complete application process in the order listed below:

- Strong recommendation to have report from architect or design professional (Report from Design Professional may be required if using existing International Building Code).
- City Building Inspector is available to do site visit.
- Three (3) drawings of the proposed work (to scale).
- Brief narrative description of the project.
- Picture(s) of particular area(s) to be enhanced.
- One (1) original completed City Code Building Upgrade application form.
- See City Zoning Office - City Site Plan Review Board – Signature of City Staff
Approved_____ Not Applicable_____
- One (1) contractor’s estimate.
 - Estimate must include only the work proposed for the façade.
 - The estimate must include a brief description and methodology of the work to be done (include drawings if necessary), it can not simply be a list of items.
 - Contractor resume of prior experience.
- Bring Plan to City Building Inspector
- City Building Permit – Signature of Building Inspector _____
- Color/material samples, if requested by the MCBD.
- Required signatures
 - Signature of owner is required, if the applicant is not the owner.
- Meet with MCBD, Main Street Downtown Incentive Committee to review application.
- The Downtown Incentive Committee will recommend approval or disapproval to the City Council – request is subject to approval by the City Council.



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PROGRAM PURPOSE

The Marshalltown Central Business District **City Code Building Upgrade Grant** Program is designed to promote the continued use and maintenance of commercial buildings in the downtown area by helping property owners and tenants rehabilitate and restore eligible buildings. Reimbursement grants are provided to owners or tenants in recognition of the positive impact that individual building improvements can have on the overall appearance, quality, and vitality of the downtown.

GRANT ELIGIBILITY

To be eligible for a **City Code Building Upgrade** reimbursement grant, a building must be used in whole or in part for commercial purposes and must be located within the target area. The target area coincides with the Tax Increment Financing (TIF) district #4 located in the historic downtown.

Grants are available to make certain improvements to a building's city code issues. Property owners or business tenants who will make at least \$5,000 in qualifying improvements are eligible to receive a matching grant. (A description of qualifying and ineligible improvements is provided under the "Eligible Improvements" section of this document.)

City Code Building Upgrade Grant (For development of under utilized downtown space)

This program, funded by TIF, helps property owners upgrade to City Code existing buildings in the development of new residential or commercial space in the downtown business district. The applicant pays three-fourths, while the City pays one-fourth of costs. The grant reimburses up to 25% of the cost or up to \$20,000 whichever is less of construction improvements associated with bringing up to code, fire walls, sprinkler systems and wiring up. Funding amount can be influenced by the scope of the project, building use, and other factors.

The City/ Main Street Downtown Incentive committee strongly recommend that you consult with a design professional. Tim Reinders and Mike Wagler of Main Street Iowa provide a free architectural walk-through; please contact Marshalltown Central Business District for contact information. All drawings submitted (see checklist with application form) shall be to scale and show a reasonable degree of detail to allow easy identification of the work proposed. One cost estimate, along with a contractor's brief description and proposed methodology, will be required with any application. These items, as well as the others listed in the application checklist, are required to obtain grant funds.

Upon City Council approval, the applicant and the City enter into a formal agreement, called a City Code Building Upgrade Agreement, establishing the scope of work and approved reimbursement amount. The Agreement is signed by the City and the applicant, after the City

has approved the project. If costs exceed the original estimates, the applicant will be responsible for the full amount of the excess. The City cannot reimburse more than the total amount specified in the Agreement. If the costs are less than the proposed amount, the City shall only pay 25% or \$20,000, whichever is less.

Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. Property owners and tenants should consult their tax advisor for tax liability information.

APPLICATION REVIEW PROCESS

- Interested parties should schedule a pre-application meeting with the Marshalltown Central Business District director prior to preparing any materials for submittal.
- Following said meeting, the applicant may complete and submit a grant application form, available on the Marshalltown Central Business District's website www.marshalltownmainstreet.com or in the M CBD office located at 16 E Main St, Marshalltown, 844-2001 or director@marshalltownmainstreet.com
- Submittal requirements are set forth on the application form. Information provided by the applicant will be used as the basis for preparation of staff reports to the appropriate commissions and the Main Street Committee.
- The City/Main Street Downtown Incentive Committee retains the right to approve an entire request, to approve portions of a request, suggest and/or ask for changes/additions to a request before approving, or to deny any request or portion thereof.
- The Applicant will prepare a report offering a brief introduction to the project, a review of the various aspects of the proposal, and a suggested recommendation.
- This report will first be presented to the Main Street Downtown Incentive Committee to review the elements of the City Code Building Upgrade project.
- The Main Street Downtown Incentive Committee will then meet with the applicant to clarify the request.
- The Downtown Incentive Committee will recommend approval or disapproval to the City Council – request is subject to approval by the City Council.

