Redevelopment Tax Abatement (RTA)
Program Handbook

City of Albuquerque
Metropolitan Redevelopment Agency

www.cabq.gov/mra/tax-abatement

August 2026

SECTION 1. RTA PROGRAM OVERVIEW

The Metropolitan Redevelopment Agency (MRA) seeks to stimulate high-quality development projects that meet the goals of Metropolitan Redevelopment (MR) Area Plans and result in catalytic development with tangible community benefits. The Metropolitan Redevelopment Code enables MRA to provide incentives to private projects that eliminate or prevent the conditions of “slum” and “blight,” and further the objectives of redevelopment goals in MR Areas.

The Redevelopment Tax Abatement (RTA) program is a tax incentive provided by MRA that “freezes” property taxes at pre-development levels, thereby “abating” increases in taxes on the property for a 7, 10, or 14-year term. The specific purpose of the RTA program is to attract developments that revitalize vacant, abandoned, and disinvested properties across all MR Areas in the city of Albuquerque.

The RTA program accepts project applications on a rolling basis. The abatement period depends on the type of project, the degree of alignment with community goals and benefits, and the financial gap. While an RTA must be approved before project construction is completed, the RTA will not go into effect until after a project receives a certificate of occupancy, allowing the developer to receive the maximum benefit in the length of the RTA term.

To effectuate the RTA, the City is deeded the property, and leases the property back to the original owner for the abatement period. If the project involves financing, the City will subordinate its title position to lenders in the terms of the lease. During the RTA term, property owners pay the pre-development property tax amount as a Payment In Lieu of Taxes (PILT) to the County Treasurer and an annual administrative fee to MRA. At the close of the abatement period, the property will be deeded back to the original owner, who will be required to pay the full assessed value property tax amount for the subsequent tax years.

The RTA for any development, including the term length, lease, and lease-back agreements, must all be approved by City Council.

SECTION 2. RTA PROGRAM PRIORITIES

All applications must meet the standard threshold and evaluation criteria as described in SECTIONS 3 AND 4 of this Handbook. If an application is for an extended RTA period (10 or 14 years, the project MUST meet additional threshold criteria and provide additional application information. Below is a table outlining general review criteria for each of the RTA terms.

The applicant must declare at the time of submittal which RTA period is being requested. Extended RTA applications that are incomplete will either not be reviewed until they are complete or will be recommended only for the standard 7-year abatement period, provided the submitted application materials demonstrate that the project meets the minimum 7-year threshold requirements.

Table 2.1: RTA PROGRAM PRIORITIES			
Project Characteristic	7-year (Standard)	10-Year (Extended)	14-Year (Maximum)
Housing or Infill Priorities	Market-rate Housing; industrial, commercial or retail-only uses.	Moderate Affordable/Workforce Housing (<50% of units at or below 80% AMI), OR meaningful missing-middle infill.	Substantial Affordable/Workforce Housing (>/= 50% of units at or below 80% AMI), OR exceptional missing-middle infill. OR residential/mixed-use conversion of existing structure.
Community Benefit Score (out of 160 total points)	40+ points (minimum).	At or above 55 points; meaningful benefits across multiple categories.	At or above 65 points; High score across most categories; demonstrably exceptional public return.
Project Type	Any qualifying use that meets the threshold and MR Area Plan	Mixed-use, local/diverse-owned business, moderate-income housing, quality jobs in priority corridors.	Brownfield remediation, high sustainability score, OR high-wage/economic-base jobs in appropriate districts.
District Alignment	Aligns with at least one priority in the MR Plan.	Aligns with multiple priorities in the MR Plan.	Identified by the MR Plan as a catalyst or priority project type for the district.
Financial Feasibility	Financial Summary shows standard stabilization and ROI terms.	Financial Summary shows >7-yr stabilization or lower ROI due to complexities of project or increased community benefit commitments or demonstrates another financial gap	Financial Summary shows >7-yr stabilization or low ROI due to complexities of project, increased community benefit or affordable housing commitments, or demonstrates a substantial financial gap.
Developer Track Record	2+ development projects completed.	3+ comparable projects completed; demonstrated capacity to attract capital.	>3 comparable projects completed in last 7–10 years. Strong, sustained track record; relevant institutional or public-incentive experience.
Completion Timeline	36-month completion plan.	Preference for 18–30 months completion plan.	Preference for 6–18 months completion plan.

