



A Guide To Starting A Business in Keokuk, Iowa



We are here to help!



Keokuk Area Chamber of Commerce



Main Street Keokuk, Inc.



Lee County Economic Dev Group



City of Keokuk



Small Business Development Center



Keokuk Economic Dev. Corp.

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Checklist: What To Do When Starting a New Business

Before Start-up

- Develop a business plan, including cash flow projections
- Choose management advisers—an accountant, an attorney, and a banker
- Choose an appropriate name for the business
- Using the business plan, establish a relationship with a banker. Possible bank services include:
 - ◊ Credit-card merchant account
 - ◊ Business checking account
 - ◊ Working capital loan
 - ◊ Equipment loan
 - ◊ Lock-box services
- Select the legal entity and year-end for the business
- Register the business name with County Recorder if the business is a sole proprietor
- Find a location for the business and verify proper zoning with City
- Negotiate a lease and/or purchase
- Verify proper zoning with City,
- Design the layout of the facility
- Obtain estimates quotes for and then contract any renovations
- Before starting renovations get building permits from City and check with fire Chief to make sure all requirements are met
- Prepare all the necessary legal documents as applicable:
 - ◊ Partnership agreements
 - ◊ Articles of incorporation and first organizational minutes
 - ◊ Bylaws
 - ◊ Federal identification number (SS-4)
 - ◊ State and local license applications
 - ◊ Sales tax identification number
 - ◊ Industry-specific license
 - ◊ Register the business with the Secretary of State if incorporated or partnership
- Obtain quotes for and then order office furnishings and equipment
- Order office supplies
- Order business cards and business stationery
- Order an appropriate sign or indoor signage for the business (sign permits required with City)
- Purchase adequate insurance **as applicable**:
 - ◊ Health
 - ◊ Malpractice
 - ◊ Liability
 - ◊ Workers' Compensation
 - ◊ Life
 - ◊ Fidelity bond
 - ◊ Computer and equipment
 - ◊ Umbrella

◊ Employee dishonesty

*This list may not be all-inclusive

Start-Up

- Establish prices for your goods and services
- Promote the business's opening through:
 - ◊ Press releases to local and national media
 - ◊ Advertising
 - ◊ Direct-mail announcement
 - ◊ Chamber memberships
 - ◊ Promotional items such as pens or hats
 - ◊ Other
 - Seek, interview and make offers to job candidates
 - Select and implement a financial record-keeping system
 - ◊ Accounts payable
 - ◊ Account receivable
 - ◊ Inventory tracking
 - ◊ Order entry

Ongoing Operations

- Develop personnel policies and procedures
- Prepare quarterly payroll returns and verify timely tax deposits
- Prepare quarterly or monthly financial statements
- Perform year-end tax planning, at least one month before the year-end
- Prepare annual federal, state and payroll returns
- Develop employee job descriptions
- Review existing insurance coverage at least once a year
- Prepare and maintain personnel files
- Establish a petty cash fund and policy
- Establish answering mechanism for after hours
- Join industry associations and groups
- Verify listing in the yellow pages of area phone directories
- Register trademarks

Prepared by: Iowa Small Business Development Center
Southeastern SBDC SCC/Center for Business
1-866-722-4692 ext. 5381 or 319-208-5381

www.iowasbdc.org

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Keokuk – A Great Place for Business



Thank you for your interest in starting a business in the Keokuk area!

Situated on the bluffs of the Mississippi River, our city's natural beauty, rich heritage and friendly people make the Keokuk area a great place to live and work. We invite you to enjoy all the Keokuk area has to offer.

- *Convenient retail, services and entertainment* –the downtown business district has a warm, hometown feel while providing shopping, services and entertainment opportunities you are looking for.
- *Diversity in dining* – from fine dining, steak houses to home cooking and fast food, there are many choices to enjoy.
- *Historic attractions* – see the statue of Chief Keokuk, George M. Verity Riverboat Museum and Miller House Museum. Attend an event at the Grand Theatre, picnic on the Swing Bridge and view of the lock and dam or take a walking tour of homes along Grand Avenue.
- *Panoramic parks overlooking the Mississippi* - Rand Park, Verity Park and a number of neighborhoods offer a magnificent vista of the mighty Mississippi.

Business in the Keokuk area has prospered from our

- Gateway location,
- Regional transportation system,
- Productive work force,
- Midwest work ethic, and
- Comprehensive quality of life package including the offering of our
 - Iowa education system,
 - quality healthcare,
 - beautiful neighborhoods and parks, and
 - entertainment options.

We are here to help! Resources we provide include: **Business Referrals, Information Resource, Business Networking, Small Business Assistance, Legislative And Governmental Affairs, Economic Development, Workforce Development and Regional Programs**

The Chamber directory has contact information for Chamber member businesses and our web site has detailed information at www.keokukchamber.com

Please contact us if you have any questions or would like additional information.

Web: www.keokukchamber.com
Address: 329 Main Street
Keokuk, IA 52632
Email: officemanager@keokukchamber.com
Phone: 319-524-5055

Sincerely,

A handwritten signature in black ink that reads "Katie O'Brien".

Katie O'Brien
Executive Director

Iowa – A Great Place for Business



Congratulations on your decision to make Keokuk the home for your business! Opening a new business is an exciting endeavor and we are here to help you. The information on the following pages will help you get started, but we know that you may have additional questions.

The Iowa Small Business Development Center (SBDC), hosted by Southeastern Community College, is a non-profit organization founded in 1981. The Iowa SBDC provides **free and confidential** business management assistance to owners of small for-profit businesses and individuals interested in starting their own small business. We can assist with developing a business plan, creating financial projections, analyzing demographics, determining the target market, defining a marketing plan, helping you get necessary information about state and federal taxes, registering the business name, licensing information, and much more! We also teach courses and workshops – at a nominal charge – on a variety of business topics to help you grow your business. One-on-one counseling is available in Keokuk by appointment. Please contact us at (319) 208-5381 for available dates and times.

Once again, congratulations on your new venture. We look forward to building a strong relationship with you.

Janine Clover, Director

Iowa Small Business Development Center

610 North 4th Street, Suite 209

Burlington, IA 52601

(319) 208-5381 or (866) 722-4692 extension 5381

Website: www.iowasbdc.org - Email: jclover@scciova.edu



Welcome to Keokuk:

The **Lee County Economic Development Group, Inc. (LCEDG)** is the primary economic development organization for Lee County. Since its founding in 2002, **LCEDG** has positioned itself as a leader in economic development for the county, the region and the state.

LCEDG has one goal: To use its resources to create an environment that maximizes opportunities that position Keokuk & Lee County as a competitor in the global marketplace. In order to implement the goal, LCEDG offers an array of services and programs to existing businesses:

The focus of **LCEDG's** services and programs is to provide support to assist existing businesses grow and succeed and to attract new ventures and help them thrive. **LCEDG** wants to be a valued member of your business development team. Some of the services available include:

- **First-Stop Resource--LCEDG** is a resource for information that businesses need in order to make informed decisions about expansion and relocation opportunities.

Please do not hesitate to contact us if you need economic or demographic data or information on taxes and incentives, infrastructure and just about any information you need to make your business development a good investment. If we don't have it immediately available, we will find it for you in a timely manner.

- **Facilitator & Liaison--LCEDG**, not only can provide information, LCEDG can make referrals, offer guidance and act as a liaison for public and private financing sources, government, utilities, exporting, marketing, available sites and buildings and with other agencies.
- **Confidentiality**—the **LCEDG** team will handle your business plans and your concerns with tact and discretion.

Thank you for choosing Keokuk and Lee County to live, work, visit and **INVEST**.

And again, welcome

Yvonne Knapp
Vice President of Operations, Planning and Programming
yvonne@lcedg.com
Website: www.lcedg.com
110 Main Street, Suite 200, Montrose, IA 56239
Fax: 319-463-5597



My Keokuk
DEVELOPMENT
KEOKUK ECONOMIC DEVELOPMENT CORPORATION

Phone: 319-463-5599
Fax: 319-463-5597
E-mail: info@lcedg.com

On behalf of the Keokuk Economic Development Corporation, welcome to Keokuk:

KEDC envisions itself as an active community partner committed to creating a dynamic and growing community which is a place of opportunity for private citizens and businesses. The establishment and growth of your business in Keokuk is one of our main goals.

If you are starting, expanding, or relocating a business to Keokuk, your in good company. Scores of businesses make Keokuk their home.

