



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

RDA 101

The Basics and FAQs for the Redevelopment Agency Program

1. What is the RDA?

The Redevelopment Agency Program is a program that has been established to assist businesses and developers interested in projects aimed at revitalizing property within the Redevelopment Area. The Program can also be used to fund public sector improvements like road widening, landscaping, or utility upgrading.

2. Who Can Participate in Receiving RDA Grant Funds?

Property owners and business tenants within the designated Redevelopment Area who express an interest in the Agency's program. Funding for the RDA Program varies as it is based upon property taxes for commercial properties; funding is reset at the beginning of each fiscal year. The fund balance is updated on an on-going basis. If you would like to know if RDA funds are available for your project, please contact our office.

3. What Types of Projects are Eligible for RDA Funding?

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. 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 see the application packet for a complete list of eligible and ineligible project classes.

4. What is the Limit on RDA Funding?

Redevelopment assistance for public/private projects shall not exceed 30% or \$99,900 (whichever is less), of the total cost of the approved project. For signage projects that meet the Signage Grant Program criteria, RDA assistance shall not exceed 50% of the total cost of the approved project, up to a maximum of \$99,900. Additional assistance may be provided if the Agency determines that such expenditure is necessary to further the goals of the Redevelopment Plan.

5. How Does One Participate?

Every property owner or tenant interested in becoming a participant must submit to the Agency, a completed “Statement of Interest to Participate” form and all applicable attachments. If monetary assistance is requested, applicants must show that no other reasonable means of financing is obtainable. The form and instructions, as well as examples of the attachments, are in the Application Packet which may be obtained on the City’s website or in the Community Development Department in City Hall.

6. When is the Application Packet Due?

Each property owner or business must submit a valid Statement of Interest to Participate form and necessary attachments to RDA staff one (1) month prior to each quarterly RDA meeting, as shown below:

<u>Quarterly RDA Meeting Held</u>	<u>Submit Documents By</u>
January	December 20 th
April	March 20 th
July	June 6 th
October	September 19 th

****It is advised to check with RDA staff for exact submission deadlines, as dates may change depending on the actual date the meeting is scheduled.***

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.

7. What Happens if my Application is Accepted by Staff?

RDA staff will review each application submitted and rate it using a Project Rating Sheet. If funds are available for the project, staff will then prepare the packet for presentation to the RDA Board at the next quarterly RDA meeting. If the Board approves the project, it then moves forward to the next available City Council meeting for the appropriation of funds. Once the funds are appropriated, they become available for reimbursements.

8. When May I Begin Work on my Project?

Once the RDA funds are appropriated, RDA staff will prepare an Owner Participation Agreement. This agreement will be signed by both the participant and City staff. Once it is signed by all parties, a duplicate original will be mailed to the applicant along with a Notice to Proceed. When the Notice to Proceed is received by the applicant, the project may begin. ***It is important to note that any expenses incurred PRIOR TO the Notice to Proceed ARE NOT eligible for reimbursement.***

9. When May I Submit for Reimbursement and How Do I Submit?

Reimbursements can be requested as early as the 50% completion mark up until full completion of the project. The reimbursement process will take approximately two to four weeks.

When you are ready for reimbursement, you will complete and submit the following:

- 1) A Reimbursement Request Form
- 2) All relevant invoices and/or receipts with proper proof of payment
- 3) A copy of your W-9 form, and
- 4) "After" photographs in digital CD format