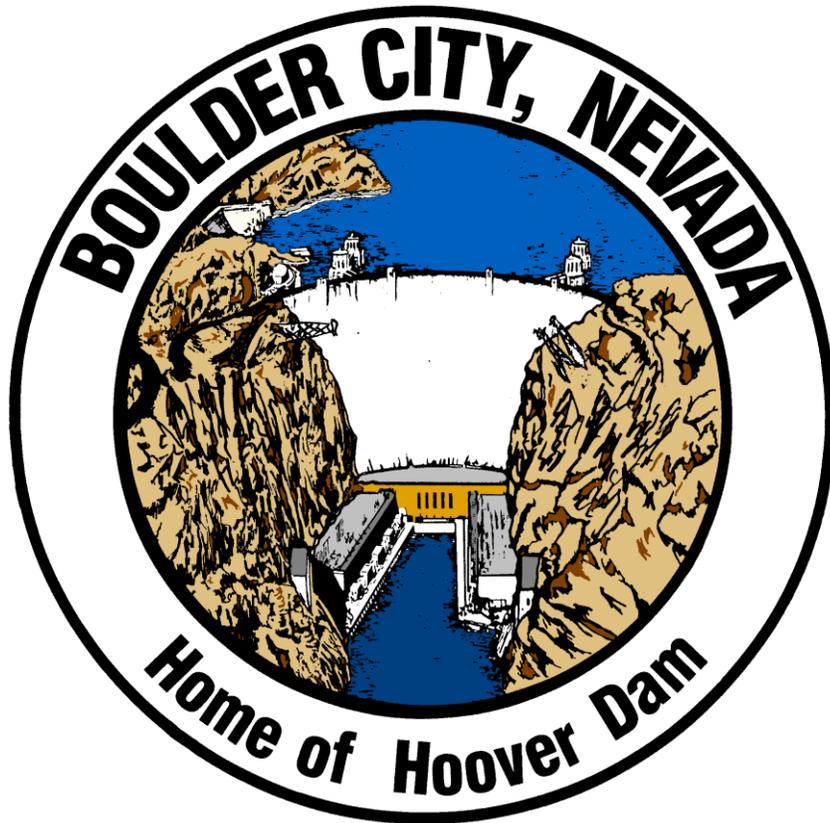


Grant Application Packet, Funding Policies and Guidelines



City of Boulder City Redevelopment Agency

**401 California Avenue
Boulder City, NV 89005**

Table of Contents

SECTION	PAGE
I. Definitions	1
II. Purpose	1
III. General Procedures	1
IV. Participation by Owners of Real Property	3
A. Participation in the Same Location	3
B. Participation in a Different Location	3
V. Participation by Tenants	4
VI. Participant Procedures	4
A. Submittal of Statement of Interest to Participate & Submittal Deadlines	4
B. Submittal of a Proposal for Owner/Tenant Participation	4
C. Completion of a Participation Agreement	5
VII. Project Funding Policies and Guidelines	5
VIII. Use of Redevelopment Funds	5
A. Public Improvements	5
B. Public/Private Improvements	6
IX. Redevelopment Agency Priorities	6
X. Funding Limits	6
XI. Eligible and Ineligible Project Classes	7
XII. Commonly Asked Questions	9
Appendix A: Statement of Interest to Participate Form	
Appendix B: Instructions and Forms for Completing Attachments to Owner Participant Agreement	
Appendix C: Checklist for Attachments to Owner Participant Agreement	
Appendix D: Reimbursement Request Form	
Appendix E: Project Rating Sheet (<i>For informational use only</i>)	

Participation Rules

Rules Governing Participation Opportunities, Priorities, and Preferences for Property Owners, Operators of Businesses, and Tenants in the Boulder City Redevelopment Area

I. Definitions

“Agency” means the Boulder City Redevelopment Agency.

“City Council” means the City Council of the City of Boulder City, which also serves as the governing board of the Agency.

“Owner Participation Agreement” means an agreement entered into between the Agency and an owner of real property, persons engaged in business, or a tenant doing business within the Boulder City Redevelopment Area in accordance with the provisions of the Redevelopment Plan for the Project Area and the rules as described herein. The intent of an Owner Participation Agreement is to provide a clear understanding on the part of the Agency and owner regarding each party’s responsibilities when undertaking a redevelopment project.

“Redevelopment Area” means all the land within the boundaries of the Boulder City Redevelopment Plan.

“Redevelopment Plan” means the Redevelopment Plan for the Boulder City Redevelopment Area, as adopted by the Redevelopment Agency and the City Council of the City of Boulder City.

II. Purpose

NRS 279.566 requires that all redevelopment agencies adopt a procedure to allow owners to participate in the redevelopment process. The following rules have been adopted by the Agency as a fair and equitable method to allow this participation.

III. General Procedures

These rules have been adopted by the Agency specifically to implement the provisions of the Nevada Revised Statutes regarding participation opportunities, priorities, and preferences for property owners, tenants, and businesses located within Boulder City Redevelopment Area boundaries. Persons and businesses desiring to exercise their own participation rights and preferences should abide by these rules in exercising their preferences and participation opportunities.

