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

• TIRZ is a Discretionary Program
  o Subject to TIRZ fund availability
  o Subject to priority of payment (City of San Antonio receives first funding availability, when applicable)
  o TIRZ funding requires TIRZ Board approval and City Council approval
  o 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

**Step 1**
- **Developer Concept**
  - **Pre-Application Meeting**
    - Depends on developer and project: How far along in the process is the project? Is the information needed ready, to provide a complete application?

**Step 2**
- **Application Submission & Refinement**
  - Submit application
    - Is the application complete? Does it answer and include the details needed to understand the proposed project? Is a defined requested dollar amount included?

**Step 3**
- **Staff Review/Citywide Canvassing Effort/Steering Committee**
  - Determine eligibility expenses - Staff recommendations
    - How much of public improvements/infrastructure are proposed?

**Step 4**
- **Board Meeting**
  - Scheduling is dependent on Board availability
    - At this meeting, staff requests funding commitment and authority to negotiate an agreement from the TIRZ Board.

**Step 5**
- **Agreement Negotiation**
  - Contract drafting period
    - City and Developer negotiate and refine agreement terms and details

**Step 6**
- **Potential 2nd Board Meeting Contract Consideration**
  - Scheduling is dependent on Board availability
    - The Board conducts the final consideration and resolution for the project and approves the Agreement.

**Step 7**
- **Item Goes to City Council**
  - 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.

**Step 8**
- **Final Signature Period**
  - 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.

**Step 9**
- **Project Development**
  - 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.

**Developer: Ensure the project ideas are well underway**
- **Output:** An application will be easier to submit

**Developer: Submit a thorough and complete application**
- **Output:** This will allow staff to review with ease and determine eligible expenses

**Developer: Ensure to provide speedy responses to project questions**
- **Output:** This will expedite the overall process time.

**Developer: Ensure to attend the Board Meeting when scheduled**
- **Output:** The Board may approve the project at this time

**Developer: Ensure to be available as needed**
- **Output:** This will help expedite the project forward

**Developer: Ensure to attend the 2nd Board Meeting when scheduled**
- **Output:** City Council may approve the project and move it forward for final stages in the process

**Developer: Ensure to be available as needed**
- **Output:** City Council may approve the project and move it forward for final stages in the process

**Developer: Expect to be available when needed for the developer signatures**
- **Output:** Signing the final contract ensures the Agreement becomes Executed

**Developer: Project activity can begin**
- **Output:** Ensure to bill the TIF Unit only for eligible project activity paid for only after City Council official approval

**Average Time From Start to Finish is 6 – 12 Months**

- 1+ Calendar days
- 1+ Calendar days
- 15 Calendar days to several months
- Approximately 90 calendar days
- 30-45 Calendar days
- 7-30 Calendar days
- Activity can begin
- 1+ Calendar days
Thank you for your time

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

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