

# Neighborhood Tax Increment District (TID) Policies

## Funding of Complete Applications

Complete applications will be prioritized in the following order:

1. Properties which have not been funded through this program previously will be funded before those which have.
2. If application volume exceeds the funding allocated to the program, each property will be eligible for one grant only; the grant may combine repair and enhancement projects and will not exceed \$10,000.00 in total. Repairs will be funded before enhancements in this scenario.
3. Two contractors per contract is the maximum that will be authorized; anything above two contractors will require a general contractor.
4. If the CDA identifies a focus area, those applications will be funded before other areas.
5. Projects pertaining to life, safety, and code violations will be funded before other repair or enhancement projects.
6. Applicants who previously received funding will be placed onto a waiting list in the order the application was received, considered after all first-time applicants, and processed as follows:
  - a. Exterior projects take precedence over interior projects.
  - b. Repair projects will take precedence over enhancement projects.
  - c. The time the application was received, with applications received earlier taking priority.

## Other rules/policies impacting complete applications

1. Once a contract is drafted, it will not be re-drafted except to correct a staff error. Multiple contracts per property are not permitted.
2. Expired contracts will not be redrafted. The TID applicant is required to request an extension; in no circumstance shall a contract period exceed one year.
3. Projects for repair/enhancement not noted during the staff inspection with the homeowner will not be eligible for funding.
4. Items not directly related to a structure will be considered on a case-by-case basis by the Director and/or Assistant Director of City Development. Example, a tree in the yard will only be removed with the program funds in the event it is impacting utility lines, the foundation, or structure of a home.
5. Structural and weatherproofing systems of a home will be prioritized over other repairs.
6. Landscaping is not eligible for grant funding.
7. City staff will not provide guidance on performed work unless a building permit is required. In that instance, the work will be reviewed on a pass/fail basis only.
8. Final payment to contractors will be done per City policy, which is payment within 30 days of receipt of all necessary information. This includes invoice on company letterhead, full lien waiver, property owner payment authorization form, and copies of all required permits.
9. Determinations of the Director and/or Assistant Director of City Development for items not listed within this document are final.