



DDA Building Improvement Grant GUIDELINES

About the Greeley DDA Building Improvement Grant:

This grant reimburses property owners in the Downtown Development Authority (DDA) for comprehensive building renovations that include both exterior façade and fixed interior improvements. This program is offered by the DDA to leverage private investments that contribute to the economic sustainability, preservation and public engagement within the downtown district.

The maximum grant is up to 10% of the total eligible building expenses, at no more than 100% of eligible façade expenses. The Building Improvement Grant is capped at \$100,000 per project. For projects that will have a greater economic impact, please refer to the Tax Increment Financing (TIF) Reimbursement Program.

An additional grant, up to \$5,000, is available for professional technical assistance to help applicants maximize investment in building improvements. These funds will be reimbursed once construction is complete to the extent the professional assistance was implemented.

Any building owner or business owner with authorization from the property owner can apply for funding, if the property falls within the Greeley Downtown Development Authority District (see map below). Eligible properties may be commercial, residential or a combination of both if the project scope meets the eligibility criteria.

Application Process:

1. Contact the Downtown Development Authority staff prior to application submittal to further discuss the process, requirements, and the current availability of funds.

2. Prepare 8 packets that include the following items:

- Completed application
- Project narrative, including an overview of the proposed use, target market, construction timeline
- Architectural drawings or illustrations of proposed work
- Photos of the site and its relationship to adjoining sites
- Spreadsheet listing all eligible exterior façade expense and all interior expenses
- Copies of contractor proposals for the exterior façade expenses; any project aspect greater than \$2,500 requires at least 2 bids
- Sources and Uses of Funds Statement
- Evidence that all property taxes are paid to date
- Pro-forma financial statements (applicable for residential & hotel properties) or other financial document to show impact of building improvements
- A separate application submitted to Historic Preservation if the property is historically designated

3. Work with DDA staff to schedule a presentation time and site visit, if possible, for the Economic Development Committee.
4. Once the Economic Development Committee has had enough time to review the application and reflect on the presentation, they will make a recommendation of approval or denial to the DDA Board. The DDA Board, who meets on the third Thursday of the month, will make the final determination on the application status.
5. Grants applicants will be notified via email following the DDA Board meeting whether their project will receive funding. If approved, the email will outline the grant amount along with expectations and the reimbursement process.
6. If an application is denied, it may be reconsidered in the future pending it meets current guidelines.

Eligible Building Improvements:

Interior:

- Demolition
- Electrical, plumbing, HVAC
- Drywall, painting
- Flooring, stairs
- Fire sprinklers
- Bathroom fixtures
- Bar/restaurant fixtures
- Other construction related expenses
- Architectural & engineering plans
- Building permits

Exterior Façade:

- Awnings without words/logos (unless applicant is also the property owner)
- Painting and/or paint removal
- Brickwork, wood, masonry, and stucco
- Fixed lighting
- Reusable signage (ie, projecting, blade, and lighted); if applicant is also the property owner then it may be non-reusable
- Doors, including garage doors
- Patios, including concrete and railings
- Parking lot experience enhancement, including but not limited to landscaping, bike racks, etc. if applicant is also the property owner
- Other elements that enhance the façade

Ineligible Building Improvements:

- Any improvements made more than 6 months prior to grant approval
- Exterior improvements not seen from the public-right-of way or not having significant visual impact
- Non-permanent fixtures (ie, tables and chairs, sound systems, security cameras, TVs, fire extinguishers, bar equipment, artwork & décor, etc.)
- General or routine maintenance and cleaning
- Regular building utility costs
- Insurance, taxes, loan serving payments, etc.
- Sweat equity (payment for applicant's own labor)
- Business operations expenses (payroll, taxes, utilities, etc.)

Application Evaluation:

Applications will be evaluated by the DDA Economic Development Committee on a case-by-case basis as funding permits, at the final discretion of the DDA Board. The Building Improvement Grant is limited to one per property per 5 years. If the grant cap was not initially met, applicants may apply for up to the difference between their initial grant award and the project cap of \$100,000 within the 5-year timeframe if the new project improvements would have significant impact. The evaluation criteria are as follows:

- Impact
 - How visible is the project within the DDA district?
 - Will the improvements increase the economic activity of the downtown district?
 - Will the project eliminate or improve incongruent design elements?
 - Does the project seek to restore the historical or architectural significance of the building?
- Financial Leverage
 - Is the project feasible in cost and schedule?
 - Will the project potentially add value to the Tax Increment Financing (TIF) base?
 - Are DDA funds available to support the entirety of the project?
- Sustainability
 - Are the improvement designs timeless and sustainable?
 - Will improvements require significant maintenance?
 - Does the business own the building? If not, do they have a long-term lease?
- Community Contribution
 - Is the applicant a positive presence in the community? Do they demonstrate a “good neighbor” policy towards other business owners?
 - Is the area around the business kept clean and free of debris on a consistent basis?
 - Does the business participate in community-based activities & actively promote their business?

Post Grant Approval Process:

1. The applicant obtains all building permits and any other required permits, while conforming to all code requirements and design standards

2. Building improvements must be completed within twelve (12) months of grant approval. Depending on the scope of a project, extensions may be given on a case-by-case basis. The DDA reserves the right to cancel this agreement in the event of failure to comply with this schedule.

3. Once a project is complete and all contractor invoices paid, the applicant must submit a Reimbursement Request Form, along with the following:

- Copies of all paid invoices
- Spreadsheet listing all actual eligible exterior façade expenses and all interior expenses
- Digital photos of the completed project

4. If all the work has been completed in accordance with the approved application, DDA staff will authorize grant payment and a check will be mailed within 5 business days.

Note: The Greeley Downtown Development Authority reserves the right to make changes to the conditions of the Building Improvement Grant as warranted.

