

**Participation Program General Application****Applicant Information**

Project Name: \_\_\_\_\_

Applicant Company Name (Corporate Name or Entity): \_\_\_\_\_

Applicant Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_: Email: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

State of Incorporation/Registration: \_\_\_\_\_

Type of Business Entity: ☐ Corporation ☐ Partnership ☐ Limited Partnership ☐ Individual☐ Limited Liability Company ☐ State of Incorporation ☐ Other: (Specify) \_\_\_\_\_**Redevelopment Area (select one)**☐ Area 1☐ Area 2**Program Selection (select one)**☐ 1. Building Façade and Streetscape Improvement Program☐ 2. TIF Assistance Program☐ 3. Catalyst Project Assistance Program☐ 4. Capital Improvement Project Assistance Program☐ 5. Property Disposition Program**Project Information (Estimated Values at the Time of Submission)**

Project address/location: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ New Zoning: \_\_\_\_\_

Has Site Plan Been Submitted: ☐ Yes ☐ No Date Submitted: \_\_\_\_\_ Case Number: \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

Land Area: sq. ft. \_\_\_\_\_ and acres: \_\_\_\_\_

Building Size: sq. ft. \_\_\_\_\_ Building Floors Count: \_\_\_\_\_

Parking Space Count: \_\_\_\_\_ Parking Ratio: \_\_\_\_\_ (space count per 1,000 sf)

Floor Area Ratio: \_\_\_\_\_

**Type of Project:**☐ Office☐ Retail☐ Mixed-Use☐ Industrial☐ Other: \_\_\_\_\_**If Residential, Type of Project:**☐ For Sale Condo☐ Residential Rental☐ Incremental Ownership☐ Other: \_\_\_\_\_**Residential Unit Breakdown (for Residential General Assistance Program):**

	<u>Unit Count</u>	<u>Average Square Foot of Units</u>	<u>Average Base Sale/Rental Price</u>	<u>Average Price per Square Foot</u>
Studio	_____	_____	_____	_____
1-Bedroom	_____	_____	_____	_____
2-Bedroom	_____	_____	_____	_____
3-Bedroom	_____	_____	_____	_____
Total	_____	_____	_____	_____

**Project Cost**

Please list all values in current dollars.

Total Estimated Project Cost: \$ \_\_\_\_\_ Estimated Construction Start Date: \_\_\_\_\_

Estimated Completed Project Value: \_\_\_\_\_

Estimated Project Completion Date: \_\_\_\_\_

Estimated Completed Project Assessed Value: \_\_\_\_\_

Estimated Annual Property Tax Payable: \_\_\_\_\_

Estimated Annual Tax Increment: \_\_\_\_\_

Do you have other public funding sources requested or committed for project? ☐ Yes ☐ No

If Yes, please list other public funding sources: \_\_\_\_\_

Funding Type Requested: ☐ One-Time (Cash) Reimbursement ☐ Tax Increment Financing ☐ Bond Financing

Estimated Total Amount of Tax Increment Financing Requested (in current dollars): \$ \_\_\_\_\_

Please list any public improvement(s) proposed to be funded by tax increment financing and estimated cost:

**Category A - Public Expenses Estimated Cost**

1) Streets, Curbs, Gutters: \$ \_\_\_\_\_

2) Water Lines: \$ \_\_\_\_\_

3) Sanitary Sewer Lines: \$ \_\_\_\_\_

4) Storm Drainage Facilities: \$ \_\_\_\_\_

5) Ramps, Roads, Bridges: \$ \_\_\_\_\_

6) Retaining Walls, Tunnels: \$ \_\_\_\_\_

7) Artificial Lighting: \$ \_\_\_\_\_

8) Traffic Signals: \$ \_\_\_\_\_

9) Sidewalks: \$ \_\_\_\_\_

10) Paving, Driveways: \$ \_\_\_\_\_

11) Flood Control: \$ \_\_\_\_\_

12) Public Transit: \$ \_\_\_\_\_

13) Culverts, Manholes: \$ \_\_\_\_\_

14) Off-Street Parking: \$ \_\_\_\_\_

15) Landscaping, Fencing: \$ \_\_\_\_\_

16) Site Work, Grading: \$ \_\_\_\_\_

17) Walkways: \$ \_\_\_\_\_

18) Signage: \$ \_\_\_\_\_

**TOTAL CATEGORY A: \$ \_\_\_\_\_****Category B - Utility Expenses Estimated Cost**

1) Electrical Services: \$ \_\_\_\_\_

2) Utility Infrastructure: \$ \_\_\_\_\_

3) Utility Relocation:\* \$ \_\_\_\_\_

4) Natural Gas Services: \$ \_\_\_\_\_

5) Telecom Services: \$ \_\_\_\_\_

6) Other Items: \$ \_\_\_\_\_

**TOTAL CATEGORY B \$ \_\_\_\_\_****GRAND TOTAL \$ \_\_\_\_\_**

\*Please provide an explanation of any utility oversizing, relocation, or undergrounding expenses:

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**Community Engagement and Community Benefit Information**

Have you held or have you scheduled a community meeting or meetings with area stakeholders? ☐ Yes ☐ No

If yes, list date(s) and location(s) of all community meetings:

Date: _____	Location: _____
Date: _____	Location: _____
Date: _____	Location: _____

If you have not yet held a community meeting for the project, would you commit to do so? ☐ Yes ☐ No

Will your project displace any current residents of the Redevelopment Area? ☐ Yes ☐ No

If Yes, please identify the address(es) for any resident(s) to be displaced. Be certain to follow the Reno Redevelopment Plan and requirements for the Relocation Plan.

Address(es): \_\_\_\_\_

Do you have a market feasibility study? ☐ Yes ☐ No

Have you prepared a third-party fiscal impact analysis for the project? ☐ Yes ☐ No

If Yes, please indicate the name of the firm and the date of the analysis: Firm Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Identify the number of full-time equivalent (FTE) construction jobs anticipated for the project: \_\_\_\_\_ FTE jobs

At project stabilization, identify the number of full-time equivalent (FTE) jobs resulting from annual operations of the project: \_\_\_\_\_ FTE jobs

**Project Due Diligence**

*Environmental Status (check all that have been completed)*

☐ Environmental Site Assessment, Phase 1 ☐ Environmental Site Assessment, Phase 2

*Is there a related open corrective action case with Nevada Department of Environmental Protection?* ☐ Yes ☐ No

Demolition Required? ☐ Yes ☐ No If Yes, Asbestos Survey Conducted? ☐ Yes ☐ No

Energy Audit/LEED/Green Globes Analysis Completed? ☐ Yes ☐ No Date of Energy Audit/Study: \_\_\_\_\_

Traffic Study Completed? ☐ Yes ☐ No Date of Traffic Study: \_\_\_\_\_

Parking Study Completed? ☐ Yes ☐ No Date of Parking Study: \_\_\_\_\_

Pre-Leasing Commenced? ☐ Yes ☐ No Amount of Pre-Leasing (square feet or units): \_\_\_\_\_

**Exhibit A: Project Scope and Feasibility**

*Please submit a separate pdf file for each of the following.  
Entitle each file under the naming convention EXHIBT-A-Attachment-# for ease of staff review.*

**Attachment 1: Developer's Description of Project**

- *Provide a summary description of the proposed project and the overall benefit it will provide to the area.*

**Attachment 2: Community Benefit Attributes**

- *Please describe the specific community benefit attributes of the project. Be certain to address all required criteria in sufficient detail.*

**Attachment 3: Site Plan, Building Elevations and Rendering(s)**

- *Attach a preliminary site plan, building elevations, and rendering(s) of the proposed project. (Please note that this site plan will not be used as a planning application to the city, and that the Agency's review of this submission will not be considered a planning submission for city planning approval, and should not be deemed as such.)*

**Attachment 4: Proposed Development Schedule**

- *Please identify major development milestones desired for the proposed project. At a minimum, identify the following project milestones: site plan approval, building and development permits approval, project financing approval, construction commencement, construction completion, and initial occupancy.*

