



FAÇADE IMPROVEMENT GRANT PROGRAM

(VERSION 8-29-18)

Purpose: Assist property and business owners within the District in the revitalization of the district by renovation of building facades in an effort to increase visitor traffic, increase sales tax revenues, increase property values and improve the aesthetics of individual storefronts and the district as a whole. Proposals are considered by the DDA Board on a first-come, first-served, case-by-case basis and evaluated based on the ability of the project to further the purpose of the façade Improvement program. Funding is at the discretion of the Board and the approved funding budget for the year.

Amendment: The Board retains the right, in its sole discretion, to amend these policies or to vary their application to particular façade improvement projects provided that the overall result is consistent with the mission of the DDA and furtherance of the objectives and purposes of the DDA Plan of Development.

Application Deadlines: Applications will be accepted and reviewed on a quarterly basis.

We encourage you to submit your application to the DDA during the open enrollment months of: January, April, July, and October.

Funding Sources: The program is funded from two sources, (a) property tax increment resulting from the increase in assessed value of the property, and (b) sales tax increment connected to the property. Project funding shall be reasonably proportional to the anticipated increases resulting from the project.

Funding Limitations: Proposals may be funded up to 25% of the total cost of the façade renovation up to a maximum of \$20,000 per façade. Funding must be used on a public right-of-way or easement or eligible façade improvements.

Funding Reimbursement: Approved funding for any project shall not be paid until after the project is fully constructed and a final inspection is completed.

Grant funds will be reimbursed directly to applicant and/or entity of the project after final inspection and all final receipts are submitted per the Agreements and Conditions section.

Eligible Properties: All non-governmental, commercial property owners who pay into the DDA are eligible. Application must be made by the property owner, tenants are not eligible.



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Eligible Projects: At least 20% of the project must be self-funded by the applicant. Applicant shall be experienced with a successful investment history, team, and/or business in good standing with the Colorado Secretary of State. A 3rd party credit check may be requested, at the board's discretion.

All sources of funding/grants, whether approved or pending shall be disclosed to the DDA.

If the project involves residential property, there must be three or more units involved and the projected rent must meet or exceed 30% of the median Montrose County income to support consumer spending downtown.

Eligible Improvements: The application shall specify for exactly what improvement funding is sought. Funded improvements are meant to be permanent and lasting in nature. Improvements must conform to Montrose Municipal Code requirements. Work must be started within three months of approval and must be completed within twelve months of approval. Eligible façade improvements shall front a public street, alley or pedestrian way, or shall face a public place. They may include:

1. Construction -
 - 1.1. New structures
 - 1.2. Additions to existing structure
2. Renovation -
 - 2.1. New awning or the renovation/restoration of existing awning/signage
 - 2.2. Reparation and replacement of architectural details or materials
 - 2.3. Rehabilitation or compatible reconstruction of storefronts
 - 2.4. Removal of exterior surfaces that cover historic façade materials
 - 2.5. Exterior lighting
 - 2.6. Exterior façade painting
 - 2.7. Upgraded heating and/or cooling

They do not include:

1. Interior rehabilitation unless deemed essential to the building's façade improvements;
2. Interior decoration or personal property;
3. Refinancing of debt;
4. Inventory and equipment;
5. General or routine maintenance and cleaning;
6. Business operations expenses;
7. Improvements made prior to grant approval; and



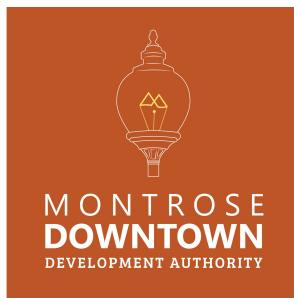
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8. Horizontal materials or roofing materials (i.e. materials not visible from the public right-of-way).

