

## TAX INCREMENT FINANCING (TIF) DOWNTOWN BUILDING PROGRAM PROCESS



**Step 1: Pre-Application Meeting.** Contact Planning & Community Development to schedule a pre-application meeting to discuss the project, determine eligibility, and review application, bidding, permitting, and reimbursement requirements.

**Life-Safety Code Compliance Program** – up to **\$75,000** maximum match

**Façade Improvements Program** – up to **\$50,000** maximum match

**Environmental Safety Program** – up to **\$5,000** maximum match

- ✓ Applicant must provide at least a **50% match** to TIF award amount for eligible projects.
- ✓ Applicant must follow **City's Financial Policy**, including bidding and prevailing wages.
- ✓ Applicants must obtain all necessary **building permits** & corresponding inspections.
- ✓ Work may not be initiated prior to approval.

**Step 2: Submit a Complete Application.** TIF applications shall be submitted to Planning & Community Development for each request with all required attachments.

**Required Application Attachments Include:**

- Project Narrative including schedule
- Tax Receipt
- Letter of Commitment from lending institution, if applicable
- Design Plans, if applicable
- Two written contractor quotes, when required

**Step 3: Staff Review and Approval.** Staff will review the application for completeness. Approval will not be awarded if revisions or more information are required. When a request is approved, the City will issue an award letter listing terms and conditions for TIF funding and reimbursement.

**Step 4: Reimbursement.** Upon completion of the work, the applicant must submit documentation to ensure compliance with the City's Financial Policy.

**Required Reimbursement Documentation Includes:**

- Completed City of Great Falls Vendor Form
- W-9 with a taxpayer identification number
- Invoices from contractors for eligible work items
- Proof of payment for contractor invoices
- Proof of competitive bidding and prevailing wages, if necessary

**Additional Information:** [www.greatfallsmt.net/planning/downtown-tif](http://www.greatfallsmt.net/planning/downtown-tif)