



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  
 \_\_\_\_\_ Check if stand-alone Sign Award Request  
 \_\_\_\_\_ Tenant Improvement Program                      \_\_\_\_\_ 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, then owner(s) must complete section 4 and sign the application.

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

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

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 √	<b>Facade and Tenant Improvement Programs</b>	RDA Initials √
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>1. Application, Justification, &amp; Legal Documents</b></p> <ul style="list-style-type: none"> <li>• Complete and sign application form. Include all property owner(s) signatures.</li> <li>• If the property owner is a corporation or partnership, a corporate resolution or power of attorney must be included.</li> <li>• Copy of executed lease for businesses operating in rented premises. The lease should be for a period not less than two (2) years.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>2. Construction Documents</b></p> <ul style="list-style-type: none"> <li>• For façade improvement applications, one (1) 8½" x 11" copy of <b>existing</b> and <b>proposed</b> front building elevations showing the exterior (front and side) dimensions of the structure. Existing can be satisfied by use of photographs. <b>Paint sample colors will be required at the time of application.</b></li> <li>• 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.</li> <li>• Development/Construction schedule including specific time frames for each scope of work.</li> <li>• Three (3) bids minimum are required for all improvements, including an itemized cost estimate.</li> </ul> <p><b>3. Financial Documents</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Completed W-9 Form.</li> <li>• *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.</li> <li>• *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.</li> <li>• *Three (3) years of business income tax returns and three (3) years of personal tax returns for all business partners.</li> <li>• *Credit Report Authorization and Release for all individuals involved in the</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

	<p>business.</p> <ul style="list-style-type: none"> <li>Project may require development application review. Contact Community Development at 267-1500 for additional information.</li> </ul> <p>*These items are to be forwarded by the applicant to a 3<sup>rd</sup> 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. 3<sup>rd</sup> party reviewer contact information will be provided upon application packet intake.</p>	
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

App Initials √	<b>Signage Award</b>	RDA Initials √
<p>_____</p>	<p>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:</p> <p>b) Name of contractor that will be used;</p> <p>c) An explanation of how the sign is architecturally integrated into the building design;</p> <p>d) *If a stand-alone sign request, an explanation of why a façade improvement is not required.</p> <p>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).</p> <p>f) Two (2) bids or competitive quotes for proposed work with an itemized cost estimate.</p> <p>g) One (1) 8½” x 11” site plan drawn to scale for requests involving pole signs.</p> <p>h) One (1) 8½” x 11” color copy of <b>building</b> exteriors. Photographs can be used.</p> <p>i) One (1) 8½” x 11” color copy of all signs to be installed including dimensions drawn to scale.</p> <p>j) Project may require development application review, additional copies of project may be required (i.e. Architectural Review Committee, CUP).</p>	<p>_____</p>

**Only completed application packets, including all required documentation, will be scheduled for Loan Committee (LC) review. For a schedule of LC 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. In the event that application is denied by the Redevelopment Agency’s Loan Committee, applicant may appeal to the Redevelopment Agency Board.

<b><u>Office Use Only</u></b>	
Date Application Received: _____	Date of Complete Application: _____
Assessor’s Parcel Number: _____	Zoning: _____
Design Team Review Date: _____	Design Team Results: _____
LC Date: _____	Approved Grant \$ _____
Certificate of Insurance Received: _____	