

TIF Plan Collection Form – Modified District Instructions

GENERAL INFORMATION

The TIF Plan Collection Form - Modified District must be submitted with modified tax increment financing plans to the Office of the State Auditor (OSA). This form conveys key information about the modifications. A completed form is required for each modification of a plan for an existing TIF district. A PDF copy of the modified TIF plan must be uploaded and submitted with the form.

A separate form is to be submitted with TIF plans for new districts.

Before you Begin

A [sample form](#) is available on the OSA website for your reference. If you require additional assistance in completing this form, please contact the TIF Division of the OSA at TIF@osa.state.mn.us.

You will need the TIF Plan on hand to enter the proper information into the Plan Collection Form.

Reporting Requirement / Due Date

Minn. Stat. § 469.175, subd. 4a, requires an authority to file a copy of TIF plans and amendments with the Commissioner of Revenue and the OSA within 60 days after the latest of:

1. The filing of the request for certification of the district;
2. Approval of the plan by the municipality; or
3. Adoption of the plan by the authority.

All TIF plans must be prepared and approved in accordance with Minn. Stat. § 469.175.

Downloading and Saving the Forms

The form must be downloaded through the [State Auditor's Form Entry System \(SAFES\)](#). You must have a user name and password to access SAFES. If you need a user name and/or a password or are unfamiliar with SAFES, please refer to the [SAFES Frequently Asked Questions](#) or watch our short [SAFES instructional video](#).

Once in SAFES, click on the Form Status Tab and then select the TIF Tab. Active districts will be listed under the heading: “TIF Plan Collection Form – Modified District.” Click on the link next to the district that was modified to download the form. Downloaded files should be saved to your computer or network and completed offline.

Be careful not to save the file in a temporary location. Once completed, forms must be uploaded through SAFES (described below).

About These Forms

The form is an Excel file containing three tabs (each described in detail below): Home, District Information, and Plan Estimates. Please contact the OSA if you need an alternative format to Excel, such as Open Office.

Certain fields of the Form will be locked and pre-populated with data for the district. If there is incorrect data in any of these fields, please identify the correct information in the comment box or contact the OSA to resolve the issue. All other fields are unlocked and require entry of data for the district, as modified.

Red Messages

Red messages appear in the right margin on each tab of the form. A red message indicates an entry must be made or an error must be corrected before the form will be accepted. Once entry is made or the error corrected, the red message will disappear. All red messages must be eliminated before the form can be uploaded through SAFES.

Uploading the Form

The form and the PDF of the modified TIF plan must be uploaded through the [State Auditor's Form Entry System \(SAFES\)](#). Only one PDF may be uploaded with the form. If a cover memo, resolutions, or other documents are submitted with the TIF plan, combine all relevant documents into one PDF file before beginning the upload. To upload:

1. At the SAFES homepage, enter your username and password. If you submit forms for any other divisions of the OSA, your login information will be the same.
2. Click on the Submit Forms/Documents Tab.
3. Select the collection form (the Excel file) first. Start by clicking the "Browse..." or "Choose File" button. A new window will be displayed. Select the file from the location where it was saved. Once the file is selected, click Open to close the browsing window.
4. Next, select the plan document (the PDF). Click the "Next" button. Browse and select the PDF file of the modified TIF plan and again click "Open" to close the browsing window. Click the "Next" button to begin the upload.
5. Once the submission is complete, the results of your upload will be displayed. If the upload was successful a confirmation number will be provided. In addition, you should receive a confirmation email from SAFES shortly after you upload each file. If you do not want to receive an email confirming your submission, unselect the email confirmation box prior to submitting the form and TIF plan. If the upload failed, the system will indicate that issues must be resolved before the file can be submitted.

If you encounter errors uploading a file, please log out of SAFES and open your form in Excel. Make the necessary corrections so that no red messages remain on the Form. Log back into SAFES and repeat the uploading process.

INSTRUCTIONS FOR COMPLETING THE FORM

Home Tab

The Home Tab contains general information, instructions and links that may be useful for completing the form. This tab also contains a table showing the number of red messages for each tab that must be eliminated before the form can be uploaded.

