CITY OF STUART

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CITY OF STUART TIF APPLICATION

The City of Stuart, Iowa (hereinafter "the City"), uses Tax Increment Financing (TIF) to support business and development by promoting economic growth and improved quality of life through public infrastructure projects, remediation of urban decay, and other improvements. TIF funds will be awarded based on taxable property value. The City Council has the sole discretion to approve the TIF applications, within the confines of the Iowa Code, based on the merits of the project and its economic benefits, such as job creation, property valuation growth, and historic preservation.

The city reserves the right to increase or decrease the amount of TIF awarded based upon each project's merits.

DEFINITIONS:

Applicant: A person or persons who own real estate within the City of Stuart, Iowa, or real estate which they wish to annex into the City of Stuart, Iowa, or who are agents of an entity that own such real estate, authorized to bind the entity.

Contractor: An individual or entity registered with the Iowa Workforce Development – Iowa Division of Labor who performs construction work within Iowa

Development Agreement: If the Application for TIF funding is approved, the City and the owner of the real estate benefited by the project funded in part by TIF will enter into a binding contract called a "Development Agreement" which will lay out the terms and conditions pertaining to the disbursement of TIF funds. Among those terms will be a "minimum assessment agreement" which will require that the assessment of the benefited real estate for property tax purposes must increase by at least the amount of the TIF funding and may be as much as the total project costs. The applicant must also agree to bear the legal and administrative costs to the City of obtaining TIF funding.

LEED: Leadership in Energy and Environmental Design, a green building rating system recognized by the Environmental Protection Agency.

Project: The endeavor or set of endeavors for which TIF funding is sought.

APPLICATION REQUIREMENTS:

1. The Applicant must provide **proof of ownership** or a fully executed purchase agreement for the property that is the subject of the application.
2. The Applicant must provide a complete, signed **IRS Form W-9**, including the entity name (if the applicant represents an entity), any "doing business as" name or names (if any), type of entity (if applicable), and tax identification number (TIN or EIN).
3. The Applicant must provide an attachment, titled "**Project Scope**," which describes the objectives of the project for which funding is sought and the means by which those objectives will be obtained. It should contain cost estimates or bids from licensed contractors and a projected timeline for each phase of the project. It may contain information that would be included in a building permit(s) for the project. The project scope should also describe the benefits of the project to the city, economic and otherwise. The greater the extent of detail and certainty contained in the Project Scope, the more favorably the application will be viewed. If TIF funding is approved, the development agreement between the Applicant and the City will include a firm completion date based upon the projected timeline in the application.
4. The Applicant must provide a lender approval letter and/or **verification of funds** sufficient to complete the project.
5. TIF applications must be completed and submitted before April 30th of the year in which approval is sought. (See also E. and F. below)
6. If the project is located in the City's Historic District, it must comply with the Historic Preservation chapter of the City Code.

APPLICATION FORM: Please ensure that all sections of this application are completed, and attach any additional information as needed. Incomplete applications will be returned without further consideration. If you have any questions or need assistance, please contact the City of Stuart.

Name of Applicant(s): _____
Applicant Mailing Address: _____
Telephone #: _____ Email address: _____
Business name: _____ (as it is recorded with Federal & State Government)
Registered Agent (as filed with Iowa Sec. Of State): _____
Address of Benefited Property: _____
County Assessor's Parcel #(s) of Benefited Property: _____

Applicant Initials:

Applicant Covenants

_____ I understand and agree to pay all legal and administrative (public notice, consulting, travel, etc.) costs incurred by the City to obtain TIF funding for this project.

_____ I have attached proof of ownership of the benefited property to this application.

_____ I have attached a fully executed and accurate IRS Form w-9 for the owner of the benefited property.

_____ I have attached a complete and accurate project scope to this application.

_____ I have attached verification of funds to this application.

Information for Bond Counsel:

1. The request is for ☐ expansion of an existing business ☐ a new business ☐ residential redevelopment ☐ Property rehabilitation ☐ Property Improvement ☐ Other: _____
2. Type of business for which TIF funds are requested: _____
3. The zoning classification of the subject property: _____ Will zoning change? _____
4. Is the subject property located in the Stuart Historic Preservation District? Yes ☐ No ☐
5. For what purpose(s) are TIF funds being requested? [Check all that apply.]
   ☐ Residential ☐ Commercial ☐ Infrastructure ☐ Building ☐ Property redevelopment
6. Has the building/location ever received TIF Funds in the past? Yes ☐ No ☐. If yes, please indicate when and describe the project. _____
7. Amount of TIF funds requested and the part of the project scope TIF funds will be applied to:

Building: _____ Infrastructure: _____

Property redevelopment: _____ Total: _____

8. Describe minimum improvements (building(s) or infrastructure) for which TIF assistance is being requested: _____
   [A more complete description can be found in the attached Project Scope]
9. Total investment for the construction of minimum improvements: _____
10. Square feet of building(s) to be renovated: _____
11. Square feet of building(s) to be constructed: _____
12. Current taxable value (including structures) of the property for which TIF funding is requested: (Note; this information can be obtained by contacting County Assessor or from the Assessor's web page)_____
    _____
13. Construction cost/budget amount: _____
14. What is the total cost estimate for the entire project including engineering, permit, and legal fees? _____
    _____
15. Estimated taxable value of the property once the improvements are made: _____

16. Construction start date for [MM/DD/YY]: _____ Completion date: _____
17. Number of existing employee(s) currently employed at location/project where TIF assistance is requested: _____ Employees
18. Number of additional jobs generated by the project upon completion: _____
19. Describe the types of jobs maintained or created by the project (including wage ranges and benefits):

    _____

    _____
20. When will new jobs be added? _____
21. Are you applying for funding from federal or state economic development programs? Yes ☐ No ☐ if yes, please disclose: _____
22. Describe specific utility/infrastructure needs of the project: _____
23. Describe any unique architectural aspects of the project: _____
24. Will the project be LEED Certified? _____
25. Will the project involve public art or an amenity that would be of interest to the public? _____
26. How will the city and community(s) benefit from the project? _____

    _____
27. How does the project accomplish the goals of the TIF program to encourage quality economic development, enhance the industrial, commercial, and residential property tax base, create quality employment, and attract businesses that contribute to the general well-being and quality of life of Stuart residents and business community?

    _____

    _____

    _____
28. Describe why the TIF funding is necessary for the project to be successful. _____

    _____

    _____
29. Describe how the scope of the project may be affected if TIF funds are not available. _____

    _____
30. Name of Engineer and Firm: _____
31. Name of General Contractor and Firm: _____
32. How will the project be funded and/or financed? _____
33. Finance and or Lending institution Contact person: _____

    phone: _____ email: _____

Signature of Applicant: _____

Title of Applicant: _____ Date: _____

Policies and Procedures for TIF Funding

A. TIF applications can be submitted and considered for review throughout the year. However, starting on May 1st, a comprehensive evaluation process of the submitted TIF applications will commence. This review process will involve two city council members, the city development director, and the Stuart Enterprise for Economic Development (S.E.E.D.).

B. The City Council retains sole discretion to determine whether to provide TIF funds based on the merits of the project and its economic impact, including but not limited to job creation, property valuation growth, and historic preservation, within the confines of the Iowa Code.

C. Upon approval by the City Council, the proposal will be reviewed by a Finance and Bonding counsel, subject to required legislative requirements (e.g., published notice, public hearings). The final approval of a TIF application is subject to change as dictated by the city's financial condition.

D. If an application is approved, the City and the Applicant must enter into a Development Agreement dictating terms under which funds will be disbursed, which agreement must be approved by the City Council.

E. The amount of TIF funding approved will be circumscribed by the value of the property to be improved, the overall value of the project to the community, the period of time over which the TIF expenditures will be recovered by the City, and the availability of TIF funds. For example, TIF funding for projects in the downtown area have historically been limited at $25,000 to $50,000 of TIF funds or no more than 25% of overall project costs.

F. Annual appropriation payments may begin two years after the date of Development Agreement approval.

G. All improvements funded by the TIF agreement must be performed by licensed contractors, pass local and state code inspection, and be completed in a professional craftsman-like condition. TIF funds will be revoked if a project is not completed in compliance with current building code standards.

H. If any of the above items are not included in the application, the application will be returned to the Applicant with the missing information noted. **Applicant agrees to be contacted by phone or e-mail**.

Privacy Notice

All information solicited in the Application is required by the Iowa Code or City Ordinance or Resolution for the disbursement of public funds.

Upon submission of this Application, it becomes a public record of the City of Stuart, Iowa.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ▶ **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*