

RAILROAD URBAN RENEWAL DISTRICT TAX INCREMENT FINANCING APPLICATION FORM

IMPORTANT: Costs to be paid with Railroad Urban Renewal District funds may not be incurred by the Applicant prior to funding approval and the satisfaction of any conditions of such approval.

Anyone seeking TIF assistance from the City of Helena must submit a written application for each TIF-assisted project. The following procedure has been developed to expedite the review of TIF funding requests.

1. Initial Contact. Contact the City of Helena Community Development Department, 316 N. Park Avenue, Room 445, Helena, MT 59623, (406) 447-8490, citycommunitydevelopment@helenamt.gov, to discuss the project and determine eligibility for TIF assistance.
2. Prepare a Written Application. The Applicant must prepare a written application for each funding request. The City of Helena staff will assist the applicant in preparing a formal application. The application should address the ten *Criteria for Review* (see attached list).
3. Staff Review. Upon submittal of all necessary information, City staff will review the merits of the project and the need for funding. At any point in the review process, the staff or Board may request more information of the Applicant or solicit comment on the project from other public agencies. Items included in personal financial statements will not be subject to public review or presentation to or comment by other agencies.
4. Board Review and Approval. The RURD TIF Advisory Board will review the project and staff recommendations, and then recommend the funding request or any part thereof, and any special terms of TIF assistance to the City Commission.
5. Development Agreement. The City of Helena and the Applicant must execute a legally binding contract, which establishes the terms and conditions of the TIF assistance.

CHECKLIST ITEMS

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| 1. Project Description | 5. Supplemental Information for Eligible Improvements |
| 2. Project Renderings (where applicable) | (page 8) |
| 3. Application Form (pages 4-6) | 6. Project Financing Worksheet (page 9) |
| 4. Project Cost Worksheet (page 7) | |

APPLICATION PRIORITY AREAS FOR TIF ASSISTANCE

TIF Applications will be assessed based on the merits of individual projects in relation to the goals and objectives of the Plan, and the project priority areas set by the RURD TIF Advisory Board, which are as follows:

I. Infrastructural Needs

Consideration will be given to projects that identify and prioritize upgrades to water, sewer, and stormwater drainage infrastructure in the RURD.

II. RURD Sidewalk Projects

Consideration will be given to projects that address sidewalk infrastructure and/or rehabilitation throughout the RURD.

III. Transportation Planning

Consideration will be given to projects that enhance motorized and non-motorized transportation needs within the RURD.

IV. Demolition Program

Consideration will be given to projects that reduce blight (defined, in this instance, as substantial dilapidation, deterioration, age obsolescence, or defective construction, material, arrangement of buildings or improvements, inappropriate, faulty lot layout, inappropriate/mixed uses of land/buildings, or unsanitary or unsafe conditions) through demolition of blighted structures that will give way redevelopment opportunities within the RURD.

V. Development of a District Branding and Marketing Initiative that Reflects the Historic and Cultural /Economic Importance of the Area

Consideration will be given to projects that work to more fully develop a marketing initiative that is based on the RURD's distinct history and cultural/economic importance. Initiatives should cover a cohesive, comprehensive branding and marketing plan with an associated implementation plan.

CRITERIA FOR REVIEW

Applications will also be evaluated based on the following ten measurable objectives for projects and programs, as established in the Railroad Urban Renewal District Plan (listed in no particular order of priority):

