

**MISSOULA REDEVELOPMENT AGENCY**  
**WORKFORCE HOUSING PILOT PROGRAM APPLICATION**

For the purposes of this application, workforce housing is defined as income qualified housing that is attainable for households earning between 60-140% Missoula County Area Median Income (AMI), consistent with language included in Montana House Bill 819. Income qualified workforce housing includes an affordability period that is guaranteed through an acceptable method described in the Workforce Housing Program Guidelines.

**APPLICANT INFORMATION**

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

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Project Name: \_\_\_\_\_

Urban Renewal District: \_\_\_\_\_

If property owner is not the applicant, please provide the following contact information and provide owner's written permission to carry out the project:

Property Owner \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If the applicant is not an individual doing business under his/her own name, please check the applicant's ownership type below and list the state where the entity is registered:

\_\_\_\_ A corporation

\_\_\_\_ A non-profit or charitable institution or corporation

\_\_\_\_ A partnership known as \_\_\_\_\_

\_\_\_\_ Other (explain) \_\_\_\_\_

## PROJECT INFORMATION

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

Address (if no address, please include legal description): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

What is applicant's role in the workforce housing project?:

What type of workforce housing assistance is needed for the project? Unless the MRA Board approves an exception, applicants are only eligible for **one** of the options below.

- |                            |  |                      |       |
|----------------------------|--|----------------------|-------|
| 1. Acquisition             | <input type="checkbox"/> yes <input type="checkbox"/> no | Funding requested \$ | _____ |
| 2. Soft costs              | <input type="checkbox"/> yes <input type="checkbox"/> no | Funding requested \$ | _____ |
| 3. Construction gap        | <input type="checkbox"/> yes <input type="checkbox"/> no | Funding requested \$ | _____ |
| 4. Interest rate reduction | <input type="checkbox"/> yes <input type="checkbox"/> no | Funding requested \$ | _____ |

How many income qualified workforce housing units will be created or improved if this funding request is approved by the MRA Board? \_\_\_\_\_

How will the project be impacted if the above funding is not approved?

Anticipated construction schedule: Start \_\_\_\_\_ End \_\_\_\_\_

Are you applying for assistance from another MRA program? If so, please summarize the requested assistance:

## DEVELOPMENT TEAM EXPERIENCE AND CAPACITY

If known, please list below the team members handling design, construction and property management:

**Project Design Firm:** \_\_\_\_\_

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

Representative Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Project General Contractor** (must be licensed to do business in Montana and City of Missoula:

\_\_\_\_\_

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

Representative Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Manager:** \_\_\_\_\_

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

Representative Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Past Projects and MRA Involvement

Please identify any housing or mixed use projects the applicant or applicant's design firm/general contractor/property manager have undertaken in Missoula, including any with MRA involvement:

## PROJECT NARRATIVES

**Description of Project** Provide a written description of the project that details the housing component, as well as any commercial space, open space, and parking. Please include the number of housing units (breakdown the number of market rate and income restricted units), unit square footage, number of bedrooms, number of floors, and whether the units will be for rent or for sale.

**Program Goals** How does the project address one or more goals listed in the Workforce Housing Program Guidelines (see Appendix A on page 7)?

**Target Market** Who is the target market for the workforce housing project? What income range will it serve, between 60-140% AMI, if known?

**Tenant Relocation** Will existing tenants be dislocated because of the project? Yes No

If yes, describe how they have been or will be appropriately relocated, including any notice provided to the tenants prior to relocation.

**Design Excellence.** All projects assisted by MRA must, depending on the project location, either complete the required Design Excellence Standards Review associated with City zoning or, if it is not subject to zoning review, provide a brief narrative as to how the design successfully meets the intent of the [Design Excellence Guidelines](#). Either document shall describe the exterior materials to be used, including use of durable, long lasting materials.

**Deconstruction/Removal of Structures.** If the project request includes removal of structures, it must be done in accordance with MRA's [Demolition Alternatives Policy and the City's Deconstruction Guide](#). Provide a brief narrative on how the building will be removed and where the materials will go. If deconstruction is not possible, the project architect or engineer must explain in writing why it is not feasible and what alternatives were investigated. All projects must describe how unwanted construction materials will be treated.

**Recycling.** If not already addressed above in program goals, please describe how recycling will be encouraged for the tenants or homeowners of the workforce housing project:

## AGREEMENTS AND ATTACHMENTS

- Are you aware that if the MRA Board approves funding for your project that a deed restriction, use restriction, Community Land Trust or other acceptable legal mechanism will be used to guarantee long-term affordability of the housing units funded with TIF? Yes \_\_\_ No \_\_\_
- Please attach project renderings, unit layouts, and a site plan.
- Please attach the most recent project proforma. For rental projects, please include an operating proforma that details income, expenses, and debt service.
- [Detailed Budget Worksheet - Excel File](#)

**PROJECT COSTS AND FINANCING**

**Prevailing Wage** If TIF funds contribute to the soft costs for workforce housing construction or improvements, acquisition, or direct investment in construction, state prevailing wage rates must be paid to all contractors working on the TIF funded portion of the project.

Do you have a construction cost estimate from a builder for the housing component of the project?  
Yes \_\_\_ No \_\_\_

If yes, what is the estimate? \$ \_\_\_\_\_

Date and source of estimate: \_\_\_\_\_

Does estimate assume prevailing wage rates for the TIF funded portion of the project? Yes \_\_\_ No \_\_\_

**Signature of Applicant:**

**Information in the above application is true and accurate as of the date of submittal:**

\_\_\_\_\_  
**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

*Appendix A: Goals of the Workforce Housing Program*

- Expand workforce housing supply in the URDs, both rental and home ownership
- Encourage creation of more mixed income developments in Missoula
- Implement City equity goals: build and preserve a diversity of unit types and sizes that align with market needs
- Implement City housing goals
- Implement City climate goals, including with building materials, energy efficiency, renewable energy, and site design
- Encourage infill development
- Encourage use of durable, long lasting materials (referenced in existing TIF grant application)
- Leverage other incentive programs or partnerships, if available