



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 15th, 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 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





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- 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.).
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. Up to date building insurance is required.
7. Two bids or estimates are recommended 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. If two bids are not provided the board may ask for a second before approval of grant.
8. 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





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could result in funding reverting back to the Downtown Tax Increment Finance District program. See Section G for grant extension procedure.

9. 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.
10. Applicant must clearly state how the project assists the URA goals.

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 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 for buildings on the historic register. The board may ask the applicant to meet with SHPO or Historic Resources Board prior to funding the project.
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 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. 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 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.
16. 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.





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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. Grant Application: The Downtown TIF grant application and guideline will be publically released by the URA Board Administrator a minimum of one (1) month prior to the application due date. Grant categories include:
 - a. Façade Improvement: exterior painting, parapet wall repair, awnings repair/installation, entry door/window improvements, sidewall/stucco repair, cleaning/coating of masonry buildings, signs, and storefront restoration.
 - a. Structural Improvement: code improvements (necessary to bring a building up to code or to expand functionality/value), energy improvements, roof repair, and foundation work.
 - b. Infrastructure: accessing external utilities, parking lots, sidewalks.
 - c. Technical Assistance: providing match for professional technical services (i.e. PAR, PER, etc.), assisting currently home-based businesses relocate within the Downtown TIF District boundaries including rent negotiation, rent subsidy (maximum 3 months), merchandising, etc.
2. Administrative Review: The URA Board will review grant applications annually with special grant cycles being opened when additional funds are available. The URA Board Administrator will publically announce Downtown TIF grant cycles. The URA Board Administrator may contact the applicant with questions from the URA Board or requests for more information.
3. 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 applications by formal vote. The board reserves the right to approve partial funding of grant requests, to invoke special terms, and/or change requests.
4. 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.
5. 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. A signed copy of the Grant Agreement must be received by the URA Board Administrator by the date noted in the contract. If a signed Grant Agreement is not received by the URA Board Administrator within the allotted time, the grant award will be void.

F. Criteria for Matching Funds & Maximum Requests





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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%	\$12,500
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.
3. Only one extension is allowed for a maximum of six months.

