



Butte-Silver Bow

Urban Revitalization Agency

Mission: The Urban Revitalization Agency (URA) is a tax increment district designated to promote the redevelopment and stimulation of investment within the central business district. The URA is funded by tax increment financing and makes loans and grants for private buildings in the defined Uptown area and invests in other public and private improvements.

Redevelopment Program Funding: The Redevelopment Program consists of both matching grants and loans to eligible applicants. The goal of the Program is to encourage voluntary repair of existing commercial property within the District, along with preserving and promoting the District's rich cultural and historical resources. All loan and grant requests are subject to approval by the URA Board of Directors and fund availability.

Requirements of Funding: Project must be in compliance with the URA Plan (<http://www.bsb.mt.gov/DocumentCenter/View/10824/Butte-Uptown-Urban-Renewal-Plan-2014>). Structures must be located within the boundaries of the URA District. Eligible applicants include the building owner of record or building tenant under lease and with approval of the owner. All taxes on applicant-owned properties within Butte Silver Bow must be current.

Projects must comply with Historic Preservation Guidelines, as appropriate (BSB Municipal Code 2.64.110).

Project must obtain all necessary building permits before approved work is started on a project. (See attached application)

- **Grants:** A 25% matching grant is given at the discretion of the URA based upon review of the applicant's compliance with program objectives, eligibility requirements and eligible construction activities. **No work will be eligible for reimbursement when such work is contracted or performed prior to URA Board approval.**
 - URA participation is a 25% cost reimbursement of eligible costs;
 - The maximum amount of funding awarded to one project in an annual period cannot exceed \$150,000;
 - Monies are paid out after project completion and satisfactory county inspection; and,
 - Grant funds must be utilized within 12 months of the day of award.

- **Loans:** The Loan Program can be utilized independently from grant funds for business/building acquisition, construction, conversion, enlargement, repair, modernization, or development.
 - URA participation will not exceed 70% of the total project or a maximum of \$200,000 – unless determined by the URA Board; and
 - Work with the applicant to achieve a “bankable” project with other funding participants.

Please contact our office for more detailed information and assistance with the loan application process. Karen Byrnes 406-497-6467; kbyrnes@bsb.mt.gov or Pauline Giacomino 406-497-6267; pgiacomino@bsb.mt.gov

- **Events - Festivals:** The URA may co-sponsor events or festivals held in the Urban Renewal District that encourage interest and investment within the URA District and promote cultural and historic resources.
- **Sidewalk Repair or Replacement:** The URA will participate 50% in sidewalk repair and replacement for all property location within the district. The URA Board may exercise a different participation rate at its discretion on a case by case basis related to the costs of vaulted sidewalk repair or replacement.
- **Feasibility Analysis/Best Use Study:** The URA will participate 50% in the costs to conduct Feasibility/Best Use analysis on properties location within the district. The applicant must provide an estimate from a qualified professional, including a detailed scope of services for the board’s consideration. The URA board will consider their participation on a case by case basis. A copy of the final report will be given to the URA for their permanent records.

Guidelines for evaluation:

- Jobs created or retained
- Increased taxes generated
- Successful past performance as necessary
- Opportunities for complementary business development
- Impacts on infrastructure addressed

The URA does not fund:

- Building repairs that are normally covered under property insurance policies
- The entire cost of a project or a phase of a project
- Operating costs of any business
- Non-fixed assets; furniture, fixtures, computers, etc.

District Map (see attached)

**Butte-Silver Bow URA
GRANT APPLICATION**

Date: _____

Applicant Name: _____

Address: _____ Phone: _____

E-Mail Address: _____

Project Address: _____

Project Summary:

****Please note that not all costs submitted may be eligible for grant consideration per the adopted program guidelines – the URA staff will consult with the applicant to determine eligible costs****

Exterior Component Description:

Detail of Exterior Costs:

Windows _____
Doors _____
Roof _____
Façade _____
Porches _____
Sidewalks _____

Eligible Exterior Amount: _____

Interior Component Description:

Detail of Interior Costs:

Electrical _____
Plumbing _____
Heating _____
Cooling _____
Elevator _____
Stairs _____

Eligible Interior Amount: _____

Total Amount Requested: _____

Recommended URA Grant Award: _____

Applicant Signature: _____ Date _____

- * No work will be eligible for reimbursement when such work is contracted or performed prior to URA Board approval.
- * Incomplete or unsigned applications will be returned to the applicant.

A COMPLETE APPLICATION WILL INCLUDE THE FOLLOWING - (please attach documentation when necessary):

- _____ A complete project description, including any phasing as applicable
- _____ Proof of ownership, or owner consent (Tenants must include documentation of owner's consent)
- _____ An itemized project budget, with documentation in support of amounts listed
- _____ Preliminary designs or drawings if applicable
- _____ A documented funding plan for the entire project or phases of the project
- _____ A 15-year or greater warranty for new roofing systems
- _____ Consultation with Historic Preservation Officer and review by Historic Preservation Committee when required according to BSB Municipal Code 2.64.110.
- _____ Consultation with the Building Code Official to determine required permits.
- _____ Current on all Butte-Silver Bow Property Taxes
- _____ Current W-9 on File for Applicant

Project Review Steps:

1. Review application coversheet to determine project eligibility (Staff)
2. Schedule Historic Preservation Review for Redevelopment Projects (Staff)
3. Schedule Building Code Review for applicable permits (Applicant)
4. **Submit all required checklist items to the URA, at least 7 days prior to the posting of the agenda for the next regularly scheduled board meeting** (Applicant)
5. Review and evaluate all submitted items (Staff)
6. Approve or deny project application (URA Board)

Conditions of Award:

No work will be eligible for reimbursement when such work is contracted or performed prior to Board approval.

One architectural estimate or two contractor estimates are required with each application for awards in excess of \$10,000.

All Redevelopment Projects are subject to review by the Historic Preservation Officer and the Historic Preservation Committee.

All Redevelopment Projects must obtain the required building permits as necessary.

Grant funds must be utilized within 12 months of the day of award. If the grant funds have not been expended after 12 months the URA will notify the applicant giving them 14 days notice to either provide invoices for the completed project or a status report detailing project process and a request for an extension. If no correspondence is received within the 14 day time frame – the funds will be rescinded and made available for re-allocation.

Reimbursements for funds committed by the URA will be released after the project is completed, or the agreed upon phase is completed per invoices provided by the applicant.

To be filled out by URA Staff:

Meets URA Threshold Requirements: Yes _____ No _____

Historic Preservation Review (BSB Municipal Code 2.64.110): Yes _____ No _____

Building Code – Permit Review: Yes _____ No _____

Permits Required:
