

Instructions to Local TIF Annual Report

**The Local TIF Annual Report is prepared for a tax increment financing Plan or Project. Specify whether this Annual Report refers to a Plan or a specific Project within the TIF Plan District.*

Section 1: Description of the Plan and Project

- 1.) Name of the city and/or county that approved the TIF Plan/Project.
- 2.) Identify the official name of the Plan or Project and indicate whether you are reporting on a Plan or Project within a TIF Redevelopment Area. *(See note above)**
- 3.) Period (dates) accounted for in this Annual Report.
- 4.) Name of the person(s) who prepared this Annual Report form.
- 5.) Provide the contact information for the entities involved with this Plan.
 - a) City, county or other public sector agency in charge of the Plan/Project.
 - b) Name of the person(s) in the public sector who can be contacted regarding the Plan.
 - c) Public sector contact phone number.
 - d) Public sector contact fax number.
 - e) Public sector contact e-mail address.
 - f) The company name of the lead private sector developer.
 - g) Name of the lead private sector person who can be contacted regarding this Plan.
 - h) Private sector contact phone number.
 - i) Private sector contact fax number.
 - j) Private sector contact e-mail address.
- 6.) Original date the Plan/Project was approved by city/county entity.
- 7.) Ordinance number of the original approval of the Plan/Project (if available).
- 8.) Date of most recent amendment to the Plan/Project, if applicable.
- 9.) Ordinance number of the most recent amendment to the Plan/Project.
- 10.) State House District number where the Plan/Project is located.
- 11.) State Senate District number where the Plan/Project is located.
- 12.) Name of the affected school district where the Plan/Project is located.

- 13.) Describe the boundaries of the TIF Plan, and attach a boundary map from the Plan (*e.g. Bound by Linwood Boulevard on the north; Gillham Plaza on the east; 33rd Street on the south; and the north/south alley between McGee and Oak Streets on the west.*)
- 14.) Briefly describe the purpose of the Plan or Project and how this Plan/Project will or has benefited the affected area and the surrounding community. Give a detailed description of what will be constructed within the boundaries of this Plan. Include the land use type and square footage. Also, describe any amenities that will be built within the Plan/Project Area.
- 15.) Describe the current development status of the Plan/Project and provide any clarification which may be needed if the Plan/Project does not fit into the categories provided (*e.g. Has construction begun? Is there a developer? Is the Plan/Project completed?*).
- 16.) Indicate whether the Plan is in a blighted area, a conservation area, an economic development area, or a combination of these areas.
- 17.) Reason the Plan would *not* be feasible without TIF assistance. Circle all applicable reasons.
- 18.) Briefly describe the specific site problems (*financial, environmental, infrastructure, existing site conditions, etc.*) to overcome in order to bring the project to completion.
- 19.) Briefly describe the major public benefit(s) achieved by the Project.
- 20.) Describe the financing agreements or deal structures that were made with the developer and/or the affected taxing districts during the report period. (Use 'See File' if reported prior to the current report)
- 21.) Describe any special agreements with affected Taxing Districts within the TIF Area during the report period. (Use 'See File' if reported prior to the current report).
- 22.) Number of residences that were relocated as a result of this Plan/Project.
- 23.) Number of businesses that were relocated as a result of this Plan/Project.
- 24.) If eminent domain was used, how many parcels were obtained with this process?
- 25.) Identify any new or relocated businesses into the TIF Redevelopment Area during the reporting period.
- 26.) Estimate of the total number of new jobs projected to be created, and the actual number of jobs created to date.

- 27.) Estimate of the total number of jobs projected to be retained as a result of this TIF Plan/Project, and the actual number retained to date.

Section 2: Tax Increment Financing Revenues

- 28.) Current amount of estimated revenues from property taxes in the Redevelopment Area (PILOTs) and taxable sales, earnings, corporate profit and utility taxes (EATs) revenues in the Special Allocation Fund. First, determine the total amount of PILOTs and EATs received since the Plan/Project began. Second, determine the total amount of PILOTs and EATs collected and remaining in the Special Allocations Fund on the report date.

Add the total PILOTs and EATs revenue on hand on the report date on the bottom line.

- 29.) Breakdown of how the PILOTs and EATs have been spent since inception and how they have been spent during this reporting period. Be sure to identify the “Other” expenditures. Total amount paid on debt service (bonds, loans, etc.) since the Plan/Project began and the amount from this reporting period only. Leave blank any line item category not applicable in this reporting period.

- 30.) Total amount of dollars anticipated to be spent on TIF Reimbursable (eligible) costs on within the TIF district. These costs only include hard costs, not interest or bond issuance costs. The reimbursable costs are the costs of the development that are eligible to be repaid with the PILOTs and EATs. Leave blank any line item category not applicable in this reporting period.

Add the total of the line items on the question 30 bottom line.

- 31.) The anticipated Total Project costs (all costs, including non-TIF reimbursable costs) to the city, county, developer, or other entity, to be paid from any source.

- 32.) Indicate the method by which the Plan/Project will be financed.

- 33.) Original estimate of how long it will take to retire bonds and/or payoff any debt.

- 34.) Most recent estimate of how long it will take to retire bonds or payoff any debt.

- 35.) The original certified “Base Year” assessed value for the Plan/Project area.

- 36.) Difference between the certified Base Year value and the current assessed property value.

- 37.) Estimate of the assessed property value of the entire TIF district in the anticipated year the TIF District is to be terminated.
- 38.) Total amount of Economic Activity Taxes for the Base Year. This is the total amount collected in the district prior to the start of the redevelopment district (the previous year amount).
- 39.) Total amount of Base Year PILOTs collected in the district prior to the start of the redevelopment district (the previous year amount).
- 40.) Total amount of EATs anticipated to be collected at the time of district termination.
- 41.) Total anticipated amount of PILOTs to be collected at the time of district termination.
- 42.) Percentage of the EATs captured. The maximum percentage of EATs captured is 50%.
- 43.) Total number of years anticipated to capture the EATS, up to 23 years.
- 44.) Percentage of PILOTs captured. Up to 100% of the increased amount of property taxes from improvements may be captured by TIF.
- 45.) Total number of years anticipated to capture the PILOTs, up to 23 years.