The Agency desires and urges participation in the growth and development of each of the parcels encompassed within the Redevelopment Area by as many property owners and businesses as possible. In view of the land pattern of land usage and development envisioned by the Redevelopment Plan, persons owning real property or doing business in the project areas will be encouraged, whenever feasible, to take advantage of their participation and preference opportunities as described herein, subject to and limited by factors such as the following:

1. The elimination and/or modification, if any, of existing land uses
2. The construction, vacation, realignment and/or alteration, if any, of existing streets
3. The ability of participants to finance and complete proposed developments and rehabilitation
4. The capability and/or experience of the owner/participant necessary, as determined by the Agency, to implement the proposed development
5. The proposed land uses within the Redevelopment Area
6. Intensification of certain land uses
7. The construction or expansion of public facilities

The Redevelopment Plan authorizes the Agency to establish reasonable priorities and preferences among participants; accordingly, the following order of priorities is established:

1. Existing **property owners** desiring to participate in their same location in compliance with the applicable Redevelopment Plan and desiring to rehabilitate existing improvements or build new office, retail, or family recreation developments, without competition from persons and firms outside the Redevelopment Area.
2. Existing **businesses and tenants** desiring to participate in their same location in compliance with the applicable Redevelopment Plan and desiring to rehabilitate existing improvements or build new office, retail, or family recreation developments, without competition from persons and firms outside the Redevelopment Area.
3. Firms and persons from outside the Redevelopment Area in regard to rehabilitation, development, or redevelopment of the real property of existing owners, businesses, and tenants.
4. Equal consideration with no preference among existing Redevelopment Area owners, tenants, and businesses, or firms or persons from outside the Redevelopment Area in regard to property not currently owned, leased, or rented by existing Redevelopment Area property owners, businesses, or tenants.

Conflicting proposals submitted for particular sites or land uses will be resolved by the Agency after consideration of the following factors, which are listed in no particular order or preference:

1. Present occupancy and/or land ownership in the Redevelopment Area
2. Participant's length of occupancy in the Redevelopment Area
3. Size and configuration of the participant's existing property
4. Accommodation of as many participants as possible
5. Participant's ability to implement projects as determined by the Agency with respect to the participant's financial capability, prior experience with similar developments, ability to obtain financing, participant's willingness to enter into Owner Participation Agreements, timeliness in the submission of development proposals, etc.
6. Conformity of a participant's proposal with the intent and objectives of the Redevelopment Plan
7. Similar land use to similar land use
8. Service to the community in achieving its goals and objectives

IV. Participation by Owners of Real Property

A. Participation in the Same Location:

In appropriate circumstances where such action would foster the goals and objectives contemplated by the Redevelopment Plan, an owner may participate in substantially the same location either by:

- Retaining all or portions of his property;
- Retaining all or portions of his property and purchasing adjacent property if needed and available for development;
- Initiating new development;
- Selling property to the Agency

B. Participation in a Different Location:

To further the goals of the Redevelopment Plan, existing Redevelopment Area property owners are encouraged to submit proposals for rehabilitation/expansion, development, or redevelopment of property that is not currently under the ownership of the property owner submitting the proposal. However, under this type of proposal, the property owner would receive no preference for his proposal as he/she would when proposing an Owner Participation Agreement regarding property currently under his/her ownership.

V. Participation by Tenants

Pursuant to these rules, non-property owners who are tenants engaged in business or residing in the Redevelopment Area will be given preference if they wish to purchase property at their present location for the purpose of rehabilitating and/or expanding existing improvements or to build new improvements in conformance with the designed land uses and other requirements of the Redevelopment Plan. However, the preference provided to the above mentioned businesses or residential tenants will be subordinates to, or follow, the preference provided to the existing property owner.

Business and residential tenants also may submit proposals for rehabilitation and/or new developments at locations other than their existing location, as long as said proposals conform to the Redevelopment Plan. However, no preference shall be provided for business and residential tenants for this type of proposal.

VI. Participant Procedures

A. Submittal of a Statement of Interest to Participate & Submittal Deadlines:

The Agency will cooperate with each owner and business tenant in the Redevelopment Area who expresses an interest in the Agency's program. The Agency will make good faith efforts to determine the desires of each owner and tenant with respect to his/her interest in becoming owner participants.

Every property owner or tenant interested in becoming a participant must submit to the Agency, a **completed "Statement of Interest to Participate"** (see Appendix A) and all applicable attachments (see Appendices B and C).

Submittal deadlines for the Statement of Interest to Participate AND the applicable attachments are as follows:

Quarterly RDA Meeting

*January
April
July
October*

Submit Documents By

*December 20th
March 20th
June 20th
September 20th*

The Agency shall proceed to negotiate with each owner returning the "Statement of Interest to Participate" as appropriate to each owner's response.

B. Submittal of a Proposal for Owner/Tenant Participation:

Once each person or business has submitted a valid "Statement of Interest to Participate" and if the desired participation is such that a proposal for participation is necessary, the Agency will notify each person or business of the time within he/she or the business must submit a formal proposal for participation.

Ample opportunity will be given to discuss proposals with Agency staff and to make necessary adjustments conducive to the parties involved. The Agency will make a reasonable effort to come to an agreement with each person or business desiring to participate in the Redevelopment Area.

C. Completion of an Owner Participation Agreement:

Each owner or tenant who has submitted an acceptable proposal for participation shall enter into an Owner Participation Agreement with the Agency. Each agreement will contain provisions necessary to ensure that the participation proposal will be carried out and that the subject property will be developed and used in accordance with the conditions, restrictions, rules, and regulations of each Redevelopment Plan and the Owner Participation Agreement. Each agreement will require the participant to join in the recordation of such documents as the Agency may require in order to ensure conformance with applicable conditions, restrictions, rules, and regulations. The agreement will also provide that a successor in interest of the original participant may become a participant with the written approval of the Agency.

VII. Project Funding Policies and Guidelines

The Agency has been established to assist businesses and developers interested in projects aimed at revitalizing property within the Redevelopment Area. In an effort to encourage continuity in the redevelopment process, and ensure compliance with the adopted Redevelopment Plan, the Agency has developed a policy on how projects will be considered for funding.

