Historic Places = Fresh Futures

Thomas Block
Received $30,560 for a New Roof

Funding May Be Available For Your Preservation Project!

Application Deadlines:
First Grant Round: **May 15, 2020**
Second Grant Round: **October 5, 2020***
*If remaining funds are available

Take advantage of the
**2020 Main Street Grant Program**
What are the objectives of the grant program?
1. Improve and maintain properties in the district
2. Increase the district’s economic vitality
3. Expand the number of properties in the district

What properties are eligible?
1. Main street historic district properties at least 40 years of age
2. Any Downtown designated local historic landmark used for commercial purposes

Who is eligible to apply?
1. Owners of the subject property
2. Tenants of the subject property, with owner’s consent

What costs are eligible?
1. Professional architectural design services
2. Façade work, meaning any work to a façade, including screening of mechanical rooftop equipment
3. Enlargements where required to comply with building and safety codes
4. Maintenance, including restorative paining, repair/replacement of deteriorating materials and mechanical systems and mechanical and electrical, if safety concerns exist.
5. Roofing
6. New signage, except for internally lit signs
7. Graffiti removal
8. Retroactive project funding for above-listed projects that have been issued a building permit within the last 12 months

What costs are ineligible?
1. Routine or periodic maintenance
2. Soft costs, such as acquisition, accounting, appraisals, bids, engineering, legal and building permits
3. Acquisition costs
4. Site work, including excavation, grading, paving and landscaping
5. Repairs to recent additions, constructed after the property was officially designated
6. Owner/self-labor reimbursement
7. Skylights
8. Solar equipment
9. Security features
10. Maintenance of equipment and devices unrelated to mechanical systems of the structure

How much money is available?
1. $50,000 is available in 2020. The process is competitive, with funds distributed among the top projects.
2. Matching funds - grants will be awarded up to the following percentages:
   - Up to 25% for roof work and maintenance of mechanical systems
   - Up to 50% for all other work
   - A one-time grant of up to 80 percent for properties included in the district within 24 months of the application deadline date
   If an applicant has a demonstrated financial need, is a non-profit organization, or has an emergency, the board will use its discretion in considering awards with higher percentages.
3. Reimbursement - applicants will be reimbursed upon the completion of their projects.
What other approvals are required?
If the proposed grant project requires a certificate of historic appropriateness (COA), the COA must be approved prior to approval of the grant. Note that the COA can be scheduled for the same meeting.

What is the schedule?

First Round
- March 2020: 2020 Program mailed to property owners
- March – April, 2020: Pre-application meetings with staff
- May 15, 2020: Application deadline
- June 15, 2020: Historical Preservation Board (HPB) review and decision making
- July 20, 2020: Deadline to submit building permit, if applicable
- July 20, 2020: If no building permit is required, deadline to commence construction
- June 15, 2021: Deadline for completion of the project

Second Round
- July 2020: Notice of 2nd round mailed to property owners
- August – September, 2020: Pre-application meetings with staff
- October 5, 2020: Application deadline
- November 16, 2020: Historical Preservation Board (HPB) review and decision making
- January 4, 2021: Deadline to submit building permit
- January 4, 2021: If no building permit is required, deadline to commence construction
- November 16, 2021: Deadline for completion of the project

What will the HPB consider when reviewing my application?
The HPB will use its discretion in granting awards based on the considerations listed below. Projects do not need to meet all of the considerations to be awarded a grant. Applications will be reviewed and grant determinations made relative to all proposed projects submitted within the same grant round.

Considerations
1. Project will have a significant positive visual impact on the historic character of the district.
2. Project is located on a street-facing façade of the building.
3. Project includes restoration of architectural details and materials on a historic building façade.
4. Project will provide permanent, rather than removable, elements. Examples of removable elements include signs, canopies, and fixtures.
5. Project includes architectural design assistance.
6. Property has not previously received grant funding or the project is part of an ongoing, phased, set of improvements.
7. The health, safety and welfare of the community.
8. The board will give negative consideration to any applicant who previously received funding and did not complete the project within the approved timeframe for project completion. Applicants in these cases will be asked to assure the board that the proposed project will be completed during the allotted time frame.
What other applications and processes are required?
All projects are required to go through the appropriate city planning review and building permitting process. Being awarded a grant is not a substitute for either planning or building permit approval. If the proposed grant project requires a certificate of historic appropriateness (COA), the COA must be approved prior to approval of the grant.

When must the project be complete?
Projects are expected to be completed within one year of the date of award. However, HPB recognizes that extenuating circumstances may delay the completion of a project. Up to two extensions may be granted as follows:

- **Administrative extension** - A 6-month extension may be approved by staff if there are extenuating circumstances. Requests must be submitted prior to the end of the twelve months allotted for the completion of the project.
- **Board-level extension** - A second 6-month extension may be approved by the Historical Preservation Board when there are compelling circumstances. Requests must be presented in writing at a regular board meeting prior to the end of the deadline allotted for completion of the project.

When do I get reimbursed?

1. **Reimbursement after project completion** - Projects awarded grant funding will be reimbursed after the entire project, as approved, has been completed and reviewed by the city to ensure compliance with the approved grant project, the Certificate of Historic Appropriateness (COA) and any other city approval that was approved in conjunction with the work.

2. **Reimbursement after bills are paid in full** – Grantees seeking reimbursement must submit (a) a completed reimbursement request form; (b) a W-9 for the grantee; (c) proof of final payment of the invoices for the project, such as final invoices signed by the contractors as paid in full or cancelled checks; and (d) electronic copies of color photographs showing the completed work. Those photographs should be at approximately the same scale and cover the same sections of the building shown in the photographs submitted with the application. Staff may visit the site to confirm project completion as anticipated by the grant award. If a completed project is inconsistent with the grant award, as approved, the applicant may not receive reimbursement.

How Do I Get Started?

**Pre-application**
1) Contact Andrea Mimnaugh at 303-795-3719 or [amimnaugh@littletongov.org](mailto:amimnaugh@littletongov.org) to schedule a pre-submittal meeting. City staff will work with you throughout the application process.

**Application submittal**
Scan and email to DRT@littletongov.org:
- A letter of intent that includes a detailed written description of the proposed work and a timeframe for completion of the project
- Photographs of the existing building noting the areas where work will be completed
- Historic photographs of the building, including the section where work will be completed – if available
- Three contractor bids/Estimates
- Bid summary sheet
- Signed copy of agreement form – acceptance of terms