District Information Tab

The District Information Tab contains or requests important data about the TIF district. Much of this data is populated and locked with previously-reported information that should not change as part of a TIF plan modification, but several lines do require the entry of data about the modification. Populated data should be checked for accuracy. If there is any incorrect data, please identify the correct information in the comment box or contact the OSA at TIF@osa.state.mn.us.

District Information

Line 1 - TIF District Name

This field is locked and populated with the name of the district.

Line 2 - Development Authority

This field is locked and populated with the name of the development authority.

Line 3 - County Where TIF District is Located

This field is locked and populated with the name of the county. If the district spans county borders and is located in multiple counties, select “Yes” on Line 3a and list the other counties in the Comments section of the Plan Estimates tab.

Line 4 - County Identification Number, if any

If there is a county identification number, enter it here. If not, leave the field blank. If a county number was previously provided, this field is populated.

Line 5 - Municipality Approving TIF District

This field is locked and populated with the name of the municipality that approved the district.

Line 6 - City/Town Where TIF District is Located

This field is locked and populated with the name of the city/town where the district is located. If the district spans city/town borders and is located in multiple cities/towns, select “Yes” on Line 6a and list the other cities/towns in the Comments section of the Plan Estimates tab.

Line 7 - District Type

This field is locked and populated with the type of TIF district as stated in the original plan.

Line 8 - Uncodified Law

This field pertains to the original authority for creation of the district, and will be populated with the uncodified law previously provided, if any. This field is locked as this information should not change. If the modification is being made pursuant to special legislation, that information must be reported in the TIF Annual Reporting Form.

Line 9 - Is the small city exception to be used?

This field only pertains to economic development districts and indicates whether the district will make expenditures to assist a qualifying facility under the small city exception. This field typically will not change unless part of the modification was to authorize expenditures under the small city exception, in which case the selection should be changed to “Yes.”

Line 10 - Who drafted the modified TIF plan?

Select the appropriate choice from the menu.

Line 11 - Other

If “Other” is selected for line 10, enter the name of the entity that drafted the modified plan.

Line 12 - Is this TIF district in a fiscal disparities area?

This field is populated and locked as this information should not change.

Line 13 - Option A or B

This field will be populated, but not locked. The election of Option A or B does not typically change. If the municipality made an authorized change to the method of fiscal disparities calculations for the district, the selected option may be changed. For more information, see Minn. Stat. § 469.177, subd. 3.

Original TIF Plan Information**Line 14 - TIF Plan Approval Date**

This field is populated and locked as this information should not change.

Line 15 - Certification Request Date

If this field is already populated, it will be locked as this information should not change. If it is blank, enter a date, if available.

Line 16 - Certification Date

If this field is already populated, it will be locked as this information should not change. If it is blank, enter a date, if available.

TIF Plan Modification Information**Line 17 - TIF Plan Modification Approval Date**

Enter the date that the TIF plan modification was approved by resolution of the municipality’s governing body.

Line 18 - Did this modification include a geographical enlargement?

If the modification increased the geographic area of the district, select “Yes.”

Line 19 - Geographic Enlargement Certification Request Date

If you selected “Yes” for line 18, enter the certification request date, if available.

Line 20 - Geographic Enlargement Certification Date

If you selected “Yes” for line 18, enter the certification date, if available.

Hazardous Substance Subdistrict Information

Line 21 - Did this modification create a Hazardous Substance Subdistrict?

Select “Yes” or “No.”

Line 22 - Hazardous Substance Subdistrict Certification Request Date

If you selected “Yes” for line 21, enter the hazardous substance subdistrict (HSS) certification request date (CRD), if available.

Line 23 - Hazardous Substance Subdistrict Certification Date

If you selected “Yes” for line 21, enter the HSS certification date (CD), if available.

District Duration

Line 24 - Anticipated month and year of first receipt of tax increment (MM/YYYY)

This field is locked as this information should not change.

Line 25 - Has an election to delay the first receipt of tax increment been identified in the TIF Plan?

This field is locked as this information should not change. If the modification added an election to delay prior to the district receiving its first increment, please make a comment box on the Plan Estimates Tab.

Line 26 - Required Decertification Date of the district is based on

This field is locked as this information should not change.

Line 27 - Required Decertification Date

This field is locked as this information should not change.