1. Increased Taxable Valuation – Implementation of the project should encourage and/or result in an increase in the URD’s tax base.
2. Cost-Benefit Analysis of the Investment/Expenditure – Analysis of how the request cost of the TIF funds compares with the benefits of the project to the District.
3. Leverage-Ratios of Tax Increment Funds to Other Sources – The relationship of private investment to public investment of a project shall be significant enough ensure prudent investment of public funds within the urban renewal district.
4. Health and Safety Concerns - The Project’s impact, positive or negative, on the environment in terms of noise, dust, pollution, public safety, traffic congestion, pedestrian access, visual aesthetics, etc.
5. Historic Preservation - The Project’s capacity to encourage the preservation and protection of the cultural and economic heritage and physical assets of the district.
6. Density, Infill, and Adaptive Reuse –Projects will be evaluated for their ability to encourage or result in infill and adaptive reuse of underutilized and vacant lots and properties, and to promote more compatible, complementary uses within the District.
7. Cost of Public Services - The Project’s ability to improve public services, such as water, sewer, sidewalks, parking, improved traffic circulation, etc., to an area that is currently underserved.
8. Job Creation – Projects that create opportunities for new employment contribute to the economic vitality of the District and community in a variety of ways.
9. Conformance with the goals and objectives of the Railroad URD Plan, Helena Growth Policy, and other Relevant Adopted Plans - The Project’s ability to significantly further specific goals found in the current Urban Renewal Plan, Growth Policy, and consistency with other City plans and objectives.
10. Conformance with Requirements for TIF Fund Expenditures, per 7-15-4288, MCA – Projects must cover eligible project activities stated in Montana statutes and be approved by the City Commission to satisfy needs identified in the Railroad Urban Renewal District Plan.

RURD TIF PROGRAM APPLICATION

Project Name: _____ Date Submitted: _____

APPLICANT INFORMATION

- 1. Name: _____
- 2. Address: _____
- 3. City/ST/Zip: _____
- 4. Telephone Number(s): _____
- 5. E-mail: _____

If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of:

- ___ A non-profit or charitable institution/corporation
- ___ A partnership or corporate entity known as _____
- ___ District Resident
- ___ Local Government
- ___ Other (explain) _____

PROJECT INFORMATION

- 1. **Property Address:** _____
- 2. **Legal Description:** _____

3. **Property Owner:** (If property is not owned by the Applicant, list leasehold interests and attach evidentiary materials.)

Property Owner: _____

Address: _____

Telephone Number: _____

Email: _____

4. **Project Architectural Firm (where applicable):**

Address: _____

Telephone Number: _____

Email: _____

5. **Project Financial Lending Institution (where applicable):** _____

Address: _____

Telephone Number: _____

Email: _____

6. **Project Contractor (where applicable):** _____

Address: _____

Telephone Number: _____

Email: _____

7. **Existing/Proposed Business (where applicable):**

Business Description: _____

8. **Description of Project:** In a separate attachment, please provide a full written description of your project, making sure to address the particular program criteria for review and any applicable program narrative under which your project falls.

9. **Project Renderings:** Submit design schematic and/or site and landscaping plans for project (if applicable).

10. **Total Cost of the Project:** Please summarize. A full breakdown of costs is required on the Project Cost Worksheet. _____

11. **Property Ownership:** Do you own the property or are you currently purchasing it?

12. **Job Creation:** Will there be any new permanent or part time jobs as a result of this project excluding construction jobs associated with the development of the project? If so how many?

13. **Project Financing.** Briefly describe how the project will be financed. _____

14. **Project Completion:** What is the expected completion date of the project? _____

15. **Property Taxes.** How much are the annual property taxes including any improvements? Is the payment of taxes current (if applicable)?

PROJECT COST WORKSHEET

Construction/Rehabilitation Costs (use general construction trade divisions)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
Subtotal		\$ _____

Design and Permitting Costs

1.	Architectural Design/Supervision	\$ _____
2.	Permit Fees	\$ _____
	_____	\$ _____
3.	Other fees _____	\$ _____
	_____	\$ _____
Subtotal		\$ _____

Total Project Development Costs \$ _____

**SUPPLEMENTAL INFORMATION FOR ELIGIBLE IMPROVEMENTS UNDER
SPECIFIC PROGRAMS**

List eligible items that pertain to the particular program you are applying for (see the applicable program narrative for a description of eligible items). Use the "Construction Costs" portion of the Project Cost Worksheet to fill out the information below. If in doubt about an item's eligibility, include it. Staff will review the items and help determine eligibility.

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
11. _____	\$ _____
12. _____	\$ _____
Total Program request	\$ _____

PROJECT FINANCING WORKSHEET

Owner/Developer Investment

Total Investment \$ _____

Request for Eligible items (from page 6)

Total TIF Request \$ _____

TOTAL PROJECT FINANCING \$ _____