Starting a business here means you get:

- a pro-business environment that fosters innovation
- the availability of a talented and motivated workforce
- low cost of living and doing business
- good public policy

We're glad you're considering Keokuk as your business location. The "*Guide to Starting a Business in Keokuk*" was developed to make the process of establishing your business presence here easier. We hope you find it helpful and look forward to working with you to ensure a smooth transition and success in your endeavors.

Again, welcome. Please do not hesitate to contact me if I can assist you find business development resources and expertise to help you succeed.

Best regards,

Michael Hickey, President
Board of Directors
Keokuk Economic Development Corporation
Phone: (319) 524-4015
E-mail: mwhickey@qwestoffice.net
Website: www.lcedg.com/keo_index.htm

Resources and Contacts For Small Business

Keokuk Area Chamber of Commerce

Katie O'Brien
329 Main Street, Keokuk, IA 52632
(319) 524-5055
www.keokukchamber.com
director@keokukchamber.com

Main Street Keokuk, Inc

Joyce Glasscock
329 Main Street, Keokuk, IA 52632
(319) 524-5056
downtownkeokuk@iowatelecom.net

City of Keokuk

Pam Broomhall
415 Blondeau Street, Keokuk, IA 52632
(319) 524-2050
www.cityofkeokuk.org
PBroomhall@cityofkeokuk.org

Lee County Economic Development Group (LCEGD)

Yvonne Knapp
110 Main St, Suite 200, Montrose, IA 52639
(319) 463-5599
www.lcegd.com
Yvonne@lcegd.com

Iowa Small Business Development Center (SBDC)

Janine Clover, Alan Hecht
610 N.th 4th St, Suite 209, Burlington, IA 52601
(319) 208-5381
www.iowasbdc.org
ahecht@sccciowa.edu
jclover@sccciowa.edu

Business Information Center (BIC)

The Great River Region Business Information Center is a great resource for anyone interested in starting or growing a business. It contains reference materials and publications to assist in researching various aspects of business development. The BIC also contains a collection of *Entrepreneur Magazine's* Step-By-Step Startup Guides. This collection is updated periodically and covers many current business applications with recently added titles including *Graphic Design Business*, *Net Services*, and *Kid-Focused Business*. The BIC is located in the Fred Karre Memorial Library at Southeastern Community College, 335 Messenger Road, Keokuk, Iowa. You may call (319) 524-3221 extension 1960 for more information and hours.

Iowa Depart. of Economic Development (IDED)

Michael Gould
200 East Grand Avenue, Des Moines, IA 50309
(515) 242-4700
www.iowalifechanging.com
Michael.Gould@iowalifechanging.com

Iowa Workforce Development (IWD)

106 Washington Street, Keokuk, IA 52632-2313
(319) 524-1862 Fax: (319) 524-8362
www.iowaworkforce.org/region16/keokuk
William Stuflick, Manager, Region 16 319.753.1671
Burlington.WFC@iwd.iowa.gov

Center for Industrial Research and Services(CIRAS)

Iowa State University
Mark E. Reinig
2272 Howe Hall Suite 2620 Ames, IA, 50011-2272
mreinig@iastate.edu www.ciras.iastate.edu
515-294-7883/515-294-4925

Southeast Iowa Regional Planning Commission (SEIRPC)

Derek Stotlar
200 Front St, Suite 400, Burlington, IA 52601
(319) 753-5107
www.seirpc.com
dstotlar@seirpc.com

Center for Business (CBIZ)

Southeastern Community College

Verlyn Fick
610 N 4th St, Suite 220, Burlington, IA 52601
(319) 208-5375
www.sccciowa.edu
vfick@sccciowa.edu

Economic Data

- Data/Stats available online:
- Keokuk Laborshed Analysis
- Keokuk Labor Report
- Keokuk Profile
- Keokuk Vision Plan
- Keokuk Riverfront Master Plan
- Keokuk First Impressions Report
- Keokuk Housing Analysis
- 2000 US Census Bureau statistics
- Lee County Laborshed Analysis
- Lee County Labor Report
- Lee County - Trend Analysis
- Southeast Iowa Port Authority Report
- Great River Region Laborshed Analysis