Evaluation Criteria: The Board shall consider the following in evaluating proposals for DDA funding of façade improvements projects:

1. Useful Life – The use of building materials with a useful life of 25+ years in the construction or renovation of the façade is required. Materials should be high quality, long-lasting and “timeless”.
2. Pedestrian friendly street presence – The façade should be scaled to the pedestrian. The first floor should be permeable, with windows encompassing a significant portion of the frontage. Blank walls, minimal variation, and minimal articulation are not acceptable.
3. Timeless design – Designs should be high quality and timeless. This does not mean that designs should incorporate unauthentic historic elements. The DDA is not looking for imitations of historic buildings. Non-historic buildings can propose contemporary designs as long as the design will not lose appeal in a short duration of time.
4. Historic fabric of the building and immediate environs – All historic buildings that are a Local Landmark, or on a State or National Register must receive Historic Preservation Commission approval of the proposed façade changes prior to being scheduled for evaluation by the Board.
5. Green building principles – The DDA actively encourages green building practices whenever possible.
6. Deconstruction – The Board encourages contractor documentation of deconstruction methods that achieve the goal of minimizing construction and demolition waste from entering the landfill.
7. Location – The location of a project may be a key factor if it advances a particular goal of the DDA’s mission.
8. Use – Depending upon the Board’s present goals, a particular use may be advantageous or disadvantageous in meeting those goals.
9. Consistency with DDA Mission and Plan of Development – façade improvement projects shall be consistent with the adopted mission of the DDA and the objectives and purposes of the DDA Plan of Development.
10. Property Tax Assessment - The DDA will coordinate with the County Assessor's to provide an estimated valuation of the property tax increment projected to be realized with the facade improvement.



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Administration: The DDA in conjunction with the City of Montrose shall direct the administration of the Façade Improvement Program and for development of appropriate procedures and forms to implement such programs in accordance with these policies.

1. Standard Terms – Each DDA investment shall require the property owner to provide ongoing maintenance of and insurance for the façade improvements and covenant against alterations of the approved façade improvements without the DDA’s written consent.

Terms of the agreement are typically based on the following schedule:

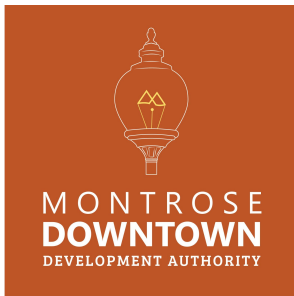
From \$1 to \$40,000	4 years
From \$40,001 to \$80,000	8 years

2. Façade Monitoring Program – The DDA staff shall establish and administer a façade monitoring program for the purpose of ensuring compliance with the property owner’s maintenance obligation and covenant against alterations during the term of the DDA’s easement interest in each façade.

Application Process:

1. Applicant is encouraged to thoroughly review the application to establish project eligibility. As needed, meet with DDA staff to help determine eligibility.
2. Include in application at least two cost estimates from reputable contractors.
3. Applications must be submitted during the open enrollment months of: January, April, July and October in order to be included on the agenda of the next Board Meeting. Late applications will need to be re-submitted by the applicant during the next open enrollment period.
4. Applicant will be required to present a 15-20 minute presentation to the board and answer questions related to the project.
5. Final decision will occur after all due diligence is satisfied.
6. Applicant will be notified of final decision via email.

Waivers: From time to time the Board may waive individual standards and requirements when, in the sole discretion of the board, the standard or requirement is disproportionate to the project proposed.



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TERMS, AGREEMENTS AND CONDITIONS

By submitting and signing the application, the Applicant certifies and agrees to all terms, agreements and conditions of the program. ***Sign your initials next to each condition:***

_____The Applicant and/or entity is in good standing with the Colorado State Secretary and current by payment of property taxes, sales taxes and other assessments into the DDA, City of Montrose, and Montrose County.

_____The Applicant agrees to provide ongoing maintenance of and insurance for the façade improvements and covenant against alterations of the approved façade improvements without the DDA's written consent per the Standard Terms noted in the application.

