

**MISSOULA REDEVELOPMENT AGENCY
APPLICATION PROCESS FOR TIF FUNDING**

IMPORTANT: Applicants must seek MRA Board approval prior to beginning project construction or deconstruction. Costs to be paid with MRA Program funds may not be incurred by the applicant prior to funding approval by the MRA Board and the satisfaction of any conditions of such approval.

The MRA manages several programs that utilize tax increment funds to assist with redevelopment and rehabilitation of properties and construct or improve workforce housing within its urban renewal districts, as well as acquire land for workforce housing. Information about these programs is available on the MRA website. Each program targets various conditions and has different criteria that must be addressed through the application and required communication with MRA staff. The following is a summary of the MRA Program funding applications and approval processes for public infrastructure, deconstruction, workforce housing, and related work.

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. An MRA staff person must be assigned to your project prior to submitting your application.
2. **Prepare a Written Application.** Please prepare a written application requesting program assistance, using criteria in the program narrative. The assigned MRA staff person will assist you 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.** Reimbursement to the applicant occurs 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. Receipts (marked PAID) for the work are also typically required. For deconstruction projects, records of salvaged materials is also requested.
7. **NEW – Payment to the City’s Affordable Housing Trust Fund.** Consistent with the MRA

Workforce Housing Program Guidelines, approved by the MRA Board on September 19, 2023, any new MRA Board approvals of more than \$100,000 for private projects that do not include income qualified housing, will be required to make a payment to the City's Affordable Housing Trust Fund, equal to 10 percent of the total TIF investment. Exceptions include:

- Funding for planning studies, analysis
- Government initiated projects
- TIF requests where the only eligible item is deconstruction
- Non-profit projects
- Projects that provide other public benefits, as determined by MRA, such as granting trail and park easements to the City
- TIF requests less than \$100,000, including phased projects and Façade Improvement Program (FIP) projects

This payment will be made to the Affordable Housing Trust Fund, at project completion, and prior to receiving TIF funding.