**Attachment 5: Market Study**

- *Please provide a market study or summary of the market study if one has been prepared by a third party. The market study should address the current market demand for the proposed project.*

**Attachment 6: Evidence of Site Control (i.e. deed, option to purchase, or purchase contract)**

- *Please attach evidence of site control. Evidence may include grant, bargain and sale deed showing current ownership, option agreement to purchase, right of first refusal agreement, purchase agreement, or lease agreement. Proof of site control will be a requirement prior to processing of this application and any funding award.*

**Exhibit B: No Other Reasonable Means of Financing Documentation**

*Please submit a separate pdf file for each of the following.  
Entitle each file under the naming convention EXHIBT-B-Attachment-# for ease of staff review.*

**Attachment 1: Sources & Uses Statement**

- *Please provide a complete Sources and Uses Statement. For construction costs, please base construction costs using the payment of Nevada prevailing wage rates. Use of redevelopment funding (\$100,000 or greater) requires the payment of Nevada prevailing wage rates. (Please refer to the Nevada Labor Commissioner, <https://labor.nv.gov/> for the most recent schedule of Nevada prevailing wage rates. Rates change annually.)*

**Attachment 2: 10-Year Operating Pro Forma**

- *Attach a 10-Year operating pro forma showing revenues, expenses, gross income, debt service, cash flow available for debt service, cash flow after debt service, cash-on-cash return on investment, and an (after-tax) internal rate of return. If the developer plans an exit (sale) of the finished project prior to the end of a ten-year term, please clearly indicate as such. Identify both the internal rate of return with the Agency participation being requested, and the internal rate of return without the Agency participation.*

**Attachment 3: 2 Years of Financial Statements, including Balance Sheet and Income Statement**

- *Applicant should provide the most recent two years of financial statements, including a balance sheet and income statement. Indicate whether the financial statements are audited or unaudited. Applicant also should provide a list of all assets under management, and whether any assets under management have any current debt defaults or any unpaid judgments.*  
*Special Note: Upon request, this Attachment 3 may be provided confidentially to the Agency and returned to the Developer if necessary to protect any proprietary or confidential information of the Developer.*

**Attachment 4: Developer Banking and Credit References**

- *Please provide a list of current banking or credit references. If available, please provide any lender term sheets or denial letters indicating the lack of private market debt financing for the project.*

**Attachment 5: Developer Affidavit - Financial Necessity Statement**

- *Please complete the Developer Affidavit Form, with a signature and notary acknowledgment.*

**Exhibit C: Developer Capacity**

*Please submit a separate pdf file for each of the following.*

*Entitle each file under the naming convention EXHIBT-C-Attachment-# for ease of staff review.*

**Attachment 1: History of the Development Entity and Project Portfolio**

- *Please describe the history of the development entity. Include examples of representative projects. For each project cited, please note date of completion, period of ownership, location, and whether such project received any public participation or public funding and the type of public funding.*

**Attachment 2: Organizational Structure of the Development Entity**

- *Please describe the ownership structure of the development company. Identify, at a minimum, the following: state of incorporation or organization; organizational structure (corporation, limited partnership, limited liability company); federal tax status (C corporation, S corporation, real estate investment trust, etc.).*
- *Explain the intended ownership structure of the project requested tax increment financing, and whether a single-purpose entity will be formed for ownership.*
- *Explain the intended duration of ownership by the developer or development entity.*

**Attachment 3a: Resumes of all Principals and Key Individuals**

- *Please provide a resume or biography for each principal owner of the development company. Include all key management personnel. Identify the project manager who will be responsible for managing the project and communicating with the Agency on performance of the project.*

**Attachment 3b: Resumes of Affiliated Development Team (i.e. prime contractor, architect, engineer)**

- *Please provide a resume or biography for each principal owners of the affiliated development team, which is defined as the prime contractor (if known at time of application), architect, civil engineer, and any additional development team companies (environmental or geotechnical engineer, structural engineer, etc.). For each firm, identify the project manager for the proposed project.*