www.lcedg.com

www.cityofkeokuk.org

www.keokukchamber.com

www.keokukdowntown.com

www.greatriverbiz.com

www.iowalifechanging.com

Vital Statistics

Keokuk

Total Population: 11,427

Total Housing Units: 5,327

Average Household Size: 2.35

Median Age: 38.1

Average family income: \$31,586

Lee County

Total Population: 38,052

Total Area: 538.77 square miles

Total Housing Units: 16,612

Persons per Square Mile: 74

Iowa

Total Population: 2,926,324

Total Housing Units: 1,232,511

Average Household Size: 2.57

Median Age: 38

Market Research Services

SBDC Market Research

Iowa Small Business Development Centers provide high quality, affordable market research that is applicable to small business. From identifying likely customers and industry trends to analyzing direct competition, SBDC Market Research services can help you get the edge you need to be successful in your industry. Call (319) 208-5381 for more information or visit our website at www.iowasbdc.org

Center for Industrial Research and Service (CIRAS)

The Center for Industrial Research and Service (CIRAS) works to enhance the performance of Iowa companies through research, education, and technical assistance. The Iowa State University-based organization develops numerous company assistance programs in areas such as biorenewables, engineering, government procurement, management practices, productivity, and quality systems. Visit www.ciras.iastate.edu or call (515) 294-3420 for more information.

Institute for Physical Research and Technology (IPRT)

IPRT has worked on over 2,300 technical assistance and research projects with Iowa companies since 1998. Their expertise helps Iowa companies solve technical problems, create new products, and increase productivity and quality. IPRT's efforts also lead to the development of new, high-tech companies.

For more information, visit www.iprt.iastate.edu or call (515) 294-8902.

Strategic Marketing Services (SMS)

A division of the University of Northern Iowa's Business and Community Services, SMS provides insight and actionable solutions to meet marketing and business objectives. Strategic Marketing Services offers a full range of qualitative and quantitative marketing research and analysis services to respond to a wide variety of challenges. More information may be obtained at www.sms.uni.edu

Business Education Services [MyEntre.Net](http://www.myentre.net)

Provided by the University of Northern Iowa's Regional Business Center, MyEntre.Net is a community of entrepreneurs and service providers who grow, learn and share online. Webinars provide members with free, interactive presentations by business experts. Visit www.myentre.net and get started!

Permits & Licenses

City

415 Blondeau
Keokuk, IA 52632
319-524-2050

Development Process & Permit

City of Keokuk -Pam Broomhall

- Zoning
- Rezoning
- Zoning Variance Request
- Special Uses
- Site Plan Approval
- Encroachment in the Public Right-of-Way
- Street & Alley Vacation
- Building Permits
- Plumbing, Electrical or Heating Permits

Home Occupation

working out of a residence requires a special use permit

City of Keokuk -Pam Broomhall

Alcoholic Beverages

obtaining a liquor license

City of Keokuk - Barb Barnes

Cigarettes

permit to sell

City of Keokuk - Barb Barnes

Taxicab

City of Keokuk - Shirlee Laubersheimer

Sidewalk Display Permit

City of Keokuk - Barb Barnes

Building Permit

electrical or plumbing

City of Keokuk -Pam Broomhall

Sign Permit

signage advertising the business that is visible from outside

City of Keokuk -Pam Broomhall

County

Lee County Health Department

Lee County Health Department
2218 Avenue H
Ft. Madison, IA 52627
319.372.5225

State

Business Licensing Information Center (BLIC)

The Iowa Department of Economic Development has partnered with other state agencies to develop this comprehensive tool that provides quick and accurate answers and important state agency contact information. You'll find a convenient, effective and timely system to provide specific information on the licenses and permits required for new and expanding businesses, community infrastructure, and businesses supported by licensed occupations.

www.iowalifechanging.com/business/blic.aspx

Utilities

Keokuk Municipal Waterworks

Bill Cole
PO Box 10
Keokuk, IA 52632
Phone: (319) 524-5285
Fax: (319) 524-2824
Web: <http://www.keowater.org>

Sanitation and Recycling Services for Business

City does not pick up commercial –must contract independently

- Kohlmorgan
- Bradley
- Allied Waste
- North Cedar South Recycling
- Great River Regional Waste Authority

Electric: Alliant Energy

Nancy Snaadt
21 S 9th Street, PO Box 487
Keokuk, IA 52632
Phone: (800) 255-4268
Fax: (319) 524-3166
Web: <http://www.alliantenergy.com>

Natural Gas: Atmos Energy

Dave Jacobsmeier
2547 Hilton Rd
Keokuk, IA 52632
Phone: (319) 524-8868
Fax: (319) 524-1449
Web: <http://www.atmosenergy.com>

