



COMMERCIAL IMPROVEMENT GRANT

City of Henderson Redevelopment Agency
240 Water Street, P.O. Box 95050
Henderson, NV 89009-5050
Phone: (702) 267-1515
Fax: (702) 267-1503

FINANCIAL ASSISTANCE REQUIREMENTS & APPLICATION

This program provides Redevelopment Agency (RDA) Funds to assist any property owner(s) or tenant(s) who are interested in upgrading or expanding their business located within the boundaries of the Redevelopment Area.

Please contact 702-267-1515 to schedule an appointment to submit a completed application with the required documents and appropriate signatures to avoid any delays in financial consideration. Please print legibly in either blue or black ink. Please select which redevelopment area your business resides in:

_____ *Downtown* _____ *Eastside*

1. TYPE OF APPLICATION (check one)

- | | |
|----------------------------------|---|
| _____ Facade Improvement Program | _____ Signage Program Award Request |
| _____ Tenant Improvement Program | _____ Check if stand-alone Sign Award Request |
| | _____ Development |

2. PROPERTY INFORMATION

Business Name:
[] Corporation (d/b/a) [] Partnership/LLC [] Sole Proprietorship
Physical Address:
Mailing Address:
City: State: Zip Code:
Phone: Cell: E-mail:
Building Use:

3. APPLICANT INFORMATION

Name:
Mailing address:
City: State: Zip Code:
Phone: Cell: E-mail:

Do you [] Own [] Rent or [] Lease the subject property?
If applicant is not the property owner, owner(s) must complete section 4 and sign the application.

4. PROPERTY OWNER		
Owner name:		
Mailing address:		
City:	State:	Zip Code:
Phone:	Cell:	E-mail:
Are there multiple owners? [] Yes or [] No If yes, provide signatures for each owner.		

5. CONTACT PERSON OR REPRESENTATIVE		
Name:		
Mailing address:		
City:	State:	Zip Code:
Phone:	Cell:	E-mail:

I/We hereby affirm that I/we have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my/our knowledge. The owner invites the City of Henderson (COH) and/or RDA to make all reasonable inspections, investigations, and take pictures of the subject property during the process period associated with the application. I authorize the use of any pictures taken by the COH or the RDA.

I/We have read and understand the selected financial assistance program guidelines, accept the qualification, and understand that in order for my/our request of funds to be approved, I/we must agree to work within and follow the recommendations of the RDA before starting any work on the subject property following approval of the application. I/We must complete, sign, and have notarized a Program Agreement to initiate a date of project execution.

Applicant signature Date

Property Owner signature Date

Property Owner signature Date

PROGRAM APPLICATION REQUIREMENTS & CHECKLIST

App Initials √	Facade and Tenant Improvement Programs	RDA Initials √
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>1. Application, Justification, & Legal Documents</p> <ul style="list-style-type: none"> • Complete and sign application form. Include all property owner(s) signatures. • If the property owner is a corporation or partnership, a corporate resolution or power of attorney must be included. • Copy of executed lease for businesses operating in rented premises. The lease should be for a period not less than two (2) years. • Legal Structure Documentation is required if the applicant is either a partnership or a corporation (including both Subchapter S and C corporations and LLC's). The documentation required includes the Articles of Incorporation and the By-laws. • Fictitious Business Name Statement is required by any business not operating under the legal name of the entity operating the business. For example, if a sole-proprietorship is owned by John Smith and is being operated under John's name only, no statement is required. If the business is being operated as Smith's Plumbing, however, a recorded statement is required. If a corporation operates under a name other than that on the incorporation documents, a statement is also required. The same standard is used for partnerships and LLC's. • Partnership agreement is required on all partnerships. A general partnership agreement is not required to be recorded at any level. A limited partnership agreement must be recorded with the State of Nevada. <p>2. Construction Documents</p> <ul style="list-style-type: none"> • For façade improvement applications, one (1) 8½" x 11" copy of existing and proposed front building elevations showing the exterior (front and side) dimensions of the structure. Existing can be satisfied by use of photographs. Paint sample colors will be required at the time of application. • For tenant improvement applications, one (1) copy of detailed floor plans drawn to a recognized architectural or engineering scale showing all improvements being made. Samples of building materials may be requested. • Development/Construction schedule including specific time frames for each scope of work. • Three (3) bids minimum are required for all improvements, including an itemized cost estimate. <p>3. Financial Documents</p> <ul style="list-style-type: none"> • Complete the Grant Affidavit and provide specific information establishing that no other means of funding are available for the project justifying the request for redevelopment grant assistance (see attached). • Completed W-9 Form. • *A breakdown of the sources and uses of funds for the construction of the project, including prevailing wage, if applicable. Must include proof of funding source, e.g. bank approval of loan for costs that must be covered by the applicant for the improvements. • *Pro-forma financial analysis to include three (3) years of business financial statements and one (1) year of projected business financial statements for the subject property on an already established business. For a start-up business, one (1) year of projected business financial statements for the subject property. Must include detailed information on employment history and performance for the business owner and manager. • *Three (3) years of business income tax returns and three (3) years of personal tax returns for all business partners. 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