Plan Estimates Tab

The purpose of the Plan Estimates Tab is to collect the most recent plan estimates for the district. The estimates reported to the OSA must be for tax increment only and must not include other sources and uses of funds.

The estimates required by law to be included in a TIF Plan are:

- The amount of tax increment to be generated by the district;
- The costs of the project including administrative expenses, and interest as a financing cost, which will be paid or financed with tax increments from the district; and

- The amount of bonds to be issued. Note: Pay-As-You-Go Notes and Interfund Loans are included in the definition of Bonds in the TIF Act. See [Minn. Stat. § 469.174, subd. 3.](#)

TIF Plan Estimates

Did this modification change the estimates listed below under the Most Recent Estimates? If any of the plan estimates have changed, select “Yes” and enter the changes below in the New Estimates column. If you select “No,” then do not enter data into the New Estimates column or you will get a red message. If the estimates have not been changed, enter the reason for the modification in the comment box at the bottom of the page.

Estimated Tax Increment Revenues (from tax increment generated by the district)

Line 1 - Tax Increment Revenues distributed from the county

Enter the total estimated amount of tax increment to be received by the TIF district from the county pursuant to [Minn. Stat. § 469.177.](#)

Line 2 - Interest and investment earnings

Enter the total estimated amount of interest and other investment earnings on or from tax increment. Include amounts estimated to be received as interest on repayment of loans and advances.

Line 3 - Sales/lease proceeds

Enter the total estimated amount of proceeds to be received from the sale or lease of real or personal property purchased with tax increment.

Line 4 - Market value homestead credit

The market value homestead credit (MVHC) was repealed and last paid in 2011. Therefore, the total estimated amount to be paid to the district should reflect a known amount through the date of the modification. Enter this amount.

Line 5 - Total Estimated Tax Increment Revenues

This number is automatically calculated. Indicate in the field to the right the first page number of the TIF plan where this information can be found.

Estimated Project/Financing Costs (to be paid or financed with tax increment)

Enter the total estimated project/financing costs identified in either the modified TIF Plan or in the exhibits for the modified TIF plan.

Project Costs

Line 6 - Land/building acquisition

Enter the total estimated amount of tax increment to be spent for land and/or building acquisition for the TIF district.

Line 7 - Site improvements/preparation costs

Enter the total estimated amount of tax increment to be spent on demolition, structure removal, clean-up, grading, and other site-preparation costs for the TIF district.

Line 8 - Utilities

Enter the total estimated amount of tax increment to be spent for installation of utilities, such as sewer and water lines.

Line 9 - Other public improvements

Enter the total estimated amount of tax increment expenditures for the construction of parking facilities (publicly or privately owned), construction of streets and sidewalks (including installation and improvement of curbs, gutters, and streetlights), and other similar public improvements.

Line 10 - Construction of affordable housing

Enter the total estimated amount of tax increment to be spent for the construction of affordable housing.

Line 11 - Small city authorized costs, if not already included above

Enter the total estimated amount of tax increment which may be spent due to the city's status as a small city. For more information, see the Statement of Position [Small Cities' Expanded TIF Powers](#).

Line 12 - Administrative costs

Enter the total estimated amount of tax increment to be used to pay for administrative expenses. For more information, see the Statement of Position [Administrative Expenses](#).

Line 13 - Estimated Tax Increment Project Costs

This field is automatically calculated. Indicate in the field to the right the first page number of the TIF plan where this information can be found.

Estimated Financing Costs**Line 14 - Interest expense**

Enter the estimated amount of interest expense to be paid from tax increment on bonds, loans (including interfund loans), notes, and PAYG obligations. Indicate in the field to the right the first page number of the TIF plan where this information can be found.

Line 15 - Total Estimated Project/Financing Costs to be Paid From Tax Increment

This automatically-calculated total should match the total costs authorized in the TIF plan to be paid with tax increment from this district.

Estimated Financing**Line 16 - Total amount of bonds to be issued**

Enter an estimate of the total amount of bonds to be issued, including notes, interfund loans and PAYG obligations.

Line 17 - Comments

Additional information, questions and comments can be entered in the comment box. For example, if the district is located in multiple counties or more than one city/town, identify the additional counties and cities/towns in the comment box.