

BIRD works

City Of Billings

East Billings Urban Renewal District

EBURD

Frontage & Site Improvement Incentive Grant

Information & Application

Applications must be submitted to BIRDworks staff & approved by the Billings City Council prior to the start of construction.
Projects may not start until City Council approval has been received.

Frontage grant awards will be based on a match of up to 1:1 (50% of eligible project costs), with funding not to exceed \$50,000 per project.
Total project cost not to exceed \$100,000.

Frontage & Site Improvement Incentive Grant

Purpose:

The purpose of this program is to provide financial and practical assistance to encourage the rehabilitation, enhancement, and improvement of building frontages and site conditions, including fencing and screening, within the East Billings Urban Renewal District (EBURD) as a catalyst to: (i) eliminate blighted or non-compliant site conditions; (ii) improve safety, security, and site organization; (iii) enhance the appearance and activation of properties from the public street; (iv) attract new businesses, customers, and investment to the district; and (v) positively impact the overall marketability, perception, and long-term revitalization of the EBURD.

In many areas of the EBURD, building façades and site elements are subject to standards intended to achieve a higher level of development quality. This program recognizes that compliance with these standards, along with the need for incremental reinvestment, may result in increased costs and provides a mechanism to support property owners in making improvements that enhance both individual properties and the surrounding district.

Eligible improvements may include visible, public-facing upgrades such as windows, doors, façade enhancements, and exterior lighting, as well as site-related improvements including fencing, screening, and related elements that improve site organization, safety, and visual quality.

Incentive monies are available to property owners, developers, and tenants to encourage a higher level of quality, durability, and design in both frontage and site improvements. Funding is available based upon program criteria, project scope, and available funding.

Recognizing that smaller-scale, targeted improvements can have a meaningful impact on overall district character, the program may provide varying levels of participation based on the type and scope of improvements, with consideration given to projects that deliver clear, visible benefits to the district.

Frontage & site improvement project grant awards will be based on a match of up to 1:1 (50% of eligible project costs), with funding not to exceed \$50,000 per project. Projects eligible for this program shall have a total project cost not to exceed \$100,000. Projects exceeding this threshold shall be directed to the standard TIF application process.

Frontage and site improvement projects must support the goals of the EBURD Urban Renewal Plan and comply with all applicable zoning and design standards. Applicants are encouraged to consider the design aesthetic of the surrounding area and select materials that contribute to a cohesive and improved district environment.

This program is intended for standalone, small-scale improvement projects. Projects that are part of a larger redevelopment, phased construction, or related scope of work are not eligible for this program and must be submitted through the standard TIF application process.

The City and BIRDworks reserve the right to determine total project scope and eligibility based on the overall intent, timing, and relationship of improvements.

Applicants are reminded that grant awards made through the EBURD are discretionary in nature and should not be considered an entitlement. All program criteria contained herein are guidelines for awards, and successful applicants may receive any amount up to the maximum award.

Meeting all criteria does not guarantee funding, and applications may be approved or denied at the discretion of the EBURD Advisory Committee and Billings City Council based on funding availability, competing applications, and overall district priorities.

Eligible improvements:

Eligible frontage and site improvement projects may include, but are not limited to, permanent improvements consistent with EBURD standards, including: repair, replacement, or installation of exterior windows and storefront systems; door and entry improvements, including ADA-compliant access; façade repair or enhancement, including siding, brick, masonry, and exterior finishes; installation or replacement of awnings, canopies, or other architectural elements; exterior lighting improvements; removal of non-compliant or deteriorated façade elements; and fencing and screening improvements, including the removal and replacement of non-compliant fencing, installation of code-compliant materials, and screening of outdoor storage, equipment, or service areas.

Eligible costs may also include associated site work, structural components, and installation activities necessary to complete the improvements.

This list is intended to provide general guidance and is not exhaustive; other improvements may be considered eligible at the discretion of BIRDworks staff, the EBURD TIF Advisory Committee, and Billings City Council, provided they are consistent with the EBURD Urban Renewal Plan and program intent.

All eligible improvements must be consistent with the East Billings Urban Renewal Plan and the allowable uses of Tax Increment Financing as defined in Montana Code Annotated (MCA §7-15-4288), including site improvements, rehabilitation, and activities that support the elimination of blight and enhancement of the district.