Property owners and developers seeking assistance from the Agency should demonstrate how their project compliments the Redevelopment Plan. ***Keep in mind that applicants are competing for a very limited amount of funds. Appendix E of this manual contains a criteria score sheet for reference that will enable applicants to see under what criteria projects are rated for purposes of prioritization.*** If monetary assistance is requested, applicants must show that no other reasonable means of financing is obtainable. It should also be noted that projects receiving Agency funding are subject to the payment of prevailing wages, as determined by the Nevada State Labor Commission, on all labor involved in the construction of the project.

VIII. Use of Redevelopment Funds

The Agency can use funds which accrue over time to finance public sector improvements like road widening, landscaping, or utility upgrading. Alternatively, the Agency can enter into public/private partnerships where a modest amount of public sector funds are combined with a larger private sector investment, resulting in major revitalization.

A. Public Improvements

The Agency is authorized to install and construct, or to cause to be installed and constructed, the public improvements, facilities, and utilities necessary to carry out this program. Such public improvements, facilities, and utilities are included within the extensive list of potential projects found on page 9 of the Redevelopment Plan.

B. Public/Private Partnerships

This method is usually preferred as it continues the cycle of revitalization, resulting in new tax revenue that can then result in further revitalization. In contrast, while public sector improvements contribute to revitalization, they do not generate any additional tax revenue.

IX. **Redevelopment Agency Priorities**

To ensure that all projects receiving Agency funds are consistent with the City's Redevelopment Plan and applicable NRS regulations, said project must demonstrate that it furthers one or more of the following goals:

1. The project will eliminate blighted conditions
2. The project will promote economic revitalization
3. The project will stimulate private development
4. The project will enhance the City's historic preservation efforts
5. The project will be consistent with the City's comprehensive master plan and strategic plan
6. The project will achieve environmental benefits through architectural design, landscaping, and traffic/pedestrian circulation

X. **Funding Limits**

The applicant agrees that Agency funds may only be spent to repay the costs of labor, materials, and construction preparation (such as engineering and/or architectural drawings/plans) necessary for exterior building and site improvements, including, but not limited to: restoration or renovation of storefronts, exterior signage and lighting, landscape and parking lots, and building additions, in the manner approved by the Redevelopment Authority and the City Council. Secondary uses include life safety related upgrades, such as fire sprinkler systems in old buildings. Said funds may ***not*** be used for interior and/or tenant improvements, maintenance improvements such as roofing and general structural upgrade work, new building construction, equipment, fixtures, administrative salaries, advertising or promotion (except approved fixed signs on the subject property), market research or studies, and stock or inventory.

When considering requests for redevelopment funds, the Agency will consider the following guidelines:

- Redevelopment assistance for public/private projects shall not exceed 30%, or \$99,900 (whichever is less), of the total cost of the approved project.
- Redevelopment assistance for projects falling under the limited sub-category of the Grant Program – commercial signage – shall not exceed 50%, or \$99,900 (whichever is less), of the total cost of the approved signage project.
- In the event a project consists of activities eligible for assistance under both categories, the maximum assistance to be provided is \$99,900 and each activity will be reimbursed at the appropriate percentage.

For example, a project consisting of parking lot resurfacing and signage replacement would be eligible for reimbursement at 30% for the parking lot resurfacing activity and 50% for the signage replacement activity, up to a total of \$99,900 for the entire project.

- Additional assistance may be provided if the Agency determines that such expenditure is necessary to further the goals of the Redevelopment Plan. Participants must demonstrate that they are unable to acquire funding by another means.
- Applications for funding will be considered by the Agency at regularly scheduled quarterly meetings in January, April, July, and October of each year. The Agency may consider requests at other times if necessary due to emergencies or unique circumstances. Because it is the Agency's policy to maintain a minimum Redevelopment Fund balance, projects which exceed the total allocated funds may need to be resubmitted within the next funding period. ***Please note that applicants are competing for a very limited amount of funds and as such, may meet all criteria, yet not receive any funds or the full amount of their request.***

XI. Eligible and Ineligible Project Classes

The following lists detail what type of work is eligible or ineligible under the City of Boulder City Redevelopment Agency Grant Program:

Eligible Project Classes

Buildings or Structures

- Restoration or renovation of exterior façade
- Construction of new exterior façades on portions of building(s) visible from a public street
- Storefronts
- Exterior windows (including upgrade to energy efficient windows)
- Building additions
- Construction preparation documents, such as engineering and/or architectural drawings/plans

Landscaping

- Reconstruction or replacement
- Installation of drought tolerant landscaping
- New construction as part of a new construction or remodel project
- Installation / replacement / refurbishment of irrigation system

Life / Safety Improvements

- Installation of automated fire sprinkling system
- Installation of related fire suppression systems
- Upgrade of electrical system where deemed a public safety hazard by the Fire Chief and the Building Official
- Installation of required improvements for compliance with the Federal Americans with Disabilities Act

Painting

- Exterior of building (*existing buildings only*)
- Restoration of building paint scheme
- Historical murals

Parking Lot Improvements

- Reconstruction or reconfiguration
- Resurfacing (including restriping of stalls)
- Construction of new parking areas (either as part of a new construction or a remodel project)
- New or replacement curbing

Signage (*Exterior Signage Only*)

- Replacement
- New installation
- *Must conform to established sign plan (when adopted)*

Ineligible Project Classes

Exterior Improvements

- None presently listed

General

- New construction (i.e., new stand-alone building, etc.)
- Structural upgrade work

Interior Building Improvements

- Interior tenant finish work (i.e., painting, fixtures, non-life / safety repairs)
- Interior remodeling work

Maintenance

- Replacement of HVAC units
- Replacement / repair of roof, ceiling, and / or wallboard
- Replacement of restroom facilities (not related to required ADA improvements)

XII. Commonly Asked Questions

1. Q: *Why are funds administered through the City Council? Shouldn't Boulder City residents be a part of this process?*

A: Nevada State Law (commonly referred to as "NRS" for Nevada Revised Statutes) controls how Redevelopment Agency Boards are created. The NRS provides two methods of administering an RDA program: 1) the City Council is empowered to appoint itself as the RDA Board; and 2) the City Council appoints persons other than themselves to the RDA Board. The majority of cities in Nevada, and for the most part, across the United States, have chosen to appoint the City Council as the RDA Board. In either configuration, the RDA board is still required to comply with the Open Meeting Laws and hold all meetings open to the public.

