

Guidelines for RDA Grant Programs

A. Purpose

As part of the overall Redevelopment Agency (RDA) strategy, funds may be provided to eligible businesses or property owners to enhance properties and businesses within the Redevelopment Area. Additionally, financial incentives may be offered to offset development and impact fees, which might be a hurdle for bringing improvements to fruition. The program gives priority funding to redevelopment parcels within the Downtown Central Business District.

B. Program Definition

The RDA created three grant programs to implement the overall purpose of enhancing properties and businesses within the Redevelopment District—Sign Replacement, Façade Rehabilitation and Building, Remodeling and Rehabilitation.

These programs provide financial participation for eligible improvements agreed upon by the RDA and the Applicant (the property owner and/or tenant). Please refer to Mesquite Municipal Code Section 1-10-11 for greater detail.

The [City Manager's Office](#) administers the grant programs.

This program operates on a reimbursement basis and the Applicant is responsible for all payments due to professionals, City departments and contractors for approved work performed. RDA staff will verify actual costs incurred by the Grantee (the property owner and/or tenant) prior to reimbursement.

Program Grant Agreements, entered into by qualifying applicants and the RDA, memorialize the conditions, covenants, and responsibilities for the Grants. RDA grant funds do not have to be paid back by the Applicant, as long as the agreement terms are met. The general program, qualifications, guidelines and conditions are described below.

Sign Replacement

Funds may be provided to upgrade existing or replace old, unsightly, or nonconforming signs of all types. When design guidelines were adopted for the downtown, many signs were to be discontinued in favor of other more tasteful signs. Some of the old signs have continued to age and must be replaced to continue the trend of beautifying the City of Mesquite.

The Sign Replacement financial assistance is subject to Grant funding availability. The RDA will evaluate and act upon all Sign Replacement Grants at its sole discretion. The Redevelopment Director may approve or deny financial assistance for funding up to \$15,000. The following additional conditions apply to this program:

- a) Projects within the Downtown Central Business District may receive Grants up to seventy-five (75) percent (%) of eligible project costs actually incurred.
- b) All other projects may receive Grants up to fifty (50) percent (%) of eligible project costs actually incurred.
- c) Total reimbursement eligibility up to \$10,000 per storefront/sign for non-owner occupied businesses, and \$15,000 per storefront/sign for owner-occupied businesses.

Façade Rehabilitation Program

Funds may be provided to enhance commercial buildings and storefronts within the Redevelopment Area.

The Façade Rehabilitation financial assistance is subject to Grant funding availability. The RDA will evaluate and act upon all Façade Rehabilitation Grants at its sole discretion. The Redevelopment Director may approve or deny financial assistance for funding up to \$50,000. The following additional conditions apply to this program:

- a) Projects within the Downtown Central Business District may receive Grants up to seventy-five (75) percent (%) of eligible project costs actually incurred.
- b) All other projects may receive Grants up to fifty (50) percent (%) of eligible project costs actually incurred.

Building, Remodeling and Rehabilitation Program

Funds may be provided to construct new buildings, or to remodel or rehabilitate existing buildings within the Redevelopment Area.

The Building, Remodeling or Rehabilitation financial assistance is subject to Grant funding availability. The RDA will evaluate and act upon all Redevelopment Grants at its sole discretion. The Redevelopment Director may approve or deny financial assistance for funding up to \$99,999. The following additional conditions apply to this program:

- a) Projects within the Downtown Central Business District may receive Grants up to seventy five (75) percent (%) of eligible improvements.
- b) All other projects may receive Grants up to fifty (50) percent (%) of eligible improvements.

City Development and Impact Fee Reimbursement

In conjunction with the three RDA programs, the Applicant may also have lawfully required City development and impact fees reimbursed by the RDA. The RDA will consider financial participation for eligible costs and fees up to \$30,000 per program.

Eligible fees may include but are not limited to the following.

- Land Development Application Fees (Conditional Use Permit, Architectural Review, etc., including Public Notice Fees)
- Building Permit and Inspection Fees (Building Permit Fee and Plan Check Fee only)
- Sewer Connection Fees
- City of Mesquite Transportation Impact Fee.

Copies of permits are to be provided to RDA staff prior to any construction commencing. The following additional conditions apply to this program:

- a) Projects within the Downtown Central Business District may receive Grants up to seventy-five (75) percent (%) of eligible fees.
- b) All other projects may receive Grants up to fifty (50) percent (%) of eligible fees.

C. Program Eligibility

Applicants must be the property owner(s) or tenant(s) of a program eligible building. A signed and notarized Property Owner and Applicant Affidavit form must be submitted with the application for financial assistance consideration. In the event that a corporation or partnership wishes to submit an application, the applicant must provide with the application a copy of the executed corporate resolution or bylaws of the section verifying signature authorization and/or a completed power of attorney form.

D. General Process

1. If desired, the Applicant may request a pre-application conference with staff to review conceptual design and cost estimate.
2. [Application](#) submittal. The Applicant shall submit a complete and signed application with the required program documentation to avoid any delays in financial consideration.
3. RDA staff shall perform an inspection of the property to determine that the Applicant request for financial participation includes eligible improvements.
4. Some projects may require development application review, such as a conditional use permit. Such review may be processed concurrently.
5. Plans shall be reviewed and approved by the [Architectural Review Committee](#) for properties located in the Central Business District.
6. Upon approval of the Applicant's request for financial participation, a specified amount will be authorized. The project must commence (*i.e.*, a building permit must be issued) within one (1) year, or the application will be null and void.
7. If an application is not approved by RDA staff, the basis for denial shall be provided in writing within fifteen (15) working days of the request.
8. If all lien releases related to the project are not provided to RDA staff, proof of payment for all work performed on the project must be submitted to RDA staff (*e.g.*, cancelled checks or a notarized statement).

9. Eligible improvements and fees will be reimbursed within 30 days of the Certificate of Occupancy being issued, on the condition that receipts and documentation of expenses have been submitted and verified.

E. Eligible Buildings

1. Eligible projects must be located within the Redevelopment Area boundaries or receive specific approval from the Redevelopment Agency Board after a finding of public benefit to the Redevelopment Area or the neighborhood in which the Redevelopment Area is located. Please refer to Nevada Revised Statutes (NRS) [279.486](#).
2. As a matter of public policy, the Mesquite City Council has limited current projects to the Urban Corridor Sector South of US Interstate 15 (refer to attached Redevelopment Map).
3. Any new building(s), constructed within the last five (5) years, are not eligible for financial assistance.
4. Properties affected by unresolved code enforcement issues or actions will not be eligible for participation under this program unless the proposed project will bring the property into compliance or the property is brought into compliance prior to application submittal.

F. Eligible Improvements/Expenses

1. Eligible improvements/expenses may include the following.

Sign Replacement

- a) Sign Removal Costs (for non-conforming or weathered signs).
- b) Building Permit, Inspection Fees, other City of Mesquite fees.
- c) New Sign/Graphic Design.
- d) Sign Construction and Installation.

Façade Rehabilitation Program

- a) Exterior facades.
- b) Exterior Lighting – Decorative fixtures to be affixed to the exterior of a building or lighting for parking areas.
- c) Doors and Windows – Replacement of doors and windows which enhance the appearance of the building which are visible from the street frontage.
- d) Exterior Wall Finishes – Cleaning, repairing or remodeling the exterior of buildings including painting, brick, tile, stucco or other similar exterior finish and decorative treatments.
- e) Signs – The design, construction and installation of new signs approved by the RDA and in conformance with the City’s sign ordinance and Municipal Code. Removal of old, obsolete, non-conforming or unused signs is required.

- f) Landscaping – Irrigation systems, landscape materials, walls, fences and related improvements.
- g) Removal of or demolition of abandoned structures.
- h) Miscellaneous improvements – Other improvements not previously detailed which will eliminate blight and/or upgrade the aesthetic appearance of the Redevelopment Area.

Building, Remodeling and Rehabilitation Program

- a) Remodel, rehabilitation or new construction of a building(s) or portion of an eligible building project.
 - b) Construction of site improvements such as, parking lots/structures, landscaping, irrigation systems, walls, fences, plazas, courtyards, sidewalks and other site improvements approved by the RDA and Planning and Redevelopment Department. If applicable, all improvements must comply with adopted Downtown Design Standards.
 - c) Removal of or demolition of abandoned structures.
 - d) Miscellaneous Improvements: Other improvements not previously detailed which will eliminate blight and/or upgrade the aesthetic appearance of the Redevelopment Area.
2. Minimum Improvements. The RDA reserves the right to require certain minimum improvements as part of the program in order to meet the objectives of the RDA. For example, façade repainting may be required as a minimum improvement.
 3. The RDA and other appropriate City Departments must approve all improvements. Improvements must comply with all City building codes, architectural standards, and sign standards.
 4. The Applicant is not to begin any improvements to the property before the Grant Agreement is approved, signed and executed by the RDA. Construction, renovation or painting costs incurred prior to the execution of the Grant will not be eligible for reimbursement.
 5. Projects within the Central Business District must comply with the adopted Design Standards and be approved by the [Architectural Review Committee](#).
 6. For requests less than \$50,000, the redevelopment director may approve financial assistance. Any requests \$50,000.00 or greater shall be approved by the redevelopment agency board. (If a business and/or property owner has multiple requests over time, when the cumulative total of all the requests is greater than \$50,000.00, all further requests shall be approved by the board.)

