



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 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 submit a complete application with the listed required documents and appropriate signatures to avoid any delays in financial consideration. Please print legible 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 _____ Mini-Façade Improvement (Downtown only)
- _____ Signage Program
- _____ Tenant Improvement Program (Downtown only)
- _____ Development

2. PROPERTY INFORMATION

Business Name:		
<input type="checkbox"/> Corporation (d/b/a)	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship
Physical Address:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
Building Use:		

3. APPLICANT INFORMATION

Name:		
Mailing address:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
Do you <input type="checkbox"/> Own <input type="checkbox"/> Rent or <input type="checkbox"/> Lease the subject property? If you are not the property owner, than owner must complete section 4 and sign the application.		

4. PROPERTY OWNER		
Owner name:		
Mailing address:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
Are there multiple owners? [] Yes or [] No If yes, provide executed Affidavit for each.		

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

I / We hereby affirm that I 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 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 Agency.

I / We have read and understand the selected financial assistance program guidelines, accept the qualification, and understand that in order for my 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

Owner signature

Date

Owner signature

Date

PROGRAM APPLICATION REQUIREMENTS

Facade Improvement Program

- Complete signed application form.
- Ownership disclosure form.
- Provide three (3) bids or competitive quotes for proposed work with an itemized cost estimate.
- Three (3) 8½" x 11" copies of existing and proposed front building elevations showing the exterior (front and side) dimensions of the structure in linear feet.
- Project may require development application review, additional copies of project may be required (i.e. Architectural Review Committee, CUP).
- This program operates on a reimbursement basis and the applicant is responsible for all payments to professionals, City departments and contractors. Agency staff will verify actual costs incurred by borrower prior to reimbursement.
- Applicant may not begin any improvements before the loan agreement is executed.
- Applicant shall maintain the improvements and façade of the property in good condition and in accordance with local and State building codes for a minimum of five years.
- Completed W-9 Form for all individuals receiving assistance.
- Legal descriptions typed on a separate page for each parcel.

Mini-Facade Improvement Program

- Complete signed application form.
- Ownership disclosure form.
- Provide three (3) bids or competitive quotes for proposed work with an itemized cost estimate.
- Three (3) 8½" x 11" copies of existing and proposed front building elevations showing the exterior (front and side) dimensions of the structure in linear feet.
- Project may require development application review, additional copies of project may be required.
- This program operates on a reimbursement basis and the applicant is responsible for all payments to professionals, City departments and contractors. Agency staff will verify actual costs incurred by borrower prior to reimbursement.
- Applicant may not begin any improvements to the property before the loan agreement is approved by the Loan Committee.
- Applicant shall maintain the improvements and façade of the property in good condition and in accordance with local and State building codes for a minimum of five years.
- Completed W-9 Form for all individuals receiving assistance.

Signage Program

- Complete signed application form.
- Ownership disclosure form.
- Written consent from property owner if applicable.
- Building must be commercial and located in either the Downtown or Eastside Redevelopment Area.
- Provide three (3) bids or competitive quotes for proposed work with an itemized cost estimate.
- Three (3) 8½" x 11" site plan for proposed pole sign replacement projects.
- Three (3) 8½" x 11" color copies of exterior rendering of exhibit.
- Project may require development application review, additional copies of project may be required (i.e. Architectural Review Committee, CUP).
- This program operates on a reimbursement basis and the applicant is responsible for all payments to professionals, City departments and contractors. Agency staff will verify actual costs incurred by borrower prior to reimbursement.
- Applicant may not begin any improvements to the property before the loan agreement is approved by the Loan Committee.
- Applicant shall maintain the signage in good condition and in accordance with local and State building codes for a minimum of five years.
- Completed W-9 Form for all individuals receiving assistance.

Downtown Tenant Improvement

- Complete signed application form.
- Letter explaining request. If requesting additional funding for Green Initiatives, letter must include details on the five elements being incorporated into the design.
- Number of floors in building and use break out for each floor. (e.g. office, retail, restaurant)
- Three (3) copies of detailed floor plans drawn to a recognized architectural or engineering scale showing all improvements being made.
- Development schedule with specific time frames indicated.
- Narrative describing how the project complements the Downtown Redevelopment Plan, Downtown Investment Strategy, and Downtown Design Guidelines.
- A breakdown of the sources and use of funds for the construction of the project including prevailing wage, if applicable. This 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 development budget, cash flow analysis and financing plan. Must include detailed information on employment history and performance for the business owner and manager.
- 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.
- A 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.
- 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.
- A lease is required for businesses operating in rented premises. The lease should be for a period not less than two (2) years. If the lease is for a shorter period of time, then a renewal clause that is exercisable by the tenant is acceptable.
- A minimum of three (3) bids are required for all improvements.
- Credit Report Authorization and Release for all individuals involved in the business.
- Completed W-9 Form.
- If applicant is not the property owner, a notarized letter from the property owner authorizing the applicant to submit the request.

Development

- Complete signed application form.
- Site coverage.
- Number of floors.
- Square footage for each floor and use (e.g., office, retail, restaurant, condominium, etc.).
- Concept elevation and site plan.
- Development schedule.
- Narrative describing how the project complements the Downtown Redevelopment Plan, Downtown Investment Strategy, and Downtown Design Guidelines.
- A breakdown of the sources and use of funds for the construction of the project including prevailing wage if applicable.
- Pro-forma financial analysis to include development budget, cash flow analysis and financing plan.
- Credit Report Authorization and Release for all individuals involved in the business.

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 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.

***Additional Requirements may include but are limited to:**

- In some cases, personal financials may be required to be sent directly to the RDA's independent reviewer, National Development Council. If so, the program administrator will supply you with the appropriate information request.

Office Use Only

Date Application Received: _____ Date of Complete Application: _____

Assessor's Parcel Number: _____ Zoning: _____

Approved Project Program: _____ Approved Grant \$ _____

Approval Letter Date _____ Denial Letter Date _____

Certificate of Insurance Received: _____