SJ Smith Welding Safety & Industrial

Kenny Hamilton
31 S 31st Street
Keokuk, IA 52632
Phone: (319) 524-2032
Fax: (319) 524-1725
Web <http://www.sjsmith.com>

Ferrellgas

Monica Wilson
2728 Main Street
Keokuk IA, 52632
Phone: (319) 524-7552
Fax: (319) 524-3718
Web: <http://www.ferrellgas.com>

Keokuk Waste Water Treatment

Chuck Pietscher
1000 Mississippi Dr.
Keokuk, IA 52632
Phone: 319-524-3412

Telecommunications

- I Wireless/Danville Telecomm
- Iowa Telecom
- Mediacom
- Qwest
- US Cellular/Conn Communication
- Verizon/PC Consultants

Taxes

Federal Identification Number (Federal ID Number), or Employer Identification Number (EIN)

-needed if you are legally organized as a partnership, corporation (C, S, or LLC), or Single Member Limited Liability Company, or if your business has employees.

Internal Revenue Service

www.irs.gov

Form SS4, can be applied for online, faxed, or mailed.

Sales and Use Tax

-needed if your business collects sales tax in the State of Iowa.

Iowa Department of Revenue and Finance

www.iowa.gov/tax

Business Tax Permit, can be applied for online, faxed, or mailed.

Iowa Withholding Tax

-needed if your business has employees

Iowa Department of Revenue and Finance

www.iowa.gov/tax

Business Tax Permit, can be applied for online, faxed, or mailed.

Hotel/Motel Tax

-needed if you operate this type of business in Iowa

Iowa Department of Revenue and Finance

www.iowa.gov/tax

Business Tax Permit, can be applied for online, faxed, or mailed.

The following taxes may be applicable to your business. Check with the Iowa Department of Revenue and Finance.

- Automobile Rental Tax
- Cigarette Tax
- Consumer's Use Tax
- Contractor Registration Fee
- Corporate Income Tax
- Corporation Registration Fee
- Drug Stamp Tax
- Environmental Protection Charge
- Franchise Tax
- Gambling, social and charitable
- Hazardous Waste Fee
- Hotel/Motel Tax
- Household Hazardous Materials Fee
- Household Hazardous Waste Fee
- Individual Income Tax
- Individual Income Tax EMS Surtax
- Individual Income Tax School District Surtax
- Inheritance and Estate Tax
- Insurance Premium Tax
- Liquor Taxes
- Local Option Sales Tax
- Mobile, Manufactured, and Modular Home Tax
- Motor Fuel Tax
- Motor Vehicle Lease Tax
- Motor Vehicle One-Time Registration Fee
- Ocean Marine Profit Tax
- Property Tax
- Property Tax Credits
- Real Estate Transfer Tax
- Retailer's Use Tax
- School Infrastructure Local Option Tax
- State Sales Tax
- Tobacco Products Tax
- Unemployment Taxes
- Use Tax
- Withholding Tax

Attorneys - *Keokuk Area Chamber members*

Marion Law Office

Tom Marion
421 Main Street
Keokuk, IA 52632
Phone: (319) 524-9920
Fax: (319) 524-5470

McDonald Law Office

Bruce McDonald
607 Main Street
Keokuk, IA 52632
Phone: (319) 524-6821
Fax: (319) 524-6828

Smith & Kultala, LLP

Jack Smith
511 Blondeau Street
Keokuk, IA 52632
Phone: (319) 524-3723
Fax: (319) 524-3730

Accountants – *Keokuk Area Chamber members*

Ann Menke CPA, PC

Ann M Menke , CPA, PC
3437 Main Street
Keokuk, IA 52632
Phone: (319) 524-1040
Fax: (319) 524-1110
Web: <http://www.anmenke.com>

Pfeifer Korte Tax & Accounting

Mary Ellen Pfeifer, CPA, CMA & Carol Korte, EA
701 Blondeau Street
Keokuk, IA 52632
Phone: (319) 524-3100
Fax: (319) 524-3120

Jackson Hewitt

Garrick Batley
401 Main St
Keokuk, IA 52632
Phone: (319) 524-1706

Taxes Plus

Carla Dunlap
2406 Main Street
Keokuk, IA 52632
Phone: (319) 524-7278
Fax: (319) 524-1286

Please go on-line and view www.keokukchamber.com - our Chamber Membership Directory can assist you with names of business contacts that can help you get started!

