



CITY OF SAN ANTONIO  
**NEIGHBORHOOD & HOUSING  
SERVICES DEPARTMENT**

Funding Application & Approval Process For  
Projects Within  
Tax Increment Reinvestment Zones (TIRZ)



# TIRZ Information

- TIRZ is a Discretionary Program
  - Subject to TIRZ fund availability
  - Subject to priority of payment (City of San Antonio receives first funding availability, when applicable)
  - TIRZ funding requires TIRZ Board approval and City Council approval
  - Reimbursable program only –not an upfront funding program and not an, “As of Right” funding program



# Eligible Expenses

- **Public Improvements/Infrastructure:**
  - Sidewalks, Streets, Curbs, Lighting, ADA Compliance
- **Structures and Facades:**
  - New Construction, Reconstruction, Demolitions, Remediation
- **Professional Services:**
  - Architectural, Planning, Engineering, and Legal  
(Related to Public Infrastructure and Public Improvements)
- **Organizational Costs:**
  - Environmental Impact Studies, Other Studies

# TIRZ Timeline – Funding Application Initiation to Completion

What  
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Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
<p><b>Developer Concept</b></p> <p><i>Pre-Application Meeting</i></p> <p>Depends on developer and project: How far along in the process is the project? Is the information needed ready, to provide a complete application?</p>	<p><b>Application Submission &amp; Refinement</b></p> <p><i>Submit application</i></p> <p>Is the application complete? Does it answer and include the details needed to understand the proposed project? Is a defined requested dollar amount included?</p>	<p><b>Staff Review/Citywide Canvassing Effort/Steering Committee</b></p> <p><i>Determine eligibility expenses - Staff recommendations</i></p> <p>How much of public improvements/ infrastructure are proposed?</p>	<p><b>Board Meeting</b></p> <p><i>Scheduling is dependent on Board availability</i></p> <p>At this meeting, staff requests funding commitment and authority to negotiate an agreement from the TIRZ Board.</p>	<p><b>Agreement Negotiation</b></p> <p><i>Contract drafting period</i></p> <p>City and Developer negotiate and refine agreement terms and details</p>	<p><b>Potential 2<sup>nd</sup> Board Meeting Contract Consideration</b></p> <p><i>Scheduling is dependent on Board availability</i></p> <p>The Board conducts the final consideration and resolution for the project and approves the Agreement.</p>	<p><b>Item Goes to City Council</b></p> <p>The TIF Unit will prepare the project packet for City Council approval, if approved, project receives ordinance consideration and project then may receive the official ordinance number.</p>	<p><b>Final Signature Period</b></p> <p>Final signatures are gathered for the final Agreement; Developer, City Manager, City Clerk, and City Attorney, the contract then becomes the project's Executed Agreement on file.</p>	<p><b>Project Development</b></p> <p>The project can begin. The TIRZ remains until the zone terminates by the termination period on record. The project may have its' own termination period prior to the TIRZ termination date.</p>

Who  
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<p><b>Developer:</b> Ensure the project ideas are well underway</p> <p><b>Output:</b> An application will be easier to submit</p>	<p><b>Developer:</b> Submit a thorough and complete application</p> <p><b>Output:</b> This will allow staff to review with ease and determine eligible expenses</p>	<p><b>Developer:</b> Ensure to provide speedy responses to project questions</p> <p><b>Output:</b> This will expedite the overall process time.</p>	<p><b>Developer:</b> Ensure to attend the Board Meeting when scheduled</p> <p><b>Output:</b> The Board may approve the project at this time</p>	<p><b>Developer:</b> Ensure to be available as needed</p> <p><b>Output:</b> This will help expedite the project forward</p>	<p><b>Developer:</b> Ensure to attend the 2<sup>nd</sup> Board Meeting when scheduled</p> <p><b>Output:</b> If Board approves, the project will go to City Council for final approval</p>	<p><b>Developer:</b> Ensure to be available as needed</p> <p><b>Output:</b> City Council may approve the project and move it forward for final stages in the process</p>	<p><b>Developer:</b> Expect to be available when needed for the developer signatures</p> <p><b>Output:</b> Signing the final contract ensures the Agreement becomes Executed</p>	<p><b>Developer:</b> Project activity can begin</p> <p><b>Output:</b> Ensure to bill the TIF Unit only for eligible project activity paid for only after City Council official approval</p>
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When  
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1+ Calendar days	1+ Calendar days	On Average, 35 Calendar days, depending on application volume	15 Calendar days to several months	Approximately 90 calendar days	30-45 Calendar days	7-30 Calendar days	Activity can begin	1+ Calendar days
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Time required  
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Average Time From Start to Finish is 6 – 12 Months

# Thank you for your time

## For Questions, Contact the Tax Increment Financing (TIF) Division:

Edgar Olivas, Economic Development Manager: 210.207.7114  
Christopher Folmar, Economic Development Coordinator: 210.207.5498  
Fedra Chapa, Senior Economic Development Specialist, 210.207.3382  
Vacant, Senior Economic Development Specialist, 210.207.5498  
James Shale, Senior Management Analyst, 210.207.8526  
Diana Rosas, Administrative Assistant I, 210.207.6615

*Presented by the TIF Division*



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