

**City of Kalispell**

**West Side Urban Renewal District-Core Area Tax Increment Financing (TIF) Application**

(Application must be completed in full with all required documents attached)

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PROJECT INFORMATION**

Business Name: \_\_\_\_\_

Business/Project Physical Address: \_\_\_\_\_

\_\_\_\_\_

Business Insurance Co: \_\_\_\_\_

Tax ID # \_\_\_\_\_

Business Type (Corp, LLC, Partnership, etc.): \_\_\_\_\_

Date business was formed: \_\_\_\_\_

Date of property acquisition: \_\_\_\_\_

Shareholders Name	Address	% Owned

\*A current financial statement for each shareholder involved in the project may be required as well as documentation of financial capacity. (This information will be kept confidential, subject to challenge in a court of law.)

Description of business (product or service provided etc.): \_\_\_\_\_

\_\_\_\_\_

Annual amount of property taxes: \$ \_\_\_\_\_

Current on all property taxes: \_\_\_ Yes \_\_\_ No

If no, explain circumstances: \_\_\_\_\_

**Employment:** Number of retained positions: \_\_\_\_\_ ; Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Number of new positions to be created: \_\_\_\_\_ ; Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Average wage per hour \$\_\_\_\_\_

**Attachment:** Attach an Excel spreadsheet briefly listing and describing the job classifications with the average wage noted by each job classification. Provide a schedule of when the positions are anticipated to be created and filled.

Provide a summary of the fringe benefits provided to employees:\_\_\_\_\_

**Project Architectural Firm:** \_\_\_\_\_

Contact:\_\_\_\_\_

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

Phone:\_\_\_\_\_ E-mail:\_\_\_\_\_

**Project Contractor:**\_\_\_\_\_

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

Phone:\_\_\_\_\_ E-mail:\_\_\_\_\_

Has such contractor or architect ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a construction or development contract within the last 10 years? No \_\_\_\_ Yes \_\_\_\_ If yes, explain:\_\_\_\_\_

**STATEMENT OF QUALIFICATION AND FINANCIAL RESPONSIBILITY**

Has the applicant or any individual or entity affiliated with the development of this project been adjudged bankrupt, either voluntarily or involuntarily, within the past ten years?

No \_\_\_\_ Yes \_\_\_\_ if yes, list date, place, and under what name: \_\_\_\_\_

Has the applicant or any individual or entity affiliated with the development of this project been indicted for or convicted of any felony within the past 10 years?

No \_\_\_\_ Yes \_\_\_\_ if yes, list the date, charge, place, court and action taken for each case: \_\_\_\_\_

**PROJECT EXPENSE WORKSHEET**

Proposed project description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Construction/Rehabilitation Costs:

(If additional room is needed, provide an Excel sheet of expenses)

Explanation: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Explanation: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Architectural Design/Supervision: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Permitting Fees: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Additional Fees: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Additional Fees: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total Project Expense: \$ \_\_\_\_\_

**Attachment:** Attach bids for each proposed project expense

Proposed project schedule with start date and completion date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT FINANCING WORKSHEET**

**Project Financial Lending Institution:** \_\_\_\_\_

Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Total Project Cost:**

Land and Building if recently purchased (5 years): \$ \_\_\_\_\_

Cash invested in recent improvements (5 years):

Explanation: \_\_\_\_\_ \$ \_\_\_\_\_

Explanation: \_\_\_\_\_ \$ \_\_\_\_\_

Explanation: \_\_\_\_\_ \$ \_\_\_\_\_

Explanation: \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Total 'Project Expense' from page 3: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

**Lender Commitments (Include letters of credit or other documentation.)**

Lender	Loan Amount	Interest	Term	Payment/Period
_____	\$ _____	_____ %	_____ yrs	\$ _____ /Month
_____	\$ _____	_____ %	_____ yrs	\$ _____ /Month

**TIF FUNDING REQUESTED**

**(Refer to West Side Urban Renewal – Core Area TIF District Policies for more information)**

**Public Impact Categories:**

\_\_\_\_\_ Shared Utilities Extension: Eligible for a matching grant up to 50% of the project cost, not to exceed \$50,000.

\_\_\_\_\_ Sidewalk Improvement: Eligible for 50% grant match.

\_\_\_\_\_ Tree Placement/Replacement: Up to 100% grant.

**Private Investment Categories:**

*Private investment grant categories, in aggregate, may not exceed 10% of the total project cost.*

*Private investment loan categories, in aggregate, may not exceed \$150,000.*

**Loan Programs:**

\_\_\_\_\_ Façade Improvement: Eligible for loan dollars not to exceed \$50,000

\_\_\_\_\_ Rehabilitation/Code Compliance: Eligible for loan dollars not to exceed \$50,000

**Grant Programs:**

\_\_\_\_\_ Historic Façade Improvement: Eligible for a matching grant up to 50% of project cost not to exceed \$50,000

\_\_\_\_\_ Site Preparation and Demolition: Eligible for a matching grant up to 50% of the project cost not to exceed \$50,000. (Additional grant or loan dollars may be available through the Kalispell Brownfields Program)

\_\_\_\_\_ Technical Assistance: Eligible for grant funding not to exceed \$5,000

**CERTIFICATION**

I (we), \_\_\_\_\_ (please print),  
certify that the statements and estimates within this application as well as any and all documentation  
submitted as attachments to this application under separate cover are true and correct to the best of  
my (our) knowledge and belief.

Name: _____	Name: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

**Return to:**

**City of Kalispell Community & Economic Development Department**

**201 1<sup>st</sup> Avenue East, Kalispell, MT 59901**

**406-758-7713 or 406-758-7738**

**[kthompson@kalispell.com](mailto:kthompson@kalispell.com) or [klammers@kalispell.com](mailto:klammers@kalispell.com)**

**Required attachments:**

- Excel spreadsheet briefly listing and describing the job classifications with the average wage noted by each job classification. Provide a schedule of when the positions are anticipated to be created and filled.
- Bids for each proposed project expense listed on page 3.
- Letters of commitment or documentation from any project lender commitment listed on page 4.