

## MISSOULA REDEVELOPMENT AGENCY PROGRAM APPLICATION PROCESS

**IMPORTANT:** Costs to be paid with MRA Program funds may not be incurred by the Applicant prior to funding approval and the satisfaction of any conditions of such approval.

The MRA manages several programs that utilize tax increment funds for assistance in redevelopment or rehabilitation of properties within urban renewal districts. Information on these programs is available at the MRA website. Each program targets various conditions and has different criteria that must be addressed through this application and required communication with MRA staff. The following is a summary of the MRA Program funding application and approval process.

1. **Initial Contact.** Contact the Missoula Redevelopment Agency, 140 West Pine Street, to discuss the project and determine eligibility for assistance under any MRA redevelopment programs. Phone 406-552-6160; e-mail [mra@ci.missoula.mt.us](mailto:mra@ci.missoula.mt.us). An MRA staff person must be assigned to your project prior to submitting your application.
2. **Prepare a Written Application.** Following the specific program narrative, the Applicant must prepare a written application requesting program assistance. The MRA staff will assist the developer in identifying which programs the project is eligible for, preparing a formal application, and determining what supplemental information will be needed.
3. **Staff Review.** Upon submittal of all information, the MRA staff will review the project pursuant to the criteria in the program narratives. At any point the staff or MRA Board of Commissioners may request more information of the Applicant or solicit comment on the project from other public agencies. If required, personal or business financial documentation will not be subject to public review, presentation, or comment by other agencies.
4. **Board Review and Approval.** At a public meeting, the MRA Board of Commissioners will review the project and staff recommendations and will approve or disapprove of the funding request or any part thereof, along with special terms or conditions of MRA program assistance. The MRA Board will solicit and consider information and comment from the public in its decision. If approved, a Development Agreement or Participation Agreement will be executed.
5. **Binding Agreement.** The MRA and the Applicant must execute a legally binding Development Agreement (TIF Program) or Participation Agreement (Façade Improvement Program) which details the terms and conditions of the program assistance.
6. **Reimbursement to Successful Applicant.** Payment to the successful Applicant is typically made as a reimbursement to the developer upon completion of the project and satisfactory evidence that the work has been paid for, usually in the form of a payment lien waiver from the contractor.

### CHECKLIST

<input type="checkbox"/> Project Description	<input type="checkbox"/> Project Cost Worksheet (page 5)
<input type="checkbox"/> Project Renderings	<input type="checkbox"/> Cost of Eligible Improvements (page 6)
<input type="checkbox"/> Application Form (pages 2-4)	<input type="checkbox"/> Project Financing Worksheet (page 7)

## **MRA PROGRAM APPLICATION**

Project Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Urban Renewal District Name: \_\_\_\_\_

Programs Within this Application: \_\_\_\_\_

### **APPLICANT INFORMATION**

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City/St/Zip: \_\_\_\_\_
4. Telephone Number(s): \_\_\_\_\_
5. Email: \_\_\_\_\_

If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below (add the State under which the entity is organized or operating):

A corporation  
 A nonprofit or charitable institution or corporation  
 A partnership known as \_\_\_\_\_  
 Other (explain) \_\_\_\_\_

### **PROJECT INFORMATION**

1. Project Address: \_\_\_\_\_
2. Legal Description: \_\_\_\_\_
3. Property Owner: (If property is not owned by the Applicant, include owner's written permission to carry out the project and lease or other materials.)

Property Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

4. **Project Design Firm:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Representative Name: \_\_\_\_\_  
Telephone Number and Email: \_\_\_\_\_

5. **Project Financial Lending Institution/Entity:** \_\_\_\_\_

Address: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Telephone Number and E-mail: \_\_\_\_\_

6. **Project General Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Telephone Number and E-mail: \_\_\_\_\_

\*\* Contractors must be licensed to do business in Montana and City of Missoula.

7. **Past MRA Involvement.** Please identify a few, if any, other projects the Applicant or the applicant's architect/engineer/developer has undertaken in Missoula, particularly any that might have had MRA involvement. \_\_\_\_\_  
\_\_\_\_\_

8. **Existing/Proposed Businesses(s).** \_\_\_\_\_

Description of Business(s): \_\_\_\_\_  
\_\_\_\_\_

9. **Project Completion.** What is the expected completion date of the project? \_\_\_\_\_

10. **Property Taxes.** How much are the annual property taxes including any improvements? Is the payment of taxes current? \_\_\_\_\_

## PROJECT NARRATIVES SECTION:

1. **Description of Project.** Provide a written description of the project, including type of use, square footage, number of stories, number of parking spaces, general building materials, number and types of jobs to be created, etc.
  - a. Address the criteria in the Program Narrative(s) including the applicant's vision on how the project benefits the neighborhood, URD, and community, as well as how the project meets a current community market need.
  - b. If existing tenants are to be dislocated as a result of the project, provide a separate narrative describing how they have been or will be appropriately relocated.
2. **Design Excellence.** All projects assisted by MRA must, depending on the project location, either complete the required Design Excellence Standards Review associated with City Zoning or, if it is not subject to zoning review, provide a brief narrative as to how the design successfully meets the intent of the [Design Excellence Guidelines](#). Either document shall describe the exterior materials to be used in accordance with Program Narratives.

3. **Demolition/Deconstruction/Other Unwanted Material.** If the project request includes removal of structures, it must be done in accordance with MRA's [Demolition Alternatives Policy and the City's Deconstruction Guide](#). Provide a brief narrative on how the building will be removed and where the materials will go.
  - a. If deconstruction is not possible, the project architect or engineer must explain in writing why it is not feasible and what alternatives were investigated.
  - b. All projects must describe how unwanted construction materials will be treated.
  - c. All projects must briefly describe recycling or reuse efforts to be undertaken by the occupants of the finished project.
4. **Project Renderings.** Submit project schematic, site and landscaping plans. Façade Improvement Program applicants must submit a current picture(s), rendering(s) of what the project would look like without FIP assistance, and a rendering(s) showing its appearance with FIP assistance. Renderings may be on paper but should also be in a common digital format for use in presentations by MRA staff.

## PROJECT COST AND FINANCING SECTION

1. **Total Cost of the Project.** On Page 5, summarize the project costs on the Project Cost Worksheet. Use general categories and include items that are in the assistance request. The total cost should include land costs and “soft costs” such as zoning processes, surveys, and permits to enable MRA to evaluate the entire private investment.
2. **Cost of Program Eligible Items.** Using general categories, on Page 6 summarize the cost of program eligible items as described in the program narrative(s). If applying for assistance under more than one program, note which program the item is intended. See Program Narratives for eligibility guidance.

**NOTE:** Those TIF Program requests which include demolition/deconstruction activities, public sidewalks, streets, alleys and other right-of-way improvements; and/or work on utility main transmission lines totalling over \$25,000 are subject of Montana Prevailing Wage Rates and must include that in the itemized costs (see TIF Program Narrative for additional direction).

3. **Project Financing.** Briefly describe how the project will be financed on Page 7. Note both construction and final or “take-out” financing. Include equity and other investments into the project. The total cost of the project should match the lender and equity financing committed to the project. If financing commitment is contingent on grants or MRA commitment to the project, has multiple sources, or other complex factors, prepare a brief narrative..

**NOTE:** MRA staff may require additional information to help illustrate that the project's benefit to the district and community, and how it will remain viable into the foreseeable future.

**NOTE:** MRA reimburses approved costs at the close of construction. Project financing must carry the cost of approved TIF items until the entire project is complete. Evidence of completion is a Certificate of Completion or equivalent documentation issued by the City of Missoula Building Official. Upon approval of MRA staff, a Temporary Certificate of Occupancy may be acceptable.

## PROJECT COST WORKSHEET

### Construction/Rehabilitation Costs (use general construction trade divisions)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
<b>Subtotal .....</b>		\$ .....

## Design and Permitting Costs

1. Architectural Design/Supervision \$ \_\_\_\_\_  
2. Permit Fees \_\_\_\_\_ \$ \_\_\_\_\_  
4. Other fees/costs \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
**Subtotal** ..... \$ \_\_\_\_\_

## Additional Developer Investment in Property & Improvements

Cash Invested in recent improvements (5 years) \$

Land & Buildings if recently purchased (5 years) \$

Other (Specify) \$

## Total Developer Additional/Equity Investment \$

**TOTAL OF PROJECT DEVELOPMENT COSTS\*** **\$**

## **COST OF ELIGIBLE IMPROVEMENTS**

List eligible items for each program you are applying for (see applicable program narratives for a description of eligible items). Use 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 determine eligibility.

ITEM:	COST:	PROGRAM:
1. _____	\$ _____	_____
2. _____	\$ _____	_____
3. _____	\$ _____	_____
4. _____	\$ _____	_____
5. _____	\$ _____	_____
6. _____	\$ _____	_____
7. _____	\$ _____	_____
8. _____	\$ _____	_____
9. _____	\$ _____	_____
10. _____	\$ _____	_____
11. _____	\$ _____	_____
12. _____	\$ _____	_____

**TOTAL REQUEST FOR EACH PROGRAM:**      **TIF Program:** \$ \_\_\_\_\_

**FIP Program:** \$ \_\_\_\_\_

## PROJECT FINANCING WORKSHEET

**Lender Commitments** (attach evidence i.e. letter of commitment or other documentation.)

<b>Lender</b>	<b>Loan Amount</b>
_____	\$ _____
_____	\$ _____

**Total Lender Commitments** ..... \$ \_\_\_\_\_

**Developer Investment**

**Total Developer Investment/Equity** ..... \$ \_\_\_\_\_

**MRA Request for Eligible items (from page 6)** ..... \$ \_\_\_\_\_

**TOTAL PROJECT FINANCING\*** ..... \$ \_\_\_\_\_

\* Project Cost and Financing should be equal.

**Signature of Applicant:**

Information in the above application is true and accurate as of the date of submittal:

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**Name:**

**Title:**