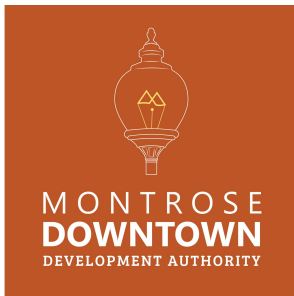
_____The Applicant agrees to be bound by the terms as stated herein. Furthermore, the applicant agrees to adhere to the guidelines of the City of Montrose Comprehensive Plan and Montrose Downtown Plan of Development when making decisions regarding the aesthetic quality of the façade design.

_____The Applicant agrees that all improvements to be undertaken will be consistent with all applicable zoning and building codes. Any review and approval required by the City of Montrose must occur prior to work on the facade improvement. All permits and other requirements are the Applicant's sole responsibility .

_____ ***The project must be started within three months of approval and completed within twelve months of approval to be eligible for reimbursement.*** Any work done on the project prior to approval of application is ineligible for reimbursement.

_____Only the work that is described in the application and approved by the DDA Facade Program Review Committee shall be eligible for reimbursement. Disbursement of funds will be made only after the entire project is complete, receipts are submitted and final inspection is passed.

_____The Applicant and/or applicant's general contractor will schedule with the DDA Staff a final inspection date.



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_____ The Applicant must submit a copy of the updated property insurance, and copies of invoices, receipts, proof of payment and a signed itemized statement of the total cost of the project to the DDA for final reimbursement. Funds will be disbursed within 90 days of final submitted reimbursement package.

_____ All documentation for the reimbursement package must be provided at one time to the DDA for one payment, and the receipts ***must be provided no more than 15 months after the application has been approved, otherwise funds will be forfeited in full with no recourse.***

_____ The Applicant understands that he/she is responsible for all construction management, including but not limited to traffic control.

_____ The project grant award will at all times be in keeping with the program guidelines. The amount designated by the DDA Facade Program Review Committee will not be increased due to cost overruns, changes in scope or other changes made or necessitated by the applicant, its agents and/or financiers.

_____ It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and compliance with all applicable regulations, codes, and ordinances.

_____ The Applicant shall indemnify, protect, defend, and hold harmless the Montrose Downtown Development Authority, City of Montrose, Montrose County, Region 10 and its agents and employees from all claims, damages, lawsuits, costs, and expenses for any property damage, personal injury, or other loss relating in any way to the Montrose Downtown Facade Improvement Grant Program.

Property Owner's Signature: _____

Attest: _____

(If LLC, Corporation or Legal Entity other than Sole Proprietorship)

Date: _____



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Project Application

Please note that application will not be considered until all information in one complete package is submitted to the DDA at 317 S 2nd Street Montrose CO 81401

The following information must be submitted with your application:

- *W9*
- *Current Property Insurance*
- *Proof of good standing with Colorado State Secretary, City of Montrose (sales taxes and DDA assessment), and Montrose County (property taxes)*
- *Plans drawn to 30 scale*
- *Samples or depictions of finishes to be used*
- *Color photos of existing condition of property*
- *Historic photos of property, if available*
- *Detailed budget of project including at least two cost estimates by contractors*
- *Completed Project Application with Terms, Agreements and Conditions Signed*

Applicant/Property Owner: _____

Mailing Address: _____

Business Owner (if different): _____

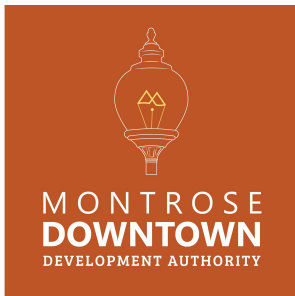
Business Name: _____

Project Address: _____

Parcel Number (available on Montrose County Assessor's website or your tax bill):

Best Phone Number to Call: _____

Best Email: _____



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Work to be performed on Facade renovation (check all that apply):

- Addition of awnings, lights, signs, or other exterior amenities
 - Uncover, preserve, or rehabilitate the building’s historic exterior
 - Elimination of blighted conditions such as dark alleys, broken fixtures, or inaccessible entryways
 - Removal of non-historic features
 - Addition of window and/or display areas in facade
 - Restoration of brickwork, wood, masonry, stucco, or siding
 - Replacement, repair, or addition of architectural details
 - Repair or replacement of windows and/or doors
 - Renovation of entryway to make more accessible
 - Other (please describe) _____
-
-