SECTION 3. RTA PROJECT THRESHOLD CRITERIA

To qualify for the RTA program for 7, 10, or 14 years, a project must meet the criteria outlined in this section. There are no exceptions to these criteria.

A. MR Area. At the time of application, projects must be located in a designated Metropolitan Redevelopment (MR) Area with an approved Metropolitan Redevelopment (MR) Area Plan. A map of MR Areas can be found here: https://www.cabq.gov/mra/redevelopment-areas.

B. Site Control. At the time of application, the Applicant must provide proof of site control in the form of a deed, long-term lease (at least double the tax abatement term), or an exclusive option to purchase/lease that expires no sooner than six months after submitting the application for the RTA.

C. Minimum Project Size. The project must meet the following economic impact criteria:

- Minimum hard construction costs for the project of at least $1 million; **AND**
- A minimum of eight residential units are created (new or converted from a different use); OR
- A minimum of 5,500 sq. ft. of commercial space is created or put into active use.

D. Community Benefit. A project must achieve a minimum Community Benefit score based on the length of the RTA term requested:

- 7 years = 40 points
- 10 years = 55 points
- 14 years = 65 points

The applicant must complete the Community Benefit Matrix and provide their own score and supporting materials required by the matrix. After application submittal, MRA will complete its own review and provide an independent score for the project. If there is a difference in the scores, MRA will advise the applicant if the RTA term requested is affected.

SECTION 4. RTA EVALUATION CRITERIA

The evaluation criteria below must be fulfilled by the Applicant. MRA staff will review and score the project based on the following criteria to make a recommendation on the RTA application to the deciding body.

Standard Criteria for ALL RTA applications:

A. Alignment with Metropolitan Redevelopment Code. The applicant must demonstrate that the proposal meets the Metropolitan Redevelopment Code (MR Code) objectives for the **removal of "slum" or "blighted" conditions**.

> *In general, "Slum area" means an area with numerous dilapidated or deteriorated buildings, improvements, structures, and infrastructure.*

In general, "Blighted area" means an area with a substantial presence of deteriorated or deteriorating structures, inadequate, inaccessible, unuseful, insanitary, or unsafe conditions, deterioration of site or other improvements, lack of adequate housing facilities, low levels of commercial or industrial activity or redevelopment, or any combination of such factors, that substantially impairs or arrests the sound growth and economic health and well-being of the area.

Refer to Current New Mexico Statutes Annotated 1978 (see §3-60A-4-H and -I NMSA 1978) on NMOneSource.com for complete definitions to determine if the proposed project qualifies. MRA also provides examples on their website of "slum" and "blight" conditions that could be addressed through redevelopment projects: https://www.cabq.gov/mra/blight-matrix.

B. Alignment with MR Area Plan. The proposal must further the goals and objectives of the adopted Metropolitan Redevelopment Area Plan (MR Plan) where the project is located, as outlined in SECTION 5.3 "APPLICATION AND APPROVAL PROCESS" of these instructions. Preference is given to projects that align with multiple goals or are specifically identified as a priority for the area. Please refer to the relevant MR Plan, which can be found at the following website: https://www.cabq.gov/mra/redevelopment-areas.

C. Anti-displacement. Displacement of existing residents and businesses should be avoided. If relocation is necessary (or was before application submittal), the Applicant must provide a relocation plan. This plan can and should include, at a minimum, finding new housing or business locations with the same or reasonably similar characteristics and price points, and providing relocation and rental assistance for a reasonable period after relocation. The plan should include any preference given to the former tenants to reoccupy the new development.

The Applicant should clearly outline this plan in the RTA Application Narrative, AND subtract the required points from the Community Benefit Matrix.

