



STATE SUPPLEMENTAL DOWNTOWN PRESERVATION FINANCING PROGRAM APPLICATION – Part II

(Please respond using corresponding number and letter.)

Documentation Checklist

- 1) ____ A copy of the approved Redevelopment Plan which provides a general description of the project including, but is not limited to :
 - a) ____ A detailed description of the activities proposed to reduce or eliminate those conditions qualifying the area as blighted or a conservation area ;
 - b) ____ The name, street and mailing address and the phone number of the mayor or chief executive officer of the municipality ;
 - c) ____ Street addresses of the Redevelopment Project site(s) (please provide map)
 - d) ____ The estimated redevelopment project costs ;
 - e) ____ The anticipated sources of funds to pay such redevelopment project costs ;
 - f) ____ The anticipated type and term of sources to pay redevelopment costs ;
 - g) ____ Evidence of the commitments to finance such redevelopment project costs ;
 - h) ____ The anticipated type and terms of the obligations to be issued ;
 - i) ____ The general land uses to apply in the redevelopment area ;
 - j) ____ A list of other community and economic benefits to result from the project ;
 - k) ____ A list of all other public investments made or to be made by this state or units of local government to support infrastructure or other needs generated by the project for which the funding is being sought ;
 - l) ____ A certification by the chief officer of the applicant as to the accuracy of the redevelopment plan ;

- m) ____ A study analyzing the revenues that are being displaced as a result of the project that otherwise would have occurred in the market area ;
 - n) ____ An economic feasibility analysis including a pro forma financial statement indicating the return on investment that may be expected without public assistance. The financial statement shall detail any assumptions made including a pro forma statement analysis that demonstrates the amount of assistance required to bring the return into a range deemed attractive to private investors.
- 2) ____ A copy of an appropriately executed and recorded ordinance approving the Redevelopment Plan including a statement from the Mayor or Chief Elected Official attesting to the accuracy of the plan ;
- 3) ____ Written evidence the municipality relied upon the following findings in its decision making process to approve the Redevelopment Plan :
- a) ____ A third party finding of blight or conservation area and supporting documentation including a detailed description of the redevelopment area ;
 - b) ____ A support of the finding of blight or conservation area including :
 - (1) a statement that the area can be renovated through one or more projects,
 - (2) that it is located in the Central Business District as defined in the statute,
 - (3) the Redevelopment Area does not exceed 10% of the entire geographic area of the municipality ;
 - c) ____ The redevelopment area has not been subject to growth and redevelopment through investment by private enterprise or would not reasonably be anticipated to develop or continue to be developed without the implementation of one or more redevelopment projects and the adoption of local and state redevelopment financing ;
 - d) ____ The redevelopment plan conforms to the comprehensive plan for the redevelopment of the municipality as a whole ;
 - e) ____ The estimated dates, which shall not be more than twenty-five years from the adoption of the ordinance approving any redevelopment project, of the completion of such redevelopment project and retirement of obligations incurred to finance redevelopment project costs have been stated, provided that no ordinance approving a redevelopment project shall be adopted later than 15 years from the adoption of the ordinance approving the redevelopment plan and provided that no property for a redevelopment project shall be acquired by

eminent domain later than 10 years from the adoption of the ordinance approving such redevelopment plan ;

- f) ____ In the event any business or residence is to be relocated as a direct result of the implementation of the redevelopment plan, a plan has been developed for relocation assistance for businesses and residences ;
- g) ____ The redevelopment plan does not include the initial development or redevelopment of any gambling establishment.
- 4) ____ A copy of the all public hearing notices (with dates sent) and all notifications to each affected taxing district ;
- 5) ____ A copy of any changes made to the Redevelopment Plan, Redevelopment project, redevelopment area or redevelopment project area as a result of the public hearings
- 6) ____ A copy of any mock up or renderings or design art prepared to portray the completed Redevelopment Area
- 7) ____ The date or proposed date of passage of redevelopment project financing (include copy of ordinance if complete)
- 8) ____ Proposed baseline year
- 9) ____ An affidavit signed by the developer or developers attesting that the provision of subdivision 2 of subsection 2 of section 99.10.86 has been met
- 10) ____ Median household income of Central Business District
- 11) ____ Population of municipality
- 12) ____ A statement providing the description of the municipalities central business district, its historic core ; it's generally recognized downtown with a copy of supporting documentation and an explanation of the relationship of this project to that description
- 13) ____ A complete inventory list of the buildings (and vacant lots) included in the project area and the age of those buildings indicating one-half of the total are 35 years or older
- 14) ____ A description of the historical land use of the Central Business District/historic core/downtown
- 15) ____ An indication of the applicable eligibility regarding population and total project costs

Population	Total Project Costs	Applicant verification ✓
100,000-199,999	\$5,000,000	
50,000-99,999	\$1,000,000	
10,000-49,999	\$500,000	
1000-9999	\$250,000	

- 16) ____ The total percentage of local sales tax and economic activity taxes that the municipality proposes to direct toward redevelopment project costs for each year
- 17) ____ A statement of the number of years that the Municipality proposes to direct local sales tax and economic activity taxes toward redevelopment project costs
- 18) ____ A statement that 100% of the local sales tax increment deposited into the special allocation fund must and will be used to pay redevelopment project costs or obligations issued to finance redevelopment project costs
- 19) ____ A list identifying the existing businesses located within the redevelopment project area and the redevelopment area by name, address, federal ID number, state sales tax ID number
- 20) ____ The aggregate baseline year of state sales tax revenues reported by existing businesses within the redevelopment project area (submitted to and verified by the Department of Revenue
- 21) ____ A clear depiction of the sources and uses proposed for this project
- 22) ____ A spreadsheet including but not limited to :
 - a) ____ An estimate of the General Revenue portion of the state sales tax revenues generated in the redevelopment project area in the year beginning after the adoption of the Redevelopment Plan by the municipality and continuing for each of the years depicted in the term not to exceed 25 years total
 - b) ____ An estimate of the state sales tax increment within the redevelopment project area after the redevelopment in the year beginning after the adoption of the Redevelopment Plan by the municipality and continuing for each of the years depicted in the term not to exceed 25 years total
 - c) ____ An estimate of the local sales tax and economic activity tax within the redevelopment project area after the redevelopment in the year beginning after

the adoption of the Redevelopment Plan by the municipality and continuing for each of the years depicted in the term not to exceed 25 years total

- d) ____ The amounts and types of other net new revenues sought by the applicant to be disbursed from the downtown revitalization preservation fund over the term of the redevelopment plan (by year)
 - e) ____ The estimated annual debt service
 - f) ____ The debt coverage ratio
 - g) ____ Notes providing all assumptions, calculations and conclusions used in the development of the spreadsheet
- 23) ____ The methodologies and underlying assumptions used in determining the estimate of the state sales tax increment
- 24) ____ A description of the type and term obligations proposed to finance the project including listing all partners (bond counsel, etc.)
- 25) ____ A statement from the Mayor or Chief Elected Official recognizing the requirements of 99.1092 section 7 that no municipality may obligate or commit the expenditure of disbursements received from the downtown preservation fund prior to receiving a certificate of approval for the redevelopment project and in addition shall not commence work on a redevelopment project prior to receiving a certificate of approval for the redevelopment project
- 26) ____ A statement or other indication by policy or ordinance or contained in a developer agreement from the municipality that taxpayers in any redevelopment area who are required to remit sales taxes under chapter 144 RSMo shall provide additional information to the Department of Revenue in a form prescribed by the department by rule. (99.1092 section 8)