Iowa Small Business Financial Assistance Programs

Bank: always check with the bank you bank with **FIRST**; they know you and you have an established history with them.

SBA Guarantee Loan Program: The US Small Business Administration guarantees bank loans to small businesses unable to get necessary financing through normal lending channels. Loans are available for many business purposes such as real estate, expansion, equipment purchases, working capital or inventory. Typically, SBA requires a minimum of a third of the total project costs to be personal investment from the owner. The loans are delivered through the commercial lending institutions at an interest rate not to exceed 2.75% over the prime lending rate. The prospective borrower needs to have approached the bank first for financing before he/she can apply for a SBA loan.

Keokuk Revolving Loan Fund (RLF): The RLF assists eligible businesses in retaining and creating private sector job opportunities by offering gap financing in conjunction with local lenders. The program is targeted toward commercial and service sector financing requests and encourages development in commercially zoned areas of the City of Keokuk. The maximum RLF loan is \$25,000 with terms that are defined based upon the purpose at a rate of 4.00% below Wall Street Journal PRIME (fixed) or 4.00% minimum whichever is greater. The program is administered by SEIRPC at (319) 753-5107 or contact any Keokuk financial institution's commercial loan department. Applications available at: www.seirpc.com.

Southeast Iowa Revolving Loan Fund: The (RLF) assists eligible businesses in retaining and creating private sector job opportunities by offering initial loans or loans to buy down principal or interest on commercial loans. The maximum RLF loan is \$125,000 with an average loan amount of \$60,000. Program administered by SEIRPC, 319-753-5107. Applications available at: www.seirpc.com.

Iowa Targeted Small Business Program: This financial assistance program is available to women, minorities and disabled individuals who are Iowa residents and who own or are starting a business. This IDED program offers:

-A low interest loan, up to \$50,000, at an interest rate of 0-5%, to be repaid in monthly installments over a five to seven year period. The first installment can be deferred for three months for a start-up business and one month for an existing business.

-Loan guarantees up to \$50,000. Loan guarantees can cover up to 75% of a loan obtained from a bank or other conventional lender. The interest rate is at the discretion of the lender.

-In limited cases, an equity grant, to be used to leverage other financing, SBA or conventional, in amounts up to \$25,000. In order to apply for financing, the business has to be certified as a Targeted Small Business first through the Iowa Department of Inspections and Appeals.

Iowa MicroLoan: Micro businesses typically are home-based organizations with one or two employees and have credit needs of less than \$50,000. This program offers small loans and technical assistance grants to help you in your business development. Visit www.iowamicroloan.org or call 515-212-0182.

Entrepreneurs with Disabilities (EWD): This program helps qualified individuals with disabilities by providing technical and financial assistance. Financial assistance must be fully matched by funding from other sources. Contact the Iowa Department of Education Division of Vocational Rehabilitation Services.

USDA Business and Industry Loan Guarantee Program: The USDA guarantees loans to eligible lenders to businesses to benefit rural areas, up to 80 percent of the original loan amount. These loans can be guaranteed in cities up to 50,000 populations with priority to applicants in rural communities of 25,000 or less.

Iowa Small Business Financial Assistance Programs, cont'd

USDA Renewable Energy Systems and Energy Improvement Program: The program provides financial assistance in the form of a guaranteed loan to agricultural producers and rural small businesses to purchase renewable energy systems or make energy efficiency improvements. The program is administered by the Rural Business and Cooperative Program Division of the USDA Rural Development. Eligible borrowers must be an agricultural producer or a rural small business. Renewable Energy and Energy Efficiency loans will not exceed 50 percent of total eligible project costs. The minimum amount of a guaranteed loan made to a borrower will be \$5,000; the maximum will be \$10 million.

Self Employment Loan Program (SELP): Financial assistance is available to low income individuals to establish or expand a small business. This IDED program offers a loan up to \$10,000 at an interest rate of 5%, to be repaid in monthly installments over a five-year period. The first installment can be deferred for three months. To determine income eligibility contact the area JTPA office for assistance. The program requires a sponsor before the loan application can be submitted to Des Moines for review, which could be the Small Business Development Center.