G. Ineligible Work

1. Security systems.
2. Interior furniture.
3. Non-permanent fixtures.
4. Window coverings.
5. Personal property and equipment.

6. Maintenance type improvements such as roofing and general structural upgrade work are not eligible unless considered to be an integral part of the façade rehabilitation.

H. Design and Preliminary Cost Estimate

1. Conceptual design and preliminary cost estimate are reimbursable program costs.
2. Applicant's conceptual design and cost estimate must be approved by the RDA, prior to Grant commitment and construction.
3. All working drawings and corresponding City permits will be the applicant's sole responsibility.
4. The preparation of detailed drawings is an eligible cost under this program.

I. Bidding/Construction/Permits/Disbursement of Funds

1. Applicant(s) are responsible for obtaining two (2) bids or competitive quotes for the proposed work. All contractors must be [registered](#) and bonded by the State of Nevada and [licensed](#) to perform work with the City of Mesquite.
 - a) Approved projects will be based on the lower of the two (2) bids. The Applicant may select any of the two (2) bidders to construct the improvement. However, the Applicant will be responsible for costs in excess of the lowest bid.
 - b) Construction contracts will be between the applicant and contractor. The contractor must obtain all required permits prior to commencing construction.
 - c) For Grants in excess of \$5,000, upon completion of improvements, applicant(s) will provide a Certificate of Insurance evidencing property coverage for "improvements" in an amount not less than the value of the improvements. The Certificate of Insurance must be submitted within thirty (30) days of the Certificate of Occupancy, and prior to reimbursement of funds.
 - d) All façade improvements shall be designed to upgrade the aesthetic appearance of the Applicants' property.
 - e) The applicant(s) must sign off on all work completed on his/her behalf, and for which he/she is requesting RDA reimbursement. A tenant(s) must provide written approval from property owner(s) approval for all improvements.
2. Grant funds will be disbursed upon the following conditions being met.
 - a) Inspection and approval of completed improvements.
 - b) Receipt and review of all invoices for improvements.
 - c) Receipt of copies of acceptable (at the RDA's sole discretion) lien releases from all applicable contractors. If lien releases are not provided proof of payment must be submitted (for example, cancelled check or notarized statement).

J. Review Criteria

Proposed projects will be evaluated using one or more of the following criteria.

1. Improves a property that is underutilized, deteriorated or does not meet code standards.
2. Incorporates quality design, upgrades the aesthetic appearance, enhances the image of the area, and is compatible with neighboring buildings and the RDA as a whole. Projects within the Downtown Central Business District (CBD) must comply with the adopted Design Standards.
3. Consistent with the goals and objectives of the Redevelopment Plan, the Mesquite Master Plan, and the Vision Poster.
4. Higher priority will be given to proposals in the CBD.
5. Reinforces historic or cultural buildings or activities.
6. Protects and enhances existing businesses and economic development.
7. Readiness of Applicant to proceed, within budget and in a reasonable time frame, and to account for expenditure of funds according to program requirements.

K. Maintenance Obligation

1. Applicant(s) shall maintain the improvements and façade of the property in good condition and in accordance with local and State building codes.
2. Conditions that constitute a failure to maintain the property in good condition include, but are not limited to: peeling paint, chipped surfaces, broken windows, broken walls/fences, covered transoms or window spaces, boarded windows, excessive bird droppings, debris, graffiti, illegal or non-conforming signage, lack of landscaping and/or parking lot maintenance, and obstructed windows.
3. Failure to maintain exterior building facades that have been awarded grant monies for a period of five (5) years will result in ineligibility for future financial incentives to that individual or corporation, and may be subject to code enforcement.

L. Appeal to Redevelopment Agency Board

Any aggrieved person, including the applicant(s) may appeal the administrative decision made by the City Manager's Office for financial assistance to the Redevelopment Agency Board. A written notice of appeal must be submitted within fifteen (15) days after the date of the final administrative decision. The Redevelopment Agency Board may affirm, modify or reverse the administrative decision (see Mesquite Municipal Code Section 9- 4-9 B).