2. Q: *How can "tenants" apply for improvement money?*

A: The RDA Agency Participation Rules permits tenants to apply for RDA funds for physical improvements to the building with the property owner's consent.

3. Q. *When buildings that have used RDA funds are sold, is the fund reimbursed in a timely manner?*

A. When RDA funds are approved for a specific project, the funds are issued as a grant, not as a loan. The recapturing of funds is done through the increased property valuation and a subsequent increase in property taxes that are assessed and collected.

4. Q. *If my project meets the priorities of the grant program, is it possible that I will receive only a portion, or possibly no RDA funding?*

A. Yes. Applicants are competing for a very limited amount of funds. Projects are prioritized using a criteria score sheet (*see Appendix E, included for information only. This does not need to be submitted with the application packet*). Based on average scores, and funds available, applicants may receive one of the following:

- The full amount they have requested
- A portion of their request
- None of their request



City of Boulder City
Community Development Department
Redevelopment Agency
401 California Avenue
Boulder City, NV 89005-2600
702-293-9282 (Main Line)

Statement of Interest to Participate

*I hereby express my interest in participating in the
City of Boulder City Redevelopment effort and submit the following information*

Address of Property in Project Area: _____ BC NV 89005
Street Number Street Name City State Zip Code

Name of Business: _____

Type of Business: _____

Name of Property Owner: _____

Home Address: _____
Street Number Street Name City State Zip Code

Phone Numbers: _____
Home Cell Work

Tenant Information: _____
Name Phone Number

1) Provide a brief description of the type of improvements you intend to undertake:

1a) Provide the **total project cost of the eligible improvements** you intend to make and attach a project budget sheet: \$ _____

1b) Provide the total amount of participation requested from the RDA. **NOTE: The maximum request is 30% of the total project cost of eligible improvements (with the exception of 50% of project costs under the commercial signage sub-category), at an amount not to exceed \$99,900.00 for the entire project.** \$ _____

2) Provide background information regarding the history of the business:

3) Provide background information regarding the history of the building and/or property to be improved:

4) Briefly describe the goals you hope to accomplish as the business and/or property owner undertaking this Redevelopment Agency project:

- ---
- ---
- ---
- ---
- ---
- ---
- ---

5) Explain how your project will benefit the City of Boulder City. Choose all that apply and provide written explanation for each:

The project will eliminate blighted conditions

The project will promote economic revitalization

The project will stimulate private development

The project will enhance the City's historic preservation efforts

The project will be consistent with the City's comprehensive master plan & strategic plan

The project will achieve environmental benefits through architectural design, landscaping, and traffic / pedestrian circulation

Please Note:

- Statement of Interest to Participate forms and applicable attachments must be submitted 30 days prior to the next scheduled quarterly RDA meeting.
- A tenant must provide written owner approval for all improvements.
- **All commercial improvements require work to be done by contractors holding valid licenses issued by both the State of Nevada and the City of Boulder City.**

I understand that submission of this Statement of Interest to Participate **does not** in any way obligate me or the Agency to participate in the redevelopment effort or to enter into an Owner Participation Agreement.

Signature of Applicant

Printed Name of Applicant

Title

Date



City of Boulder City
Community Development Department
Redevelopment Agency
401 California Avenue
Boulder City, NV 89005-2600
702-293-9282 (Main Line)

Instructions and Forms for Completing Attachments to Owner Participation Agreement

The following provides a brief description and/or examples of the attachments you will need to provide as backup material to your Statement of Interest to Participate Form.

Attachments 1 through 11 are due at time of submission of the Statement of Interest to Participate Form

Attachment “1”: Site Location Map and Photographs

Provide a site location map depicting where your project is located. Please include clearly identified property lines, local landmarks, street names, north arrow, scale, and other pertinent information. Also, provide site photographs of the project area, both in print and electronic format (CD or via email attachment). When taking photographs, please ensure the subject area is clearly visible and the site area is viewed from different angles (i.e., from the front property line, from across the street, from the side, rear, etc.)

Attachment “2”: Legal Description of the Site

Provide a copy of the legal description of the project site. The legal description can be found on your tax assessment statement or on the Deed recorded with the Clark County Assessor’s Office. To access the Deed for the property, access the following website - http://www.clarkcountynv.gov/Depts/assessor/Pages/PropertyRecords.aspx?H=redrock&P=as_srealprop/site.aspx - and search the property by the address, parcel number, or owner name. Once the list of addresses populates, click the parcel number link to access specific property information. The Real Property Parcel Record page will display all recorded information for the property; in the General Information box, click on the Recorded Document No. link, which will open the deed. Within the deed is a legal description that will look similar to the following:

Lot One (1) in Block Forty-Nine (49) Boulder City, Nevada, according to the Block Plat of Boulder City, Nevada dated July 15, 1959 No. X-300-460, comprising sheets 1-20 inclusive, on file in the City Hall, Boulder City, Nevada, copies of which plats, entitled Exhibit “A” are attached to.....

Please type the legal description on a separate piece of paper, labeled appropriately.

