



DOWNTOWN DEVELOPMENT INCENTIVES APPLICATION CHECKLIST

- _____ Sixteen (16) printed copies and a PDF of the application form and proposal
- _____ City of Wichita Application for Development Incentives Form
- _____ Evaluation fee
- _____ Third party financial analysis fee

Project Summary

- _____ Project amount and purpose
- _____ Description of the redevelopment project, including details of how the proposed project meets the "Threshold Criteria" and the "Public Benefit Criteria"
- _____ Description of the proposed public-private partnership, including details of how the project partnership meets the "Threshold Criteria" and the "Business Plan Criteria"
- _____ Description of the development team, including details of how the development team meets the "Threshold Criteria" and the "Developer Background" criteria

Design Plan

- _____ Site Plan
- _____ Perspective Drawings

Business Plan

- _____ Market Analysis, including written description of plan to meet projections
- _____ Pro Forma, including written description of plan to meet projections
- _____ CEDBR Fiscal Impact Model (the developer is responsible for CEDBR's fee for this service)
- _____ Sources and uses of capital, including:
 - _____ Evidence of developer equity



DOWNTOWN DESIGN RESOURCE CENTER

507 E. Douglas
Wichita, KS 67202
316.264.6005
www.downtownwichita.org



_____ Third party rating of financial stability of lenders

_____ Evidence of lender commitment

_____ Amount and purpose of public investment sought

_____ Repayment plan, if the City ordinarily requires a repayment plan or contingent repayment plan in connection with the type of incentive at issue

_____ Backup repayment plan, including guarantors, if a repayment plan is required

Developer Background

_____ Projected or existing financial statements (three years) and Dun & Bradstreet Financial Stress Score or other third party financial stability rating for:

_____ Developer, development entity, and key project partners, as applicable

_____ Guarantors (if different)

_____ If desired, financial statements may be submitted separately to a designated third party for analysis and summary report to the City. See document entitled [Third Party Financial Analysis Process](#) for details.

_____ History/ownership/legal structure of the business, including:

_____ Certificate of Good Standing from the Secretary of State

_____ Tax Clearance Certificate from the Department of Revenue

_____ Experience of the development team, including:

_____ Experience with similar projects

_____ Number of projects completed by the development team

_____ Past project experience with the City of Wichita

_____ References, especially from other municipal partners

_____ Banking references, including:

_____ Credit history reports, including past credit defaults

_____ Letters of good standing from previous lenders

_____ Applicant Disclosure Questionnaire for:

_____ Developer, development entity, and key project partners, as applicable

_____ Guarantors (if different)



DOWNTOWN DESIGN RESOURCE CENTER

507 E. Douglas
Wichita, KS 67202
316.264.6005
www.downtownwichita.org

