

Residential

The Great Falls Business Improvement District (BID) believes that offering downtown residential opportunities is a vital element to downtown revitalization. People that live downtown are not only more likely to work downtown but they are also more likely to shop, dine, and recreate in the downtown area.

A residential project is defined as a residential redevelopment project in which a number of residential units will be permanently renovated in order to be renter or owner occupied at market value rates.

Please note: Projects will be reviewed on a case by case basis and awarded based on the annual budget.

The BID approves up to \$60,000 in residential grant money per fiscal year.

Residential redevelopment project expenditures must exceed \$40 per square foot to be eligible for a residential grant. The BID will grant an amount per square foot that is 10% of the total cost per square foot. For example, a project with a total cost of \$45.00 per square foot will be eligible for \$4.50 per square foot at project completion. In another example, a project with a total cost of \$63.00 per square foot will be eligible for \$6.30 per square foot. No single grant award will exceed \$60,000.

PROJECT CRITERIA

After reviewing the grant packet, contact the BID and meet with the staff to ensure that all elements of the program are understood. Submit your completed grant application to the BID office. You will receive written approval from the BID once they have reviewed & approved the application. Once your grant is approved you may begin the work. Any deviations from the original proposal must be resubmitted to the BID for approval. After completion, paid bills for the total project must be presented to the BID. The BID will review the finished project to ensure that it conforms to the submitted plans before any grant funds will be released. Funds will be provided on a first come, first serve basis. If grant funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available. The BID will award up to \$60,000 in residential grant money per fiscal year.

A complete BID Grant Program Application will include the following:

- 1.** The Grant Program Application
- 2.** Project description
- 3.** Photo of the building in its current condition
- 4.** Photos or sketches of the proposed new project. Include floor plan renderings of the project. The plans must represent the project to scale, including all colors and be drawn to the level of detail that will allow full understanding of how the project will look when completed. Included with this should be a one page typed letter briefly describing the project.
- 5.** Cost breakdown – A one page summary of the estimated project costs – all costs must be included, but only permanent, physical improvements and the labor associated with the

permanent improvements count toward the final evaluation.

6. Eligibility Checklist

Project criteria and eligibility:

1. Project must be located within the boundaries of the BID (a map is available upon request).
2. The building owner must be current on all property taxes in Great Falls.
3. Only permanent improvements and associated labor are eligible. Such permanent elements include structural, walls, electrical, plumbing and permanent fixtures (such as furnaces, toilets, sinks, etc.).
4. Grant awards are for owner-occupancy or fair-market rent occupancy only (subsidized housing is not eligible).
5. The total grant award for any given residential redevelopment project will not exceed \$60,000.
6. The BID will award up to \$60,000 in residential grant money per fiscal year.
7. The property owner must provide certification of the residential project costs and the square footage of the residential area which is to be rehabilitated.
8. With submission of receipts and final documentation applicants must submit a copy of the building permit issued by the City of Great Falls (or a copy of the receipt for the permit).
9. Eligible projects may obtain one residential redevelopment grant every fifteen years per property.

Please note: Projects will be reviewed on a case-by-case basis and awards will be approved based on the annual budget. In addition, the BID reserves the right to offer, deny or suggest changes of the proposal requesting grants for any reasons not specifically listed in this documentation.

**GREAT FALLS BUSINESS IMPROVEMENT DISTRICT
RESIDENTIAL GRANT PROGRAM APPLICATION**



This form will be used throughout the application process. Fill it out completely and return to the Great Falls Business Improvement District (BID), 318 Central Avenue, Great Falls, MT 59401. If you have any questions feel free to contact the BID office at (406)727-5430.

Property Owner _____ Date _____

Property Address _____

Property Owner Phone Number _____

Property Owner Address _____

Property Owner Phone Number _____

Property Owner Email Address _____

Contact Person, if different _____

Proposed project start date _____

Anticipated project completion date _____

Don't forget to include the following with this application:

- Project description
- Photo(s) of the building in its current condition
- Photo(s) or sketch(es) of the proposed new project
- Cost breakdown (attached)
- Eligibility checklist

_____ ***In order for any property within the BID to be eligible for any grant property taxes must be current. The BID Board reserves the right to deny any application due to incomplete information. Funds will be provided on a first come, first served basis. If Grant Funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available. Grant funding may also be contingent upon the renewal of the BID in July 2019.***

Signature of building owner _____ Date _____

Signature of applicant _____ Date _____

Do not fill out below this line – for office use only

Date application received in BID office _____ Parcel _____ Taxes Paid _____

Date presented to committee _____ Date voted on _____ Approved Denied
Committee Notes:

Approval Letter _____ JE _____ Grant Spreadsheet _____

The BID Board meets the 2nd Thursday of every month in the BID office, unless otherwise posted. In order to have information complete and comply with the open meetings act we need all applications completed and turned in one week prior to the Board meeting. Please refer to the timeline below:

APPLICATION DUE DATE	BID BOARD MEETING DATE
1/4/2018	1/11/2018
2/1/2018	2/8/2018
3/1/2018	3/8/2018
4/5/2018	4/12/2018
5/3/2018	5/11/2018
6/7/2018	6/14/2018
7/12/2018	7/19/2018
8/2/2018	8/9/2018
9/6/2018	9/13/2018
10/4/2018	10/11/2018
11/1/2018	11/8/2018
12/6/2018	12/13/2018

- Final deadline for Fiscal Year End 2018 grant submission is June 7, 2018

Application Process:

1. Contact the BID office for the Grant Application or download the application from the BID's website.
2. Complete the application and return it with the supporting documentation prior to the application date above.
3. If a completed application is received by the application due date the Board will approve or deny your request at the following board meeting. You are encouraged to attend to answer any questions.
4. You will receive written notification of your grant award within 7 working days of the BID Board meeting date.
5. Approved applicants will be reimbursed for the grant after completion of the project and when paid receipts are submitted to the BID, depending upon availability of funds. Copies of all city building permits need to be included at the time reimbursement is requested.

The BID Board reserves the right to deny any application due to incomplete information. Funds will be provided on a first come, first served basis. If Grant funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available. Grant funding may also be contingent upon the renewal of the BID in July 2019.

All application materials must be completed and submitted to the Business Improvement District Office

Great Falls Business Improvement District

318 Central Avenue

Great Falls, MT 59401

PH: 406-727-5430

Fax: 406-727-5431

info@greatfallsbid.com

**Great Falls Business Improvement District
Residential Grant Program Eligibility**

“...these old buildings do not belong to us only; that they have belonged to our forefathers, and they will belong to our descendants...” –WILLIAM MORRIS-

Please answer the following questions:

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you received any other residential redevelopment grants in the past fifteen years? |

Eligible projects may obtain one residential redevelopment grant every ten years per property.

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the building located within the BID boundaries? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the property taxes on the building current? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the project costs exceed \$40 per square foot? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have sufficient funds available to complete the project without the grant? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you provided certification of the project costs and the square footage of the area to be rehabilitated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the improvements permanent? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the final project provide Owner-Occupied or Fair-Market housing? |

**if you answered ‘No’ to any of the above questions please explain below:

Grant Criteria:

- ✓ Cost must exceed \$40/square foot.
- ✓ Up to 10% of the total cost per square foot not to exceed \$60,000.
- ✓ ***The BID approves up to \$60,000 in residential grant money per fiscal year.***
- ✓ Grant awards are for permanent improvements only.
- ✓ Eligible projects may obtain one residential redevelopment grant every fifteen years per property.

The BID Board reserves the right to deny any application due to incomplete information.

Funds will be provided on a first come, first served basis. If Grant funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available. Grant funding may also be contingent upon the renewal of the BID in July 2019.

CONSTRUCTION COST STATEMENT

<u>Name</u>	<u>General Contractor</u>
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<u>Property Address (Street, City, State, ZIP)</u>

ITEM	SWORN COST
Lot / Land Cost	
Plans / Specs / Permits	
Excavation	
Footings / Foundation	
Backfill / drainage	
Sewer / Water Connection	
Lumber (Frame/Truss)	
Labor	
Roofing	
Siding	
Brick / Masonry Exterior	
Windows	
Plumbing	
Electrical	
Insulation	
Heating / Cooling	
Drywall / Tape / Texture	
Garage / Exterior Doors	
Under-layment	
Flooring	
Painting (Interior)	
Painting (Exterior)	
Interior Doors	
Trim / Finish	
Cabinets / Counter Tops	
Finish Hardware	
Fireplace	
Flat Concrete	
Final Grade	
Landscaping	
Gutters	
Contingency	
Misc Materials	
Misc Labor	
Contractor Fee	
Other	
Other	
Other	

Contractor's Statement
 The undersigned, as contractor of the building at the address shown above deposes and says that the items mentioned include all labor and materials required to complete said building according to plans and specifications, that there are no other contracts outstanding, and that there is nothing due to any person for material, labor or other work of any kind done upon said building other than as stated. The undersigned specifically agrees to pay any unpaid bills for construction or site improvements, to remove mechanics liens should any be filed against said property for materials delivered or labor provided under the direction of the Contractor, and to pay all bills and costs, expenses and legal fees; and to indemnify the BID to bring action to remove the liens or to pay the bills.
 I anticipate construction to take _____ months.
 Dated: _____

 Contractor

Applicant's Statement
 The undersigned as the applicant hereby deposes and says that the foregoing items are for specific portions of the work on said property and building or material entering into the construction thereof, that there are no other contracts outstanding; and that there is nothing due or to become due to any person for material, labor or other work of any kind done upon said building other than as above stated.
 Dated: _____

 Applicant

 Applicant