Community Economic Betterment Account: This program is structured to provide financial assistance to businesses and industries that require such assistance in order to create new job opportunities. Retail businesses are ineligible for this program. CEBA funds are intended to be only a small piece of the financial package with the majority of the investment coming from private and local public resources. Contact IDED for more information at 515-242-4795 or 800-532-1215.

Value Added Processes/Products Financial Assistance Program: This program is to encourage the increased utilization of agricultural commodities produced in the state of Iowa. The two components to the program relate to: 1. operations which are involved in the development of new and innovative products or processes related to agriculture and 2. renewable fuel productions facilities with a priority given to those renewable fuel facilities which produce a co-product which directly supports livestock production operations.

Iowa Industrial Development Revenue Bond Program: Provides financing to new and expanding businesses through the sale of tax-exempt bonds. Call IDED Loan Program Iowa Finance Authority at 515-242-4990 for more information.

Assistive Device Tax Credit: Iowa small businesses can reduce their taxes by buying or renting products or equipment, or by making physical changes to the workplace to help employees with disabilities get or keep a job. Call IDED at 1-515-242-4819, or 800-532-1215 for more information.

Linked Investments For Tomorrow (LIFT): Assists with rural small-business transfer, horticulture and alternative agriculture crops. Contact the State Treasurers Office, Capital Building, First Floor, Des Moines, Iowa 50319, 515-281-3287 for more info.

Wellmark Community Ventures Fund: Applying company must be an Iowa based for profit company. Typical funding will provide \$10,000 to \$50,000 in convertible debt financing. The loan term is 5 years at a rate of 7% interest. Interest is payable at the end of 5 years. A request may be made to extend the loan for an additional two years.

*For further assistance with any of these programs contact the Iowa Small Business Development Center at Southeastern Community College, (319) 208-5381 or 866-722-4692 ext. 5381.

***These programs are not inclusive—there may be financial assistance available for a particular situation.**

Keokuk Business Incentives

Keokuk Downtown Urban Renewal Tax Rebate

The Keokuk Downtown Urban Renewal Plan Tax Rebate is for businesses that improve their property's assessed value by at least 15%. Qualified businesses receive a 90 percent rebate on the incremental difference in taxes. The plan is for a specific downtown area that includes the commercial district from Water Street to 14th Street.

Keokuk Urban Revitalization Program (residential)

The Urban Revitalization Tax exemption program provides a three year total exemption from property taxation for qualified real estate. Qualified residents who improve their qualified property's assessed value by 10% will receive 100% abatement on the incremental difference in taxes.

Keokuk Revolving Loan Fund:

The Keokuk Revolving Loan Fund is used to make low interest loans up to \$25,000 for gap financing to qualifying individuals, partnerships, or corporations that want to start a new business in Keokuk. The RLF is a community financing tool used to encourage small business development and entrepreneurship, and is administered through the Southeast Iowa Regional Planning Commission (SEIRPC). The Keokuk RLF was created by the City allocating \$100,000 and a USDA_RD grant of \$99,000. Funds are used in conjunction with local lenders to serve as gap financing for proposals and the lender serves as the primary source of funding. As loan payments are made, and monies are repaid to the pool, the fund revolves back out to other candidates for the program.

-Eligibility is based on the following:

- Startup or expanding business in the city limits
- Applicant must be creating or retaining jobs
- Applicant must demonstrate the need for gap financing or local match funding
- Applicant proposal will support and enhance the local economy

-Financial Assistance:

- Maximum loan award - \$25,000
- Cost per Job - \$10,000
- 5-7 year term on fixed asset loans
- 10 year maximum on real property loans
- Competitive interest rates
- Loan closing fee of \$250

Main Street Keokuk Inc. Façade Improvement Program

The primary objective of this program is to revitalize the downtown by aiding in the preservation, restoration, and rehabilitation of storefronts. The program offers design assistance along with a matching grant of up to \$2,500 for façade improvements or no more than 1/3 of the total project and up to \$300 for window improvements or no more than 1/2 of the total project, whichever is the lesser. Program administered by Main Street Keokuk, Inc., call 319-524-5056 for an application

Industrial Construction Tax Exemption (Tax Abatement)

Iowa law allows cities and counties to abate local property taxes for value-added to industrial real estate. The maximum amount of actual value-added at a new or expanded facility, which is eligible to be exempt from taxation, is:

First year	75%
Second years.....	60%
Third year	45%
Fourth year	30%
Fifth years	15%

Keokuk Business Incentives, cont'd

Southeast Iowa Regional Revolving Loan Fund:

Southeast Iowa Regional Planning Commission administers a loan fund available to qualified businesses in Lee County. The Revolving Loan Fund (RLF) assists eligible businesses in retaining and creating private sector job opportunities. Approved applications may acquire funds for initial loans, or for loans to buy down the principal or interest on commercial loans. The maximum (RLF) loan is \$125,000, at lower than conventional interest rates. Applications available at: www.seirpc.com.