Attachment “3”: Proof of Ownership or Leasehold Interest in the Site

Provide documentation that you 1) are the legal owner of the property, or 2) have a leasehold interest in the site. Examples of acceptable documentation include:

- A copy of the printout of your property from the Clark County Assessor’s Office
- A copy of the deed
- A recent tax notice

If you are a leaseholder, provide a copy of the lease document showing yourself or company as the leaseholder, or a letter from the landowner indicating that you are the leaseholder.

Attachment “4”: Scope of Work

Provide a very detailed list of the scope of work to be performed with the RDA grant funds. For example, if the grant includes landscape improvements, provide information on the square footage of landscaping to be improved, details on the irrigation system, number of new plants, any new curbing or asphalt work, lighting improvements, etc. ***Please provide the cost of each element.***

Note: Each project type will have its own unique characteristics and may deviate from the above example, however, it is important that you provide as much detailed information as possible. This will also help you better plan for the project and to ensure that you have adequate funds on hand to complete the project. A blank form is included with these instructions for your use.

Attachment “5”: Bid Results for Eligible Work

If your overall project costs will exceed \$10,000, you are required by NRS 279.498 to partake in competitive bidding. Please obtain three (3) or more competitive bids from properly licensed contractors who are not affiliated with the applicant. For example, if you are a contractor applying for RDA funds, at least three (3) of the bids submitted must be submitted by other non-affiliated contractors. When obtaining bids, please ensure bidders have the appropriate Nevada State Contractors licenses (where required) and a valid Boulder City Business License (always required). The bids submitted to RDA staff should state the name of the bidder, the bid amount, and the criteria used to arrive at the bid amount.

Attachment “6”: Schedule of Improvements

Provide a timeline, to the best of your ability, to outline the timeframe of each stage of construction. It is understood by the Agency that construction and remodeling work is liable to change during the course of work due to weather, unknown hazards, and other unforeseen circumstances. Please provide your best estimate to ensure completion of the improvements prior to the expiration of the grant period.

Attachment “7”: Design Professional Information

Provide information regarding the design professionals that have been, and will be, involved in the project. Examples include architects, (including landscape architects), engineering firms, landscape contractors, and general contractors. All information requested in the attached form must be provided. For those design professionals who will provide services within City of Boulder City limits, a Boulder City Business License is required and must be obtained through the Business Licensing Division in the Utilities Department. If the design professionals have yet to be determined, indicate this on the form by stating “TBD.”

Attachment “8”: Employment Plan

The Nevada Revised Statutes require that all projects that receive RDA funding must draft an employment plan that shows the anticipated employment impact of the project. Elements of an Employment Plan include:

- Estimated number of workers during the construction phase.
- Estimated number of employees once the project is complete (i.e., on-going employment).
- Estimated number of local citizens that may be employed by the project ***for both the construction phase and on-going employment.***
- Estimated number of low- and moderate-income persons who may be employed.
- Estimated number of women and minorities that may be employed.

The Employment Plan need not be a long dissertation or complex document. A simple summary paragraph of the anticipated employment opportunities that will be created by the project is sufficient.

Attachment “9”: Participant Affidavit

The Participant Affidavit can be considered the meat and potatoes of the agreement. This document certifies that all of the required elements for approval under City Ordinance and the Nevada Revised Statutes have been met. Completing the Participant Affidavit and having it notarized certifies the following:

- Your project will provide a substantial benefit to the community (***check one or more box in paragraph 3.***)
- There is no other reasonable means of financing to complete the project (***check one box in paragraph 4.***)
- You have contacted all property owners and residents within 300 feet of the project to explain the nature of the project and take suggestions. To certify this, you must provide a copy of the notice sent, a list of persons invited to the meeting, and a copy of the meeting minutes (***see paragraph 5.***) Examples are attached.
- You have calculated the before and after property value impact to the community as a result of your project (***see paragraph 6.***) A calculation worksheet is attached for your use.

Attachment “10”: Disclosure of Ownership/Principals

As part of the application process, you are required to disclose all persons who are associated with your company or group that is filing the application for funds. Please fill out the disclosure form included with these instructions.

Attachment “11”: Insurance and Indemnification Requirements

Please furnish a Certificate of Insurance that lists the City of Boulder City as an additional insured with policy limits for bodily injury and property damage in the general aggregate amounts of at least Two Million Dollars (\$2,000,000.00), One Million Dollars (\$1,000,000.00) for any occurrence, Five Hundred Thousand Dollars (\$500,000.00) for property damage, and Ten Thousand Dollars (\$10,000.00) for medical expense (any one person).

Attachment “12”: Notice to Proceed

Agency staff will prepare a Notice to Proceed upon signing of the Owner Participation Agreement by all parties. Any eligible expenditure towards the project **after** the Notice to Proceed has been issued will be eligible for reimbursement. **Note: Do not expend any resources for portions of the project related to the RDA Grant prior to receiving the Notice to Proceed. Agency staff is prohibited by Boulder City Ordinance from acting on any application for reimbursement for any expenditure incurred prior to receiving final approval of the project.**

- Submission Timeline: *Agency staff will prepare the Notice to Proceed when the Owner Participation Agreement has been signed and contractor information has been verified.*

Attachment “13”: Notice of Completion

Agency staff will prepare a Notice of Completion upon completion of all construction and development upon the site and shall furnish the Participant with an original, which shall be in such form as to permit it to be recorded in the Recorder’s Office of Clark County.

- Submission Timeline: *Agency staff will prepare the Notice of Completion upon completion of the project.*

Attachment “14”: Agreement to be Recorded Affecting Real Property

Agency staff will prepare an Agreement to be Recorded Affecting Real Property upon completion of the project to be signed by all parties. The recordation of this document acknowledges that the participant has constructed the improvements on the project site and has otherwise developed the site in accordance with the Redevelopment Plan and pursuant to the terms and provisions of the OPA, that the terms and provisions of the OPA have been fully and satisfactorily performed by the participant, and that the OPA shall be of no further force or effect.

- Submission Timeline: *Agency staff will prepare the Agreement to be Recorded Affecting Real Property upon completion of the project.*

ATTACHMENT "7"
Design Professional Information

Contractor (General, subcontractor, landscaper, etc). Attach additional sheets if needed.

Firm Name: _____

Address: _____
Street Number Street Name City State Zip Code

Phone Number: _____

NV Contractor License Number: _____

BC Business License Number: _____

Architect/Landscape Architect (If not applicable, write N/A)

Firm Name: _____

Address: _____
Street Number Street Name City State Zip Code

Phone Number: _____

NV Contractor License Number: _____

BC Business License Number: _____

Engineer (If not applicable, write N/A)

Firm Name: _____

Address: _____
Street Number Street Name City State Zip Code

Phone Number: _____

NV Contractor License Number: _____

BC Business License Number: _____

ATTACHMENT "8"
Employment Plan

The anticipated employment impact of the project is as follows:

- Estimated number of workers during the construction phase _____
- Estimated number of employees once the project is complete (i.e., on-going employment) _____
- Estimated number of local citizens that may be employed by the project ***for both the construction phase and on-going employment*** _____
- Estimated number of low- and moderate-income persons who may be employed _____
- Estimated number of women and minorities that may be employed _____

4. 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) (check all that apply):
- The improvements, if financed by the Participant through cash on hand or through debt financing from a private lender, would not result in a reasonable rate of return to the Participant; or
 - The Participant would not undertake the full set of improvements contemplated in the Agreement's Scope of Work through resources reasonably available to the Participant.
5. I have contacted adjacent property owners and occupants within a three hundred foot (300') radius of the Site to solicit their opinions, and have submitted those written opinions to the Agency for consideration.
6. I have compared the current taxable value of the site, including all current tax revenues generated from the Site with the future revenues that the Site will generate that are attributable to the buildings, facilities, structures or other improvements. This comparison has been submitted to the Agency for consideration and is attached to this affidavit.
7. I have submitted true and accurate documentation to the Agency which evidences the statements I have made above.

DATED this _____ day of _____, 201_____.

Participant Signature

Participant Printed Name

SIGNED AND SWORN TO before me, the undersigned, a Notary Public in and for the County of _____, State of _____, _____, who acknowledged that he/she executed the above instrument.

NOTARY PUBLIC

Seal

My Commission Expires:

Instructions for Completing Requirement #5 of ATTACHMENT “9”

Written Opinions of Adjacent Property Owners and Occupants

This is an example intended to assist you in completing requirement number 5 of Attachment “9”, “Written Opinions of Adjacent Property Owners and Occupants,” also known as Attachment “9A.”

Step 1 – Notify Adjacent Property Owners and Occupants

- Develop a letter (example attached) to mail or hand deliver to all property owners and occupants that reside within a 300 foot radius of your project location. The letter should:
 - Be delivered 2 weeks prior to the meeting date
 - Identify the project’s location and scope of work
 - Inform the property owners of a meeting to be held by your business to solicit their opinions of your project
- Provide a list of addresses the letter was delivered to, along with a copy of the letter, to the City

Step 2 – Hold a Meeting

- Conduct a meeting to allow adjacent property owners and occupants to provide their opinion of your project.
 - Record meeting minutes and/or provide the City with any written comments received
 - Complete an Attendance List (example attached)

Example of Letter to Adjacent Property Owners and Occupants

Date

Recipient

Address

City, State, Zip Code

Subject: Redevelopment Agency Project at (Project Address) for (Scope of Work)

To Whom it May Concern:

I am applying to receive Redevelopment Agency Program funds for a project at my business. I would like to (describe the scope of the project in detail). On (date and time), I am holding a meeting to discuss the details of my project and receive any feedback from you. Please stop by to discuss the project if you have availability to do so. If you are unable to attend and have comments, you may send me a letter with that information by (date of meeting).

I appreciate your time on this matter.

Sincerely,

Your Name

Instructions for Completing Requirement #6 of ATTACHMENT "9"

Property Value Impact Calculation

This is an example intended to assist you in completing requirement number 6 of Attachment "9", "Before and After Property Value Impact," also known as Attachment "9B." A worksheet is included that you may use for submittal of this application.

Step 1 – Access Property Information

- Go to the following website: www.clarkcountynv.gov
- Click on "Departments" on the top of the page
- Click on the "Assessor's Office" link
- On the left side of the page, scroll over "Real Property" and select "Property Search"
- Click on the "Address" link under the heading "Real Property Records" section
- Enter your property address and click "Submit"
- Click on the "Parcel Number" link to view the Real Property Assessed Value section

Step 2 – Calculate "Before" Property Value Impact

- Locate the property's Taxable Value, Land+Imp (Subtotal)* EXAMPLE
\$482,908
- Multiply this amount by 0.35 to calculate the Actual Assessed Value x 0.35
- Multiply the Assessed Value by the tax rate* Actual Assessed Value = 169,017.80
- **"Before" Property Value Impact =** x .025470
\$4,304.88

*(The "Taxable Value, Land+Imp (Subtotal)" and the "Tax District" information are located underneath the General Information for the property – **see the next page**. To find the tax rate, click on the "Tax District" link and look at the current fiscal year for your tax district)

Step 3 – Calculate "After" Property Value Impact

- You will calculate the "After" PVI by adding 35% of your improvement cost to your current Actual Assessed Value
- Determine the estimated improvement cost and multiply it by 0.35
(Ex: Imp cost is \$25,000 x 0.35 = \$8,750)
- This new amount is your **Estimated Future Taxable Value** Actual Assessed Value \$169,017.80
- Multiply the Estimated Value by the tax rate Improvement Cost + \$8,750
- **"After" Property Value Impact =** Estimated Future Taxable Value \$177,767.80
- x .025470
\$4,527.75

