



## Downtown Tax Increment Financing District Grant Application Guidelines

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**Important: The material included below outlines the Downtown Tax Increment Financing Grant application process. Please review this information carefully before submitting applications to the Urban Renewal District Board. Questions may be directed to the URA Board Administrator:**

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The Anaconda-Deer Lodge County (A-DLC) Urban Renewal Agency (URA) District Board was created by Anaconda-Deer Lodge County Resolution 1536 on December 15<sup>th</sup>, 2015 in order to supervise the planning and management of the Anaconda-Deer Lodge County Downtown Tax Increment Finance (TIF) District.

### A. Goals & Objectives

The overall objective of the A-DLC Urban Renewal Agency District Board, herein referred to as the URA Board, is to eliminate conditions that are detrimental to the Downtown Tax Increment Finance District and the overall economic health of the community. The Tax Increment Finance District program has been established to assist in financing necessary





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prevention, rehabilitation or elimination of blighted areas as defined by Montana Law. When providing funding for the development and improvements within the district the following objectives will be considered:

1. Maintain the distinct historic character established by the existing architecture in the Central Business District through the protection and restoration of historically and architecturally significant buildings so as to ensure the retention of the community's small town charm and the prevention of physical blight. This will be achieved by the utilization and/or update of existing Design Review Guidelines/Standards, as well as through addressing current physical decay.
2. Maintain and promote the Downtown Tax Increment Finance District as the financial, professional, cultural, entertainment, historical, and retail center of Anaconda.
3. Maintain diversity by encouraging multi-use development – such as second floor housing – as redevelopment projects elsewhere have demonstrated that both residential and commercial use lends to the stability of a Central Business District.
4. Provide for adequate, accessible parking facilities; relieve multi-modal traffic problems in the area, while promoting and funding infrastructure development projects.
5. Encourage intentional place-making – a multi-faceted approach to public planning and design that capitalizes on a community's potential – within the Downtown Tax Increment Finance District so as to create public spaces that promote the health and well-being of residents and the local economy; achieved through the clustering of complementary activities and provision of pedestrian facilities that creates a welcoming and pleasant atmosphere and encourages resident and tourist activity within the Central Business District.
6. Create a program that will stimulate the Central Business District by utilizing and leveraging companion programs that will result in upgraded property values and invite future renewal in the area and adjoining areas.
7. Stimulate private investment, including rehabilitation of existing-to-remain structures by providing physical and economic incentives for development.
8. Promote advertising and marketing of the services and amenities within the Central Business District, as well as of community events/festivals with the intent of increasing tourism.
9. Restore and improve the character and environment of the Downtown Tax Increment Finance District by supporting the professional completion of long-term community planning efforts that ensure the success of housing, public facility, capital improvement, and maintenance projects addressing the cycle of economic, cultural, and physical decay – including spread of or development of blight – within the Downtown Tax Increment Finance District.

### B. Eligibility & Requirements

1. Eligible applicants include the building owner of record or building tenant under lease with written, signed approval of the building owner.
2. Projects must be within the boundaries of the Downtown Tax Increment Finance District.
3. All financial obligations to the local government must be paid (property taxes, etc.).





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4. A local business license is required by the applying business or business on premise.
5. All government required building permits, license, and inspection must be obtained before the beginning of the project. The URA Board Administrator will verify the permits through the proper departments.
6. Two bids or estimates are required for all contractor/vendor provided services. If an architect is hired, the board will also consider an architect estimate. Usage of local contractors/vendors is encouraged.
7. All projects must be completed within an agreed upon timeframe. Failure to complete a project within this timeframe, to secure a URA Board approved extension, or to meet the contract required criteria and work could result in funding reverting back to the Downtown Tax Increment Finance District program. See Section G for grant extension procedure.
8. Project applicants must be able to show how they will finance the proposed project, including a clear demonstration of how the required grant match will be satisfied. See Section F for grant match requirements.

### C. Eligible Activities

Per Ordinance 236, the URA Board may consider the following activities to receive Downtown Tax Increment Finance District funding:

1. Exterior Repainting: Surfaces that have never been painted will be reviewed on an individual basis.
2. Parapet Wall Repair
3. Restoration of Architectural Features
4. Awnings
5. Entry Door/ Window Improvements
6. Repair of sidewall or stucco
7. Professional building or signage design/engineering (PAR/PER)
8. Repainting mortar joints/ cleaning and waterproof coating of masonry buildings. Cleaning and waterproofing must be performed by the least invasive means. Guidance may be obtained from the State Historic Preservation Office or Montana Preservation Alliance.
9. Storefront Restoration based on historic photographs, documentation, or professional renderings.
10. Signs: all funded signs must meet the design standards for the Central Business Development District (CBDD) illustrated in the Development Permit System and relevant ADLC Ordinances. URA Board Administrator can provide design recommendations.
11. Public Improvements such as parking lots, sidewalks, parklets, street furniture, etc.
12. Code improvements necessary to bring a building up to code or to expand the functionality or value of an existing building such as utilities or fire regress.
13. Exterior Architectural/ Engineering Design assistance – as depicted in the Project Funding Matrix included with this application – can be utilized to match private and/or grant monies.
14. Assistance for exterior energy improvements such as energy efficient windows, lighting, etc., can be utilized to match private and/or grant monies.
15. Assistance for roof repair and foundation work per the Project Funding Matrix included in this application.





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16. Demolition/Structure Removal is an allowable activity, but will be reviewed by the URA Board on a case by case scenario taking into consideration the National History Society's review and whether the property is a contributing structure to the Central Business District. The URA Board has the ability to put a lien on the property.
17. Assisting current home-based businesses to relocate in storefronts within the Central Business District. The URA Board can provide financial and technical assistance for rent negotiation, rent subsidy (maximum 3 months), merchandising, and/or any of the eligible activities previously listed in this Guideline.
18. Unless explicitly noted in the Ineligible Activities section of this Guideline, project proposals can be submitted for review. However, the aforementioned Eligible Activities will receive priority during application review.

### D. Ineligible Activities

1. Vinyl or Aluminum siding over repairable surfaces as a primary material.
2. Reimbursement of projects started prior to board approval. However, emergency/time sensitive infrastructure projects can be considered for financial assistance at the discretion of the URA Board.
3. Personal cost of project management such as travel and living expenses.

### E. Application Process

Any business within the Downtown TIF District boundaries seeking tax increment grant financing must submit a completed written application for each TIF assisted project. The following procedure expedites the application process and review of TIF funding requests.

1. Pre-Application: Prior to completing a grant application, applicants must submit a pre-application. This application has been designed to quickly determine project eligibility. The URA Board will review pre-applications on an open cycle, notifying applicants of the eligibility of the proposed project via a letter within 15 business days of receiving the pre-application. If approved, applicants will receive the appropriate grant application based upon the project scope of work.
2. Grant Application: If the applicant's pre-application is approved, the applicant will receive the appropriate grant application and guideline, based upon the project scope of work, from the URA Board Administrator. Grant categories include:
  - a. Façade Improvement
  - b. Structural Improvement
  - c. Infrastructure
  - d. Technical Assistance
  - e. Miscellaneous
3. Administrative Review: The URA Board will review grant applications on an open cycle. The URA Board Administrator may contact the applicant with questions from the URA Board or requests for more information.
4. Board Review and Approval: The URA Board, at their next scheduled meeting, will evaluate applications using the established Scoring Criteria and Administrator comments. After review, the URA Board will approve or deny





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applications by formal vote. The board reserves the right to approve partial funding of grant requests, to invoke special terms, and/or change requests.

5. Notification of Award: Applicants will be notified of award status via a letter within 30 business days of the URA Board Administrator receiving the application. If approved, the applicant will also receive instructions on how to proceed with executing the Grant Agreement. If partial funding, special terms, or a change request were part of the board approval, the applicant will also be notified at this time.
6. Grant Agreement: If awarded Downtown TIF monies, the applicant must execute a legally binding Grant Agreement with Anaconda-Deer Lodge County and the URA Board. This agreement will establish the terms and conditions of the awarded Downtown TIF Grant, including payment of required matching funds, disbursement schedule, specification of project start and completion dates, and a guarantee of repayment of all Downtown TIF monies if the applicant violates any of the Grant Agreement terms and conditions.

**F. Criteria for Matching Funds & Maximum Requests**

All Downtown TIF Awards are required to meet match requirements and request maximums as displayed below. Projects that do not meet the match requirements will not be funded. Any project request amount exceeding the maximums will be funded at the maximum level.

Project	Matching Funds	
	<i>Required Match</i>	<i>Max. Request</i>
Façade Improvements	50%	\$12,000
Infrastructure	50%	\$7,500
Structural Improvement	50%	\$7,500
Technical Assistance	50%	\$7,500

**G. Grant Extension Procedures**

Grants that are unable to meet contract deadlines when funds are awarded must complete the following in order to receive the full award. The URA Board Administrator and URA Board have final approval of extensions.

1. Notify the URA Board Administrator no later than seven (7) business days before the original completion date.
2. Send the URA Board Administrator a written letter of explanation and need for the extension with a proposed new deadline.





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## H. Downtown TIF Grant Scoring Criteria

Applications are evaluated against the seven (7) criteria described below: Each criterion for a project will receive a base score of 0 – 2 points. The base score is then multiplied by the criterion weight (shown in parentheses), which yields the score for that criterion. The total application score is the sum of all criteria scores, with a maximum weighted score of 28 points. The URA Board reviews and ranks all applications based on the following point system:

- 2 points: exceeds criterion expectations (above average)
- 1 point: satisfies criterion expectations (average)
- 0 points: did not address or does not satisfy criterion expectations

1. Benefit to District. The proposed project will stimulate economic activity within the Downtown TIF District through the direct or indirect removal of blight, impact on other existing businesses or residents, or increasing the usability, visual appearance, and/or taxable value of a building located within the District. (Weight = 3)
2. Conforms to TIF Goals and Objectives. The proposed project conforms to and supports a minimum of one of the ten goals and objectives of the Downtown TIF District as defined in the defined in section A: Goals & Objectives of the grant guideline and the URA Bylaws. (Weight = 2)
3. Commitment to District. The applicant has demonstrated their commitment to the Downtown TIF District, clearly illustrating the future longevity & profitability of the business as a contributing member of the Anaconda Business Community. (Weight = 1)
4. Need of Applicant. The applicant clearly defines applicant's need for grant assistance to ensure the success of the proposed project and associated benefit to the District. (Weight = 3)
5. Accuracy of Budget. A clear and achievable budget is provided, including multiple bids (if applicable), demonstrating the effective use of both private and public funds. Applicant makes use of diverse sources of funding and requests a reasonable amount of Downtown TIF funds. (Weight = 2)
6. Degree of Matching Funds. The score is based upon the level of the applicant's investments in the project, including current and past private funds, and in-kind services or non-traditional labor. (Weight = 3)
7. Applicant's Prior Performance. This is a score that is based on the applicant's previous grant performance. This is a negative scoring criterion. Acceptable prior performance will be scored a zero. Unacceptable performances may score as much as a negative 2 points.





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Appendix A:

## Downtown TIF Grant Evaluation Form

Date Application Received: \_\_\_\_\_ Project Name: \_\_\_\_\_

Date Application Evaluated: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

TIF Monies Requested: \_\_\_\_\_ Matching funds Provided: \_\_\_\_\_

Total: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

(if different from Total above)

### Scoring

2 points: exceeds criterion expectations (above average)

1 point: satisfies criterion expectations (average)

0 points: did not address or does not satisfy criterion expectations

1. **Benefit to District.** The proposed project will stimulate economic activity within the Downtown TIF District through the direct or indirect removal of blight, impact on other existing businesses or residents, or increasing the usability, visual appearance, and/or taxable value of a building located within the District. (Weight = 3)

Comments:

Score: \_\_\_\_\_ X 3 = \_\_\_\_\_

2. **Conforms to TIF Goals and Objectives.** The proposed project conforms to and supports a minimum of one of the ten goals and objectives of the Downtown TIF District as defined in section A: Goals & Objectives of the grant guideline and the URA Bylaws.

(Weight = 2)

Comments:

Score: \_\_\_\_\_ X 2 = \_\_\_\_\_





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3. **Commitment to District.** The applicant has demonstrated their commitment to the Downtown TIF District, clearly illustrating the future longevity & profitability of the business as a contributing member of the Anaconda Business Community. (Weight = 1)

Comments:

Score: \_\_\_\_\_ X 1 = \_\_\_\_\_

4. **Need of Applicant.** The applicant clearly defines applicant's need for grant assistance to ensure the success of the proposed project and associated benefit to the District. (Weight = 3)

Comments:

Score: \_\_\_\_\_ X 3 = \_\_\_\_\_

5. **Budget.** A clear and achievable budget is provided, including multiple bids (if applicable), demonstrating the effective use of both private and public funds. Applicant makes use of diverse sources of funding, and requests a reasonable amount of Downtown TIF funds. (Weight = 2)

Comments:

Score: \_\_\_\_\_ X 2 = \_\_\_\_\_

6. **Degree of Matching Funds.** The score is based upon the level of the applicant's investments in the project, including current and past private funds, and in-kind services or non-traditional labor. (Weight = 3)

Comments:

Score: \_\_\_\_\_ X 3 = \_\_\_\_\_





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7. **Applicant's Prior Performance.** This is a score that is based on the applicant's previous grant performance. This is a negative scoring criterion. Acceptable prior performance will be scored a zero. Unacceptable performances may score as much as a negative 2 points.

Comments:

Penalty: \_\_\_\_\_

Additional Comments:

Total Score: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