Facades to be renovated (check all that apply):

- Front
- Back
- Alley
- Side(s)

Please note that preference is given to funding facades that face public areas



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Projected Start Date: _____

Projected Finish Date: _____

Total Estimated Cost of Improvements: \$ _____

Grant Program Amount Requested: \$ _____

Property Owner's Signature: _____

Attest: _____

(If LLC, Corporation or Legal Entity other than Sole Proprietorship)

Date: _____



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For INTERNAL DDA USE ONLY:

Date Application Received: _____

- W9
- Current Property Insurance
- Signed Terms & Conditions
- Completed & Signed Project Application
- Detailed Budget
- 2 Contractor Estimates
- Plans, Photos and/or Drawings
- Good standing: CO State Secretary, City of Montrose, Montrose County, DDA

Region 10 Credit Check & Recommendation Completion Date: _____

Application Approved or Not Approved & Date: _____

Committee Award Amount/Date: _____ **Expiration Date:** _____

(Award expires 15 months after approved application date)

Decision Letter Emailed: _____

(Attach meeting minutes of final decision)

Final Inspection Agent & Date: _____

Date Final Reimbursement Package Received: _____

Reimbursement (Date and Final Amount): _____

Funding Package to Submit to the City of Montrose:

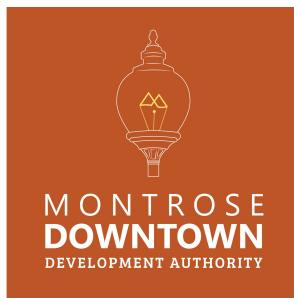
- W9
- Grant application
- Receipts with itemized list
- Updated property insurance
- Approved meeting minutes for disbursement of funds



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DDA Board Evaluation Criteria			
DDA Objectives	Specifics	Check all that apply	Notes
<i>Residential</i>			
	Mixed Use		
	0 Units		
	5 or < Units		
	20 or < Units		
	Private gathering/community spaces		
	Public gathering/community spaces		
	Bike Storage		
	Unique Amenities		
	Rental rates 30% or more of county median income		
	Sustainable focus		
<i>Commercial</i>			
	Mixed Use		
	Shell, no tenant selected		
	Tenant likely determined		
	Tenant selected, custom space		
	Jobs 10 or <		
	Jobs 10 or >		
	Sustainable focus		
	Innovative public space treatments		
<i>Business Vitality</i>			
	Primary Employer		
	10 or < jobs		
	50 or < Jobs		



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	Advanced Industry		
	Startup, accelerator, incubation focus		
	Manufacturing Focus		
	Service Jobs		
	Technology advancement		
	Non-Food & Beverage Retail Food & Beverage Retail		
Entertainment, Culture, Sports, Wellness			
	Bar entertainment		
	Music, theater or cultural events		
	Sporting event		
	Health and wellness industry focus		
	Local industry focus		
	Art Appreciation & Advocacy		
Mobility/Transportation			
	Increases transit ridership		
	Increases cycling activity or safety		
	Increases mobility options		
Land Use and other public benefit			
	Private contribution towards streetscape		
	Has received all entitlements		
	Has received all building permits, ready to build		
	Project demonstrates highest and best use		
	Project meets approved standards of design		
	Project is environmentally sustainable		



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Other incentives			
	Qualified for Enterprise Zone credits		
	Receiving state grants, credits, or loans		
	Receiving county grants, credits, or loans		
	Receiving city grants, credits, or loans		
	Receiving other contribution from public entities		
	Receiving majority contribution from private entities		
Other-Required			
	Project has a useful life of at least 20 years		
	Applicant is current on all taxes		
	Project likely to succeed		
	Catalytic in nature		

Additional Notes/Comments -