D. Design. RTA projects must meet enhanced design criteria of high-quality projects recognized as exemplary:

- Buildings shall have exterior building materials and colors that are aesthetically pleasing and compatible with the overall site plan and surrounding area. Construction materials shall provide variation in color, texture, and scale (see APPENDIX I for suggested color palettes);
- The development must meet the strictest of the Design Standards in the City's Integrated Development Ordinance (IDO) applicable to the proposed use of the structure, regardless of zone district, as follows:
    i. Residential, Multi-family and Mixed-use see IDO Subsection 5-11(E)
    ii. Non-residential see IDO Subsection 5-11(F)
    iii. Industrial see IDO Subsection 5-11(G)

Note: MRA, at its discretion, may require reasonable enhancements or changes to the proposed project materials, colors, and façade design to meet the community character and design goals of the applicable MR Plan, above and beyond the IDO requirements.

E. Applicant Experience. Applicant teams must demonstrate a record of successfully financing, constructing, and managing projects of a similar type and size. Applicants must describe their history of successfully completing projects in the Application Narrative, and complete the Applicant Experience Matrix (**Appendix D**). MRA, at its discretion, may request letters of reference. Each increasing RTA term requires increasing levels of applicant experience:

- 7 years = at least 2 similar projects
- 10 years = at least 3 similar projects
- 14 = >3 similar projects and sustained track record

F. Financial Feasibility and Project Readiness: Each RTA application must include a completed financial analysis summary sheet (**Appendix G**) and a written overview of the financial feasibility of the project. The applicant must include any funding sources already secured or the timeline for securing funding, and how any obstacles to financing the project will be overcome. If the project has a financial gap, the applicant should include a gap analysis and describe how the approval of the RTA will fill that gap and contribute to the feasibility of the project (also see "But For" analysis below).

Priority is given to projects that are "shovel-ready," meaning all required entitlements, completed construction drawings, and financing commitments are in place. Projects that have a demonstrable financial gap with strong alignment to the MR Plan and provide multiple community benefits are stronger candidates for extended RTA terms.

Criteria for Extended RTA applications (10 or 14 years):

The additional evaluation criteria below MUST also be satisfied by the Applicant to be eligible for any extended RTA Term. MRA staff will review and score the application submission. For projects with construction costs of $10 million or more, MRA will request additional third-party financial analysis and recommendations on the project's feasibility.

G. "But For" Analysis. Projects awarded extended RTA terms must demonstrate that the project would not be possible "but for" the development incentive provided by MRA. Applicants should describe in detail why the project would not be possible without the requested tax abatement term, including detailed financial projections showing that the project would not be feasible (i.e., could not be built or "pencil"). The financial gap analysis should also include the loan-to-value (LTV) ratio. Projects with an 80% or above LTV may be considered to have a financial gap. Projects with an LTV below 80% will not be considered to have a financial gap, unless another financial hardship is demonstrated.

The applicant should explain why the project, if awarded the extended RTA, will benefit the community in a way that would not otherwise be possible without the longer abatement term. This may include additional community benefits points attained or reductions in tenant rents (or other associated costs after completion that will be lowered) as a result of the RTA award.

MRA staff will consider the merits of the additional community benefits and the extent of the financial gap when determining if the project meets the required "but for" analysis. If the financial gap may be filled by a lower abatement period than requested, MRA staff will recommend the lower term to the decision-making bodies, unless the project overwhelmingly meets additional program criteria and community benefits that make the project eligible for the higher RTA term.

H. Extended RTA Program Goals. The applicant must explain how the proposed development meets the additional evaluation criteria and the program priorities for the extended RTA term requested, referring to the **RTA Program Priorities** in **Table 2.1 (Section 2)** of this handbook. Preference will be given to projects addressing multiple program priorities as well as multiple conditions defined in the MR Code (See **Section 4.A**). The following decision-making chart is designed to help applicants understand how MRA will prioritize projects, but does not guarantee a recommendation of approval for a specific term. While the specific characteristics and descriptions in the table below may be adapted on a case-by-case basis, MRA will follow the overall category priorities and alignment to RTA preference tiers when making its recommendation.