	<ul style="list-style-type: none"> • *Credit Report Authorization and Release for all individuals involved in the business. • Project may require development application review. Contact Community Development at 267-1500 for additional information. <p>*These items are to be forwarded by the applicant to a 3rd party reviewer retained by the RDA for a professional recommendation on the viability and stability of the business and project (existing and start-up). This process can take an additional week after application packet is received by the Agency. 3rd party reviewer contact information will be provided upon application packet intake.</p>	
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App Initials √	Signage Award	RDA Initials √
_____	a) Provide a written statement verifying that no other means of funding are available for the project justifying the request for redevelopment grant assistance. Include the number of new jobs that will be created and/or retained and provide a brief explanation of how the project benefits the area. Letter should also include:	_____
_____	b) Name of contractor that will be used;	_____
_____	c) An explanation of how the sign is architecturally integrated into the building design;	_____
_____	d) *If a stand-alone sign request, an explanation of why a façade improvement is not required.	_____
_____	e) Complete the Grant Affidavit and provide specific information establishing that no other means of funding are available for the project justifying the request for redevelopment grant assistance (see attached).	_____
_____	f) Two (2) bids or competitive quotes for proposed work with an itemized cost estimate.	_____
_____	g) One (1) 8½" x 11" site plan drawn to scale for requests involving pole signs.	_____
_____	h) One (1) 8½" x 11" color copy of building exteriors. Photographs can be used.	_____
_____	i) One (1) 8½" x 11" color copy of all signs to be installed including dimensions drawn to scale.	_____
_____	j) Project may require development application review, additional copies of project may be required (i.e. Architectural Review Committee, CUP).	_____

App Initials √	Development	RDA Initials √
_____	a) Complete signed application form.	_____
_____	b) Provide a written statement of the requested amount for grant assistance.	_____
_____	c) Site coverage.	_____
_____	d) Number of floors.	_____
_____	e) Square footage for each floor and use (e.g., office, retail, restaurant, condominium, etc.).	_____
_____	f) Development schedule.	_____
_____	g) Narrative describing how the project complements the Downtown Redevelopment Plan, Downtown Investment Strategy, and Downtown Design Guidelines.	_____
_____	h) A breakdown of the sources and use of funds for the construction of the project including prevailing wage if applicable.	_____
_____	i) Pro-forma financial analysis to include development budget, cash flow analysis and finance plan.	_____

Only completed application packets, including all required documentation, will be scheduled for a Redevelopment Advisory Commission (RAC) and Redevelopment Agency Board hearing. For a schedule of RAC and Redevelopment Agency (RDA) Board meeting dates and submission deadlines, please contact 702-267-1515.

Note: Applying for grant funds does not obligate the Redevelopment Agency (RDA) to allocate funds for the specified project. Only after the review and approval of the application and plans will the RDA authorize funds. The project shall comply with the selected Program Guidelines and only upon approved final inspections by the City of Henderson, will the RDA be obligated to disburse the authorized funds.

Office Use Only

Date Application Received: _____ Date of Complete Application: _____

Assessor's Parcel Number: _____ Zoning: _____

Design Team Review Date: _____ Design Team Results: _____

RAC/RDA Board Dates: _____ Approved Grant \$ _____

Certificate of Insurance Received: _____

Façade and Tenant Improvement Affidavit

I, _____, being first duly sworn, depose and state under penalty of perjury as follows:

1. I am seeking assistance by the City of Henderson Redevelopment Agency (“Agency”) for making improvements to the property located at _____ (“Site”), as more particularly described by the application being contemplated by the Agency Loan Committee upon recommendation by staff.

2. Assistance from the Agency will allow me to make improvements to the Site which I could not otherwise do. This will result in substantial benefit to the Redevelopment Plan Area and the neighborhood adjacent to the Site because of one or more of the following (check one or more):

Encourage the creation of new business or other appropriate development;

Explain: _____

Create jobs or other business opportunities for nearby residents;

Explain: _____

Increase local revenues from desirable sources;

Explain: _____

Increase levels of human activity in the redevelopment area or the immediate neighborhood in which the redevelopment area is located;

Explain: _____

Possess attributes that are unique, either as to type of use or level of quality and design;

Explain: _____

Require for their construction, installation or operation of the use of qualified and trained labor;

Explain: _____

- Demonstrate greater social or financial benefits to the community than would a similar set of buildings, facilities, structures or other improvements not paid for by the Agency.

Explain: _____

3. No other reasonable means of financing those buildings, facilities, structures or other improvements are available, because of one or more of the following reason(s) as checked by the Applicant:

- An inducement for new businesses to locate or existing businesses to remain within the redevelopment area in which the business would ordinarily choose to locate outside the redevelopment area if the grant were not awarded. Evidenced by a “but for” letter or statement from the business owner;

Explain: _____

- There is a public objective and/or requirement that is more significant and/or costly to undertake than a business would ordinarily embark upon. Evidenced by state or city ordinance;

Explain: _____

- There has been a lack of rehabilitation in the area and it is deemed unreasonable for the business to invest in improving the area unless the grant is awarded. Evidenced by photographs of the immediate surrounding area displaying blight;

Explain: _____

- The exterior improvements to the property or business do not have a direct effect on revenues therefore making such an investment is not deemed acceptable by a customary financial institution. Evidenced by a denial letter from a financial institution.

Explain: _____

Applicant agrees to submit to the Agency its documentation which evidences that no other reasonable means of financing are available to the Applicant prior to the staff making a recommendation to the Loan Committee.