Timeframe and application process:

Applicants will be required to seek review and endorsement from the EBURD TIF Advisory Committee. The Committee is comprised of property or business owners within the district, along with one (1) representative each from the City of Billings, Yellowstone County, & School District 2.

Applications will be accepted and reviewed on a rolling basis, subject to funding availability. EBURD TIF Advisory Committee meetings will be convened as necessary based on the receipt of applications. To allow adequate time for review, complete applications must be submitted no less than fourteen (14) days prior to a scheduled meeting in order to be considered. Applications received after this deadline will be deferred to the next available meeting.

Applications will be reviewed by BIRDworks staff and presented to the EBURD TIF Advisory Committee at the next scheduled meeting. The Committee will evaluate applications based on program criteria, alignment with the EBURD Urban Renewal Plan, and overall project impact. Projects recommended for approval by the EBURD TIF Advisory Committee will be forwarded to the Billings City Council for final approval or disapproval at the next available Council meeting. All applicants will be notified of the status of their application through written communication from BIRDworks staff.

Award recipients will receive a Development Agreement outlining the amount of incentive funds awarded and any conditions required for reimbursement. Applicants must return a signed copy of the Development Agreement prior to the commitment of funds.

Projects receiving TIF assistance through a Development Agreement with the City of Billings may be subject to prevailing wage requirements pursuant to Montana Code Annotated (MCA §18-2-401 et seq.). Applicants are responsible for ensuring compliance with all applicable labor laws and regulations as a condition of funding.

Every effort will be made to facilitate every complete application through the entire process within each monthly grant cycle. Incomplete applications may extend the process

Release of Funds:

It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to BIRDworks by the award recipient. The project must be completed essentially as presented to the TIF Advisory Committee in order to receive payment.

Incentive funds will be paid out according to the following criteria:

1. Applicants must submit copies of all required building permits.
2. Payment documentation must be submitted to the BIRDworks office at 319 N. 14th St
3. Incentive awards will be paid upon completion of the project.

Acceptable documentation is defined as PAID invoices, statements, or schedule of values from vendors, contractors, or consultants clearly detailing the work completed for the project.

Encumbrance Policy:

Applicants receiving funding under this program during the course of a given fiscal year (July 1 through June 30) are eligible to carry forward/encumber unexpended funds for a maximum of one additional fiscal year if all effort has been made to begin the project in the initial year; and/or when circumstances related to weather, construction season, etc. prohibit the completion of the project. Applicants must advise BIRDworks by June 1st if they will be requesting an extension of their project schedule.

Disclaimer:

BIRDworks, Inc., its committees, partners and or affiliates are not responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Urban Renewal Project Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

Properties under the same ownership shall not be eligible for funding under this program or any other EBURD Tax Increment Financing (TIF) assistance program more than once within a three (3) year period from the date of City Council approval.

EBURD

East Billings Urban Renewal District

Frontage & Site Improvement Program Application

Applicant Information

Date _____

Applicant Name: _____

Address: _____

Phone/Email: _____

Project Information

Project start date: _____

Project projected completion date: _____

Project Address: _____

Description of Proposed frontage improvement/How does this project support the EBURD Urban Renewal Plan?: _____

Do you own lease the subject property

Eligible Improvements (check all that apply)

- Frontage Improvements
- Fencing
- Landscaping
- Lighting
- ADA Improvements
- Site Improvements

Estimated Project Costs

Category	Estimated Cost
Façade Work	\$ _____
fencing/screening	\$ _____
landscaping	\$ _____
lighting	\$ _____
ADA Improvements	\$ _____
Site Improvements	\$ _____
other	\$ _____
Total project cost	\$ _____

Funding Summary

Total Project Cost (not to exceed \$100,000): \$ _____

Private Match: \$ _____

Requested TIF Reimbursement (max \$50,000): \$ _____

Required Attachments

- Current photos of the site (before photos)
- Site sketch showing fence and gates
- Itemized contractor quote(s) or vendor estimates
- Permits or permit plan (if applicable)
- Property owner approval (if applicant is a tenant)

I certify that the information provided is accurate. I understand that no work may begin prior to final approval and a signed grant agreement, and that reimbursement is contingent on completion, inspection, and submission of required documentation.

Applicant Signature: _____ Date: _____

Property Owner Signature (if required) _____ Date: _____