Table 4.1 MRA RTA DECISION-MAKING MATRIX

✓	Category	Positive Attribute Description Alignment to MRA goals and policies	Tier Weight
☐	**Substantial Affordable Housing**	50% or more of units at or below 80% AMI, <u>OR</u> significant missing-middle infill in a housing-priority district	**14-Year**
☐	**Brownfield, Sustainable Redevelopment**	Documented brownfield site with environmental remediation OR substantial sustainable design (LEED equivalent or local green standard).	**14-Year**
☐	**High-Wage Economic-Base Project**	Employer commitment to quality jobs in fields such as advanced manufacturing, tech/AI, biomedical, clean energy, <u>OR</u> Tribal enterprise that brings new dollars into the regional economy with wages above the area median.	**14-Year**
☐	**Catalyst Project in Priority District**	Located in a priority census tract - Opportunity Zone (OZ) or New Market Tax Credit (NMTC) Deep or Severe Distress tract - AND identified by the MR Plan as a catalyst or priority opportunity.	**14-Year**
☐	**Historic Preservation or Residential Conversion**	Adaptive reuse of historic structures with preservation of character-defining features <u>OR</u> conversion of a non-residential structure to residential use.	**14-Year**

Table 4.1 MRA RTA DECISION-MAKING MATRIX			
✓	Category	Positive Attribute Description Alignment to MRA goals and policies	Tier Weight
☐	**Substantial Financial Gap**	Project demonstrates a substantial financial gap (e.g., well-above 80% loan-to-value ratio) that can only be closed with maximum RTA term.	**14-Year**
☐	**Moderate Affordable Housing**	Less than 50% of units at or below 80% AMI OR meaningful missing-middle infill.	**10-Year**
☐	**Mixed-Use with Placemaking**	Residential + ground-floor commercial OR significant placemaking (art, streetscape, public realm) elements.	**10-Year**
☐	**Local / Diverse-Owned Anchor**	Local- or diverse-business-owned developer, OR anchor tenant that is a certified small/diverse business.	**10-Year**
☐	**Quality Job Creation**	Creates permanent jobs above area median wage with documented hiring plan.	**10-Year**
☐	**Moderate Financial Gap**	Project demonstrates a moderate financial gap (e.g., at or above 80% loan-to-value ratio) that can be closed with 10-yr RTA term.	**10-Year**
☐	**Documented Blight Removal**	Removes a documented blighted condition (vacant, deteriorated, code-violating, or environmentally compromised).	**7-Year**
☐	**MR Plan Alignment**	Project use and design align with the adopted Metropolitan Redevelopment Plan for the MR Area.	**7-Year**
☐	**Strong Developer Track Record**	At least 2 comparable projects completed in the last 7–10 years with documented on-time, on-budget delivery.	**7-Year**
☐	**Secured Capital Stack**	Project capital secured (term sheets, lender commitments, equity LOIs).	**7-Year**
☐	**No Financial Gap**	Project does not have a financial gap but still meets all other criteria for a 7-yr RTA term.	**7-Year**

SECTION 5. APPLICATION AND APPROVAL PROCESS

After receipt of a complete application, RTA projects may take three to five months to receive full approval. Approval is a multi-step process that includes at least three public hearings and final approval by City Council.

1. Pre-Application Meeting. A meeting with MRA staff prior to application submittal is required. Applicants should bring preliminary design plans (e.g., site and floor plans, rendering, elevations) to the meeting. Staff will review the proposal, its eligibility for an

RTA, and discuss potential concerns or limitations. MRA staff will follow up with a written summary of the pre-application meeting.

2. Meeting with Relevant Neighborhood Association(s). While ***not required***, MRA staff recommends that the applicant request a meeting with all neighborhood associations within 660 feet of the project site before application submission. Meeting with the neighborhood associations early can prevent delays to the decision-making process by answering questions or making design changes that appease community concerns before any public hearings.

Neighborhood association contact information may be found at: https://www.cabq.gov/office-of-neighborhood-coordination/resources

3. Application. A complete application includes all the elements listed in the checklist in SECTION 10 of this Handbook and the RTA APPLICATION INSTRUCTIONS guide. All the required materials and attachments must be submitted for the RTA Application to be deemed complete. Additional required materials listed in the Application Appendices at the end of this Handbook, such as the Community Benefit Matrix, are found on MRA's RTA webpage: https://www.cabq.gov/mra/tax-abatement.

After MRA staff has confirmed receipt of the RTA application, it will be reviewed for completeness. Staff will send a written confirmation to the applicant with the status of the application and any materials that are missing. Acknowledging that an application is complete does not imply that MRA staff will recommend approval of the application to the ADC or will recommend the approval of the same RTA term requested by the applicant.