Step 4 – Calculate the Estimated Increase of Taxes Assessed

- Subtract the "After" PVI from the "Before" PVI \$4,527.75
- The Estimated Increase of Taxes Assessed is \$4,304.88
\$222.87

REAL PROPERTY PARCEL RECORD

 [Click Here for a Print Friendly Version](#)

- Assessor Map
- Aerial View
- Building Sketch
- Ownership History
- Neighborhood Sales
- New Search

GENERAL INFORMATION	
PARCEL NO.	186-08-511-024
OWNER AND MAILING ADDRESS	BANK SILVER STATE 400 N GREEN VALLEY PKWY HENDERSON NV 89074-7706
LOCATION ADDRESS CITY/UNINCORPORATED TOWN	1000 NEVADA WAY BOULDER CITY
ASSESSOR DESCRIPTION	BOULDER CITY PLAT BOOK 300 PAGE 460 LOT 1 BLOCK 49 SEC 08 TWP 23 RNG 64
RECORDED DOCUMENT NO.	* 20060731:00442
RECORDED DATE	07/31/2006
VESTING	NO STATUS

*Note: Only documents from September 15, 1999 through present are available for viewing.

ASSESSMENT INFORMATION AND SUPPLEMENTAL VALUE	
TAX DISTRICT	058
APPRaisal YEAR	2010
FISCAL YEAR	10-11
SUPPLEMENTAL IMPROVEMENT VALUE	0
SUPPLEMENTAL IMPROVEMENT ACCOUNT NUMBER	N/A

REAL PROPERTY ASSESSED VALUE		
FISCAL YEAR	2009-10	2010-11
LAND	70132	56105
IMPROVEMENTS	98886	93365
PERSONAL PROPERTY	0	0
EXEMPT	0	0
GROSS ASSESSED (SUBTOTAL)	169018	149470
TAXABLE LAND+IMP (SUBTOTAL)	482908	427057
COMMON ELEMENT ALLOCATION ASSD	0	0
TOTAL ASSESSED VALUE	169018	149470
TOTAL TAXABLE VALUE	482909	427057

ATTACHMENT "9B"
Property Value Impact Calculation Worksheet

Calculate "Before" Property Value Impact

Taxable Land+Imp (Subtotal)	\$	_____
	x	_____
Actual Assessed Value	= \$	_____
Tax Rate	x	_____
<i>"Before" Property Value Impact</i>	= \$	=====

Calculate "After" Property Value Impact

Actual Assessed Value	\$	_____
35% of Improvement Cost	+ \$	_____
Estimated Future Taxable Value	= \$	=====
Tax Rate	x	_____
<i>"After" Property Value Impact</i>	= \$	=====

Calculate the Estimated Increase of Taxes Assessed

"After" Property Value Impact	\$	_____
"Before" Property Value Impact	- \$	_____
<i>Estimated Increase of Taxes Assessed</i>	= \$	_____

Instructions and Definitions for Completing ATTACHMENT “10”
Disclosure of Ownership/Principals Certificate

I. Definitions

“Agency” means the Boulder City Redevelopment Agency.

“City” means the City of Boulder City, Nevada.

“City Council” means the City Council of the City of Boulder City, which also serves as the governing board of the Agency.

“Contracting Entity” means the individual, partnership, or corporation seeking to enter into a contract or agreement with the City of Boulder City.

“Principal” means, for each type of business organization, the following: (a) Sole Proprietorship - the owner of the business; (b) Corporation - the directors and officers of the corporation, but not any branch managers or officers which are a part of the corporation; (c) Partnership - the general partner and limited partners; (d) Limited Liability Company - the managing member as well as all other members.

II. Policy

All contracting entities seeking to enter into certain contracts or agreements with the Agency must disclose information regarding ownership interests and principals.

III. Instructions

The disclosure required by the Resolutions referenced above shall be made through the completion and execution of this Certificate. The Contracting Entity shall complete all sections. An Officer or other official authorized to contractually bind the Contracting Entity shall sign and date the Certificate, and such signing shall be notarized.

IV. Incorporation

This Certificate shall be incorporated into the resulting contract or agreement, if any, between the City and the Contracting Entity. Upon execution of such contract or agreement, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the contract or agreement, and/or a withholding of payments due the Contracting Entity.

ATTACHMENT "10"
Disclosure of Ownership/Principals Certificate

Section 1 – Contracting Entity

Firm Name: _____

Address: _____
 Street Number Street Name City State Zip Code

Phone Number: _____ EIN or DUNS: _____

Section 2 – Description

Subject Matter of Contract/Agreement: Redevelopment Agency Participation Agreement

Section 3 – Type of Business

- Individual Partnership Limited Liability Company Corporation

Section 4 – Disclosure of Ownership and Principals

In the space below, please list all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one percent (1%) ownership interest in the Contracting Entity.

Full Name	Title	Business Address	Business Phone

The Contracting Entity shall continue the above list on a sheet of paper entitled "Disclosure of Principals – Continuation" until full and complete disclosure is made. If continuation sheets are attached, please indicate the total number of sheets.

I certify, under penalty of perjury, that all information provided in this Certificate is current, complete, and accurate.

DATED this _____ day of _____, 201_____.