COMPLETION REQUIREMENTS

- All improvements must be completed within 90 days of the date of the application approval, unless otherwise authorized or extended.

Any work commenced prior to City Council approval *and* signing of the City Code Building Upgrade Agreement will be done at the applicant's own risk. Said work will not be eligible for reimbursement funding. Every project will be evaluated for its preservation value, extent/scope of work proposed, and its potential to contribute to the program purpose. The staff report will be presented and consider various aspects in the following method:

ELIGIBLE IMPROVEMENTS (Depend on City Code Requirements and may vary from one building to another).

The following items are **not eligible** for reimbursement grants under the City Code Building Upgrade Program:

- Any work commenced prior to approval of a City Code Building Upgrade Agreement;
- Building permit fees and related costs;
- Extermination of insects, rodents, vermin, and other pests;
- Sidewalks;
- Title reports and legal fees;
- Acquisition of land or buildings;
- Air conditioning and heating facilities;
- Architect work; to include drawings

Marshalltown Central Business District City Code Building Upgrade Grant Application

Property Information:

Address: _____

Current Tenant (Business Name): _____

Use: _____ Zoning: _____

Applicant Information:

Name of Applicant: _____

Mailing Address: _____

Street City, State Zip

Phone: _____ Fax: _____ Cell: _____

Owner Information (If different from applicant information):

Name of Applicant: _____

Mailing Address: _____

Street City, State Zip

Phone: _____ Fax: _____ Cell: _____

Proposed use of funds City Code Expense	Est. Cost
Examples – Code Upgrade Costs	
___ Sprinklers _____ Code Upgrade <input checked="" type="checkbox"/> Not Code Upgrade _____	\$ _____
___ Stairway _____ Code Upgrade <input checked="" type="checkbox"/> Not Code Upgrade _____	\$ _____
Examples – Non-Code Upgrade Costs	
___ Dry Wall _____ Code Upgrade _____ Not Code Upgrade <input checked="" type="checkbox"/>	\$ _____
___ Painting _____ Code Upgrade _____ Not Code Upgrade <input checked="" type="checkbox"/>	\$ _____
List all work and check aspects that are to meet code(Attach sheet in this format if needed)	
___ _____ Code Upgrade _____ Not Code Upgrade _____	\$ _____
___ _____ Code Upgrade _____ Not Code Upgrade _____	\$ _____
___ _____ Code Upgrade _____ Not Code Upgrade _____	\$ _____
___ _____ Code Upgrade _____ Not Code Upgrade _____	\$ _____
___ _____ Code Upgrade _____ Not Code Upgrade _____	\$ _____
___ _____ Code Upgrade _____ Not Code Upgrade _____	\$ _____
Total estimated cost	\$ _____
Grant amount requested	\$ _____
Low Interest Loan amount requested	\$ _____

(Low Interest Loan Available with Participating Banks – See overview)

Note: Applicant must provide a copy of all proposed materials and design drawings for estimated scope of work and, upon completion, a copy of the contractor's waiver of lien for evidence of payment. The Main Street Downtown Incentive Committee/City reserves the right to request additional information.

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The owner invites Main Street Downtown Incentive Committee/*City* representatives to make all reasonable inspections, investigations and take pictures of the subject property during the processing period of this request.

I understand that this is a voluntary program. I also understand the Main Street Downtown Incentive Committee/*City* has the right and discretion to approve or deny any project portions thereof.

I authorize the use of any pictures involving this project by the Main Street Downtown Incentive Committee/*City*

Signature of Applicant

Date

Signature of Owner

Date

**Return to:
Marshalltown Central Business District, Director
16 E Main St., Suite 280, P.O. Box 159
Marshalltown, IA 50158
Phone: 641-844-2001 Fax: 641-844-2002**

**Work commenced prior to Approval of the City Code
Building Upgrade Application is not eligible.**

**Marshalltown Central Business District/*City*
City Code Building Upgrade Grant Application**