RTA applications will be reviewed and scored based on the program objectives and the strength of the application in the review and evaluation criteria discussed in SECTIONS 2 THROUGH 4 of this Handbook. The required Application Narrative is described in the RTA APPLICATION INSTRUCTIONS guide and must address how the proposal meets each threshold and review criteria for the RTA term requested. The Application Narrative should be concise, but thoroughly respond to all prompts.

The staff recommendation will be discussed with the applicant prior to the first public hearing.

4. Albuquerque Development Commission Public Hearing. The Albuquerque Development Commission (ADC) has the authority to make a recommendation on the project to City Council. The ADC meeting is a public hearing. MRA will prepare a staff report for ADC with a recommendation on the project.

Prior to the ADC meeting, MRA will notify all property owners within 100 feet and recognized neighborhood associations within 660 feet of the development site by mail or email that an RTA application has been received, including a description of the project, and the date and time of the public hearing.

A representative of the applicant must attend the ADC meeting, be ready to present information on the project, listen to public testimony, and answer questions from ADC Commissioners. Based on the information provided during the hearing, the ADC may make a recommendation to City Council, modify conditions of approval, or continue the item for further discussion. Projects recommended for denial by ADC will not move to the next step of the approval process.

(The ADC meets in person on the third Thursday of each month. The schedule can be found here: https://www.cabq.gov/mra/albuquerque-development-commission).

5. City Council Approval. City Council has final approval authority over RTA projects. ADC-recommended projects will first be heard at City Council's Finance and Government Operations Committee (FGO) meeting. FGO will issue a recommendation to the full City Council (Do Pass, Do Not Pass, or No Recommendation). The City Council will consider the RTA request at the next possible full Council meeting and render a decision (Approve, Deny, or Defer).

Councilors may request presentations from staff and the applicant during public meetings, but they are not always required. A representative of the Applicant must be present at both the FGO and full City Council meetings.

6. Building Permit Approval. Concurrent with building permit submittal, the Applicant must provide MRA with a complete set of construction plans and any other outstanding requirements in the Conditions of Approval to ensure compliance with project approval, including the Community Benefits Matrix.

- **NOTE:** It is *recommended* that final RTA approval be received before the initiation of construction. Any pre-development or construction activity costs incurred by the developer before final City Council approval of the RTA are at the sole risk of the developer. (See **APPENDIX H**)

SECTION 6. RTA LEASE & COMPLIANCE

In order to facilitate the tax abatement, the City must be deeded the property. The City will lease the property back to the Applicant for the RTA tax abatement period, ending December 31 of the last RTA-term year. The execution of lease *Transaction Documents* (see **SECTION 7**) is contingent upon the Applicant meeting all requirements outlined in the application and the inclusion of all components that earned application points in the Community Benefits Matrix, as well as conditions of approval as described below. MRA will negotiate subordination clauses to satisfy lenders.

The applicant/developer is responsible for the recording fees associated with the Transaction Documents, as well as the lease preparation fee due to MRA (see **SECTION 8**).

Post-Award Compliance & Lease Terms:

A sample of the lease agreement is available on MRA's RTA webpage. This lease serves only as an example, and the City reserves the right to amend the lease prior to execution. Amendments may include, but are not limited to, claw-back provisions for community benefit commitments presented in the application and compliance with conditions of approval, such as:

- For projects that include a ground-floor commercial or retail component, conformance with administration, marketing, or occupancy requirements during the lease period.
- Annual reporting requirements for elements that must be maintained during the RTA term (e.g., percentage of units at or below 80% AMI, job quality commitments), and which may be included as potential default provisions in the lease agreement.
- Any other conditions of approval or important progress markers, such as groundbreakings and ribbon cuttings.