Signature

Printed Name

SIGNED AND SWORN TO before me, the undersigned, a Notary Public in and for the

County of _____, State of _____,

_____, who acknowledged that he/she executed the above instrument.

NOTARY PUBLIC
My Commission Expires:

Seal



City of Boulder City
Community Development Department
Redevelopment Agency
 401 California Avenue
 Boulder City, NV 89005-2600
 702-293-9282 (Main Line)

Checklist for Attachments to Owner Participation Agreement

Project Name: _____

Attachment	Description	When to Submit/Complete	Date Submitted
Attachment "1"	Site Location Map and Photographs	With Statement of Interest to Participate Form	
Attachment "2"	Legal Description of the Site	With Statement of Interest to Participate Form	
Attachment "3"	Proof of Ownership or Leasehold Interest in the Site	With Statement of Interest to Participate Form	
Attachment "4"	Scope of Work	With Statement of Interest to Participate Form	
Attachment "5"	Bid Results for Eligible Work	With Statement of Interest to Participate Form	
Attachment "6"	Schedule of Improvements	With Statement of Interest to Participate Form	
Attachment "7"	Design Professional Information	With Statement of Interest to Participate Form	
Attachment "8"	Employment Plan	With Statement of Interest to Participate Form	
Attachment "9"	Participant Affidavit (to include proof of notifying surrounding residents, 9a & prop value impact analysis, 9b)	With Statement of Interest to Participate Form	
Attachment "10"	Disclosure of Ownership/Principals Form	With Statement of Interest to Participate Form	
Attachment "11"	Insurance and Indemnification Requirements	After RDA Board approval but prior to signing OPA or beginning work	
Attachment "12"	Notice to Proceed	Agency staff will prepare after the OPA has been signed and contractor information verified	
Attachment "13"	Notice of Completion	Agency staff will prepare upon completion of project	
Attachment "14"	Agreement to be Recorded Affecting Real Property	Agency staff will prepare upon completion of project	



City of Boulder City
Community Development Department
Redevelopment Agency
401 California Avenue
Boulder City, NV 89005-2600
702-293-9282 (Main Line)

Redevelopment Agency Program Reimbursement Request Form

FUNDING LIMITS

Agency funds may only be spent to repay the costs of labor and materials necessary for exterior building and site improvements including, but not limited to: restoration or renovation of storefronts, exterior signage and lighting, landscape and parking lots, and building additions, in the manner approved by the Redevelopment Authority and the City Council. Secondary uses include life safety related upgrades, such as fire sprinkler systems in old buildings. Said funds may ***not*** be used for interior and/or tenant improvements, maintenance improvements such as roofing and general structural upgrade work, new building construction, equipment, fixtures, administrative salaries, advertising or promotion (except approved fixed signs on the subject property), market research or studies, and stock or inventory.

Please complete both sides of this form and submit with it the following information:

- 1) Relevant invoices and/or receipts with proof of payment, such as a cancelled check, bank statement, credit card receipts, etc. **Please note that receipts paid for with cash cannot be reimbursed.**
- 2) A copy of your W-9
- 3) "After" photographs (in digital CD format).

*Note: Reimbursements can be requested at the 50% project completion mark, and at 100% completion of the entire project. The reimbursement process will take approximately two to four weeks.

Make reimbursement check payable to:

Name: _____
Please Print Clearly Daytime Phone Number

Mailing Address: _____
Street Number Street Name City State Zip Code

Return your completed form and a copy of your W-9 to:

City of Boulder City
Community Development Department
Redevelopment Agency Program
401 California Avenue
Boulder City NV 89005-2600

List Expense and Project Information on Reverse



City of Boulder City
Community Development Department
Redevelopment Agency
 401 California Avenue
 Boulder City, NV 89005-2600
 702-293-9282 (Main Line)

Redevelopment Agency Program Project Rating Sheet

(For Office Use and Applicant Information Only – Do not submit with application packet)

Applicant Name: _____ Owner Tenant

Business Name: _____

Business Address: _____

Is the Project Eligible for the Grant Program? Yes No

Project Cost: \$ _____ Amt of RDA Funds Requested: \$ _____
 (30% of Project Cost, NTE \$99,900.00)

CRITERIA

Possible Points Points Awarded

1. Elimination of Blighted Conditions...

- a). Improvements address defective design, character, or physical condition of the structure. (3 points) _____
- b). Usable space is gained or open space is created. (3 points) _____
- c). Provisions for natural light and sanitation have been made. (3 points) _____
- d). Deterioration, obsolescence, or dilapidation factors have improved. (3 points) _____
- e). The project will positively affect the prevalence of depreciated value due to exterior blight. (3 points) _____
- f). The improvement conveys a story or image of the downtown area. (3 points) _____

2. Promotion of Economic Revitalization...

- a). The economy will benefit from this improvement. (4 points) _____

CRITERIA (cont'd)

**Possible
Points**

**Points
Awarded**

3. Stimulation of Private Development...

- a). The project stimulates private development and improvements in the RDA area.

(4 points) _____

4. Implementation of adopted design guidelines for the district where the project is located...

- Historic District **OR** Commercial District

(4 points) _____

5. Consistence with the City's Comprehensive Master Plan...

- a). The project protects historic resources.

(3 points) _____

- b). The project promotes historic preservation efforts.

(3 points) _____

6. Achievement of environmental benefits through architectural design, landscaping, and traffic/pedestrian circulation...

The focus of the improvement is on relatively inexpensive, highly visible physical improvements such as:

- a). The use drought tolerant landscape, streetscape, murals or other enhancements.

(4 points) _____

- b). Building Façade – The façade improvement includes larger or divided light windows, new fascia, canvas awnings, or trellis structures.

(4 points) _____

- c). Signage – The signage is distinctive and attractive.

(4 points) _____

- d). Parking – Parking areas are being improved or redesigned.

(4 points) _____

- e). Street vitality along the sidewalk is created (i.e., outdoor dining, architectural elements, etc.).

(4 points) _____

- d). Lighting – Lighting is used to illuminate the walkways and highlight storefront and building façades.

(4 points) _____

Total Points Awarded: _____
(MAX. 60)

Rater's Name: _____ Date: _____