New Jobs Withholding Tax Credit

The Targeted Jobs Withholding Tax Credit Pilot Program is a new pilot program enacted in 2006 which allows the diversion of withholding funds paid by an employer to be matched by a designated "pilot" city to create economic incentives that can be directed toward the growth and expansion of targeted businesses located within Urban Renewal areas.

An approved "pilot" city may enter into a withholding agreement:

- 1) with a business that is locating to its community from another state and is creating targeted jobs within an urban renewal area; or
- 2) an existing Iowa business that is creating ten new targeted jobs or makes a qualifying investment of \$500,000 within an urban renewal area.

For purposes of this program, a targeted job is defined as a job with a business that is or will be located in an urban renewal area of a designated "pilot" city that pays a minimum wage equal to 100% of the county-wide average wage. A "pilot" city entering into a withholding agreement is required to provide a \$1 match for every withholding dollar received. This match can be provided by a private donor, the "pilot" city, the employer, or a combination of all three; and can be either in the form of cash or in-kind contributions to be used for the project. The withholding agreement allows an amount of up to three (3) percent of the gross wages paid by the business to be directed to the "pilot" city on a quarterly basis. All designated withholding funds and those pledged by the "pilot" city are required to be used for an urban renewal project related to the employer pursuant to the terms of the withholding agreement. A "pilot" city must obtain approval of the project from the Department of Economic Development prior to the execution of any withholding agreement. The maximum term of a withholding agreement is ten years.

Keokuk Business Incentives, cont'd

Enterprise Zone

- The business must make a minimum qualifying investment of \$500,000 over a three-year period. Qualifying investment includes the cost of land, buildings, and improvements to buildings, manufacturing machinery and equipment, and/or computer hardware.
- The business must create at least 10 full-time, project-related jobs over a three-year period and maintain them for an additional 10 years.
- The business must provide all full-time employees with a standard medical and dental insurance plan of which the business pays 80% of the premiums for employee-only coverage or provide a monetarily equivalent benefit package.
- The business must pay new employees an average starting wage which is equal to or greater than 90% of the average county or regional wage, whichever is lower. (Check with IDED for the community's current wage requirement.)
- The business can not be a retail establishment or a business whose entrance is limited by coverage charge or membership
- The business can not close or relocate its operation in one area of the state and relocate substantially the same operation in the Enterprise Zone.
- The local Enterprise Zone Commission and IDED must approve the business' application for Enterprise Zone program incentives prior to project initiation.
- Must meet wage thresholds requirements.

Tax Incentives

- A local property tax exemption of up to 100% of the value added to the property to a period not to exceed 10 years.
- Additional funding for training new employees. If applicable, these funds would be in addition to those authorized under the Iowa New Jobs Training Program.
- A refund of state sales, service, or use taxes paid to contractors or subcontractors during construction.
- For warehouse or distribution center projects, a refund of sales and use taxes paid on racks, shelving, and conveyor equipment.
- An investment tax credit of up to a maximum of 10% of the qualifying investment, amortized over 5 years. This tax credit is earned when the corresponding asset is placed in service and can be carried forward for up to seven additional years or until depleted, whichever occurs first.
- The State's refundable research activities credit may be doubled while the business is participating in the program for up to a maximum of 10 years

***These programs are not inclusive—there may be financial assistance available for a particular situation.**

A Guide to Starting a Business in Keokuk, Iowa – please let us know if you have any additions, changes and/or edits – we welcome your input!

We want to help - Contact us for more information!

Keokuk Area Chamber of Commerce, 319-524-5055

Main Street Keokuk, Inc, 319-524-5056

City of Keokuk, 319-524-2050

Lee Co Economic Development Group, 319-463-5599

Iowa Small Business Development Center, 319-208-5381