SECTION 7. ABATEMENT TIMING

The timing of when the Applicant applies for an RTA and when the entity executes an RTA Lease are very critical and can influence the value of the tax abatement. The following is an outline of key timing considerations:

- It is recommended that, at the very least, the ADC make a recommendation to City Council before the initiation of any building permit submittal or pre-construction site preparation to ensure any Conditions of Approval have been contemplated in the design.
- Projects must have Certificate of Occupancy no later than 3 years after City Council approves the RTA Resolution, and before the City will execute the RTA *Transaction Documents*, at the MRA's sole discretion.
- The *Transaction Documents* (i.e., warranty deed and lease) must be executed and recorded with the Bernalillo County Clerk. It is important to note that any replats or subdivisions of the property must be recorded by the Applicant before the *Transaction Documents* may be filed. It is the responsibility of the Applicant to provide MRA with the correct and complete legal property description for the *Transaction Documents*. Incorrect property descriptions may result in the property being assessed before the RTA takes effect.
- *Transaction Documents* must be executed and recorded after construction completion, but no later than December 31st of the year construction is completed to avoid assessment of the fully developed value of the property by the County Assessor. The property owner must give the City at least a 45-day notice to prepare the documentation.

The chart below outlines how property taxes will be abated based on when the RTA lease is executed.

Table 7.1 TAX ABATEMENT TIMELINE	
Timeline for the RTA Process.	**Sample timeframe for an RTA Lease executed on or before December 31st.**
The property valuation begins on January 1st of every year. The property tax abatement begins the Tax Year following the date of execution of the *Transaction Documents*.	The *Transaction Documents* must be signed and recorded before December 31st of the year project construction is completed or the property tax bill may be sent for fully developed value. The tax year following December 31st of the year the deed transfer and lease are recorded will be the first tax year that the property taxes are abated.
Payments In Lieu of Taxes (PILT)	The Property Owner will be required to pay an annual PILT. A tax bill equal to the pre-development tax rate will be received, and payments must be made to the County Treasurer accordingly.
The tax abatement will apply for 7 to 14 tax years, depending on the RTA term approved.	On the anniversary of the *Transaction Documents*, no later than December 31st of the last year of the abatement period, the lease expires, and the deed is transferred back to the property owner.
After the abatement period, property taxes will be based on the full taxable value.	On January 1st of the year immediately following the transfer of the deed back to the property owner, the property will no longer be exempt from property taxes on the full assessed value. The property owner will receive a notice of value in the spring and will be required to pay the full property tax bill.

SECTION 8. RTA FEES

A. RTA Application Fees. The chart below outlines the fees that MRA charges directly for the RTA application and processing, based on the RTA term and the building permit valuation declared on the RTA Application Cover Form (Appendix A).

Table 8.1 RTA APPLICATION FEES		
RTA TERM	**Fee**	
7 years	**$4,500**	
	Building Permit Valuation < $10M	Building Permit Valuation >/= $10M
10 years	**$8,000**	**$11,500**
14 years	**$11,500**	**$17,500**

B. RTA Lease and Term Fees. The charts below outline fee amounts and when the Recording, PILT, and MRA lease fees are due, which initiate and maintain the RTA's effectiveness. Recording and PILT fees are paid directly to Bernalillo County. Lease processing and annual administrative fees are paid to the City of Albuquerque.

Table 8.2 RTA LEASE AND ADMINISTRATIVE FEES		
LEASE EXECUTION FEE		**ADMINISTRATIVE FEE**
RTA TERM	**Fee**	**10% Annual Administrative fee based on RTA value. (See calculation below.)**
7 years	**$2,500**	
10 years	**$3,000**	
14 years	**$3,500**	

Table 8.3 TIMING OF RTA FEE PAYMENTS	
Recording & Filing Fees (Initiate the RTA period)	
The RTA Lease Execution Fee is the fee paid to MRA for preparation of the Special Warranty Deed and Lease.	Paid to the City when the lease and deed are filed with the County Clerk. These fees are based on the approved abatement term (See Table 8.2).
RTA Recording Fee is the fee paid to Bernalillo County at the time of recording.	Separate recording fees will be paid for the deed and the lease when they are filed with the County Clerk. Current County filing fees can be found here: https://www.berncoclerk.gov/recording-and-filing/
Payments in Lieu of Taxes (PILT)	**Paid directly to Bernalillo County**
The Payments in Lieu of Taxes (PILT) amount due to the County is equal to the pre-development tax rate.	The PILT due to the County is the total tax amount due in the year the *Transaction Documents* are recorded. Note: The property is reassessed by the County Assessor each year, even though the fully developed value will be abated.
The PILT bill is just like a property tax bill.	Bills will be sent in November and March, with the option to pay the PILT in one or two installments, just like a regular property tax bill. Payments are made to the County Treasurer's Office.
Administrative Fees	**Paid Directly to City of Albuquerque**
The property owner must also pay an Administrative Fee to MRA equivalent to 10% of the abated property taxes.	The formula for the MRA Administrative Fee is as follows: RTA Value: (Total property taxes due w/out RTA) - (PILT) MULTIPLIED BY 10% EQUALS Annual Administrative Fee
The Administrative Fee is paid for each year during the abatement period, and will vary from year to year depending on the value of the abatement.	After the first property tax bills are sent by the Treasurer's office, MRA will calculate the applicable fee and send the owner a separate bill.

The Lease Fee is paid in full to MRA.	The lease fee is paid in full directly to MRA every year before December 31st, unless otherwise agreed to in the lease documents.

For fees paid to Bernalillo County, please refer to the County Assessor, Clerk, or Treasurer websites for instructions.

Fees paid directly to MRA must be paid by check to: City of Albuquerque

Fees can be hand-delivered to the RTA Program Manager
or mailed to:
Metropolitan Redevelopment Agency
Attn: RTA Program Manager
P.O. Box 1293
Albuquerque, NM 87103

If sending by courier:
Metropolitan Redevelopment Agency
Attn: China Osborn
1 Civic Plaza NW
Mail Room
Albuquerque, NM 87102

SECTION 9: DEFINITIONS

"Affordable Housing Means" a residential unit or units available to households at or below 80% AMI, as demonstrated by a restrictive real estate covenant or rent agreement.

"Brownfield Development" means a development project that remediates demonstrated contamination on the land surface, in the ground, or in a structure on the designated development site.

"Development" or "Project" means any redevelopment activity proposed by a single developer entity on one or more legal parcels if those parcels are directly abutting or adjacent.

a. "Directly abutting" refers to contiguous parcels that share at least one property line.
b. "Adjacent" refers to parcels that are only separated by a public or private street, alley, trail, or easement and are directly across or diagonal from each other without passing through another parcel.
c. For projects involving multiple parcels, all minimum threshold requirements for RTA projects must be met, such as minimum project size and Community Benefits points, etc., but may take into account the development across all parcels submitted in the RTA application. To qualify for an RTA on two or more abutting or adjacent parcels, the development must be planned, designed, and constructed as part of a single development project. The lease to effectuate the RTA will not be signed until a certificate of occupancy has been granted for all

aspects of the project on all parcels that were submitted as part of the RTA, unless otherwise determined by MRA.

"Greenfield Development" means a development project on a large development site consisting of a vacant, undeveloped lot (or lots), consisting of a major subdivision only for single-family residences OR is more than 1/2 mile from UC-PT-MS areas in the Comprehensive Plan OR is located in an area without existing water or sewer connections.

"High-wage/Economic-base Jobs" means jobs that pay at or above the area median income OR are identified as priority-sector jobs by the City's Economic Development Department OR contribute significantly to the local economy as evidenced by an independent third-party analysis.

"Infill Development" means any development project on a vacant urban lot that is previously undeveloped, underutilized or abandoned. Infill Development may be on vacant lots in an otherwise developed area or consist of reuse or redevelopment of an existing structure.

"Quality jobs" means jobs that pay above minimum wage and provide benefits, or include participation in a recognized workforce development program or a union (i.e., opportunity for advancement), or other educational benefit (e.g., paid tuition for degrees and certifications).

"Workforce Housing" means a development with residential unit or units available to households at or below 120% AMI, with an overall average of rents available to households at 100% AMI or less, as demonstrated by a restrictive real estate covenant or rent agreement.

SECTION 10: APPLICATION CHECKLIST

The complete annotated RTA Application Checklist can be found in the **RTA APPLICATION INSTRUCTIONS** guide. Below is the condensed outline of all the materials that comprise a complete RTA application.

Standard RTA Attachments:

The following attachments are required for ALL RTA applications:

☐ Complete Application Form (Appendix A)

Use the Building Valuation Data (Appendix B) to complete the project cost

☐ Complete Application narrative (no longer than 10 pages) with required Headings.

☐ Map showing the location of the project within the MR Area

☐ Completed Community Benefits Matrix (Appendix C)

- ☐ All required attachments for points in the Community Benefit Matrix (Column F) must be submitted in order for an application to be deemed complete.
- ☐ Applicant Local/Diverse-owned certification or W-9 (Appendix E and/or F) (*optional*).

☐ Design Drawings (with all notes required by Community Benefit Matrix)

- ☐ Site plans
- ☐ Floor plans
- ☐ Elevations of all building sides showing building colors and materials
- ☐ Landscape plans
- ☐ Colored 3-D renderings (*optional*)

☐ Project Completion & Construction timeline with tentative dates:

- ☐ 7-yr RTA: maximum 36-months
- ☐ 10-yr RTA: maximum 36-months; preference given for <24 months
- ☐ 14-yr RTA: maximum 36-months; preference given for <18 months

☐ Financial Analysis Spreadsheet (Appendix G)

☐ Applicant/Developer Experience Matrix (Appendix D)

- ☐ 7-yr RTA: minimum 2 projects
- ☐ 10-yr RTA: minimum 3 projects
- ☐ 14-yr RTA: >3 projects with proven track record

☐ Proof of Site Control

☐ Legal descriptions of all parcels that comprise the project site

☐ Copy of the most recent County Assessor's Notice of Value and Property Tax Bill for all parcels in the proposed project

☐ Summary of Pre-Application Meeting provided by MRA Staff

☐ Acknowledgement of RTA Program Risks & Responsibilities (Appendix H)

- ☐ Applicant Signed Form
- ☐ Property Owner Signed Form (if different from Applicant)

☐ Optional Attachments:

- ☐ Neighborhood Association meeting minutes or written confirmation from the Neighborhood Association that a meeting was attended or was not requested
- ☐ Applicant/Developer Résumés
- ☐ Examples of prior projects (news clippings, memos, etc.)
- ☐ Letters of reference

10-year Extended RTA Attachments:

All of the attachments for a standard RTA, plus the following attachments, are required:

☐ 10-year pro-forma or gap analysis

☐ Accountant or CPA-prepared financial statements or annual reports (including balance sheet, income statement, and statement of cash flows) for the most recent two (2) years for:

- ☐ The parent company or primary operating entity that controls or will provide financial support/guarantees for the Applicant/Project Entity; or
- ☐ The entity that will serve as the primary source of equity or credit support for the project.

☐ Resumes of Key Applicant/Developer team members

☐ *If applicable,* an organizational chart clearly showing the relationship between the project entity and the parent/operating entity(ies).

14-year Extended RTA Attachments:

All of the attachments for a standard RTA, plus the following attachments, are required:

☐ 14-year pro-forma

☐ Project Gap Analysis

☐ Audited or CPA-certified financial statements or annual reports (including balance sheet, income statement, and statement of cash flows) for the most recent two (2) years for:

- ☐ The parent company or primary operating entity that controls or will provide financial support/guarantees for the Applicant/Project Entity; or
- ☐ The entity that will serve as the primary source of equity or credit support for the project.

☐ Letters of commitment or term sheets from all funding sources

☐ Resumes of Key Applicant/Developer team members

☐ *If applicable,* an organizational chart clearly showing the relationship between the project entity and the parent/operating entity(ies).

Application Fee:

☐ 7-year RTA
☐ 10-year RTA
☐ 14-year RTA

Note: **The RTA application fee is due prior to application review.**

APPLICATION APPENDICES

The following Appendices may be found at www.cabq.gov/mra/tax-abatement

Appendix A: Application Cover Sheet

Appendix B: Building Valuation Data (to be used when completing the Application Cover Form)

Appendix C: Community Benefit Matrix

Appendix D: Applicant/Developer Experience Matrix

Appendix E: Application Certification of Woman or Minority Business

Appendix F: Modified W-9 Certification of Local Business

Appendix G: Financial Analysis Spreadsheet

Appendix H: Certification + Acknowledgement of Redevelopment Tax Abatement Program Risks

Appendix I: City Color Palettes (for reference only)

Appendix J: Boilerplate Lease Agreement (for reference only)