



COLORADO
Department of Local Affairs
Division of Local Government



MAIN STREET: OPEN FOR BUSINESS

Façade and Energy Grant Program

July 14, 2021

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What?

Colorado Main Street is offering **\$5.97 million** allocated by SB21-252 to provide an incentive program for local business owners to improve the **energy efficiency and/or aesthetics of downtown commercial buildings** to:

- increase property values and visual appeal
- increase sales and revenues
- reduce energy consumption and lower utility bills
- increase job retention/creation
- create a ripple effect of investment
- support main street/downtown businesses

Who?

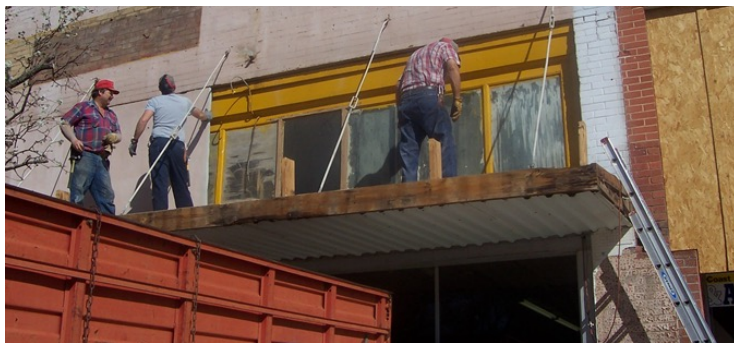
The following are **eligible entities**:

- Municipalities, counties, and councils of government
 - Can partner with nonprofit Main Street programs, BIDs, DDAs, chambers of commerce, etc.
 - Examples of partnership include outreach or administrative assistance

Granted entities may make **sub-grants to building/business owners or work with a general contractor** in traditional commercial districts that serve as the heart of the community.

When?

- Application materials posted in **July 2021**
 - Rolling (monthly) grant cycles (first deadline **August 23, 2021**)
 - Funds granted on merit until expended
 - Only work completed and paid for by **June 30, 2022**, will be reimbursed (and invoiced by July 7, 2022) *
- * Using a local general contractor to bundle projects could improve efficiency



Eligible Expenses: Façade Improvements

- Engineering, design, building permits
- Removal of non-historical false fronts
- Repair or replacement
 - windows, doors, cornices
 - façade materials
 - character-defining architectural features
- New awnings or canopies
- Permanent signage
- Exterior lighting
- Exterior painting
- Exterior access to building, including ADA access
- Roof repair (to prevent impending damage)

NOT ELIGIBLE: Removal of historic elements; replacement of historic elements with non-historic alternatives; power-washing or sandblasting of brick; new adobe/stucco/false fronts; painting of unpainted brick

NOTE: All historic properties must follow the Secretary of the Interior Standards; all projects must follow local design guidelines

Eligible Expenses: Energy Efficiency

- Windows, doors, and awnings
- HVAC equipment, particularly electrification
- Roofing, insulation
- Solar panels
- High-efficiency and electric water heaters
- Energy-efficient lighting (example LEDs)

NOT ELIGIBLE: Fire suppression systems; , electrical panels; , rewiring of the building electrical systems not associated with an improvement.

NOTE: All historic properties must follow the Secretary of the Interior Standards; all projects must follow local design guidelines



Funding Details

- **PENDING WAIVER:**
DOLA may advance 50% upon executed grant agreement, and the remaining 50% when work is nearing half completion
- Granted entities can also advance payment or provide forgivable loans to businesses, eliminating the business owners' need for upfront capital
- Alternatively, granted entities may bundle projects and work with a general contractor, following local procurement guidelines
- Colorado Main Street and its partners will collaborate with other agencies on augmenting and leveraging these funds (e.g., CDOT, HC, CEO, OEDIT)
- Any use of federal funds may cause a delay in projects as Section 106 review will be required

Helpful Resources

- Templates for total project budget and individual building/business budget
- Checklist/acknowledgment signature form for building/business owners
- Technical assistance from DOLA:
 - to work one on one with building/business owners to identify project scopes, budgets, best practices, preservation standards, and timeline (awardees can also hire this contractor assistance directly)
 - to assist with Section 106 review if federal funds are used as match (limited capacity)
 - outreach materials to engage *all* eligible building/business owners, particularly minority-owned and others who have not otherwise received recovery funds
- Sample application packet

How It Works

- Applicant organizations reach out to businesses and bundle projects
 - Request consultant assistance as needed (for outreach or design)
 - Demonstrate outreach to underrepresented businesses
 - Collect and finalize building/business project details, including photo(s), sketches/drawings of proposed work, cost estimates, timelines, signed acknowledgment form
- Apply to DOLA with details of proposed projects
- Upon execution of grant agreement, DOLA may advance 50% of funds (grantees submit documentation of funds spent to receive next advanced payment)
- Apply for any modifications along the way (DOLA approves all individual projects)

Requirements of Granted Entities

- Collect IRS 1099 forms from sub-granted building/business owners.
- Retain documentation on all uses of funds, including invoices.
- Submit quarterly report describing progress of projects, funds expended, % of projects completed.
- By Jan. 30, 2022, demonstrate remaining funds will be spent by June 30, 2022. Return and/or deobligate any funds that will not be used to be redistributed to other projects.
- By June 30, 2022, return any unused funds.
- By July 7, 2022, provide final report to DOLA including funds distributed to businesses and how much of the funds were used for administrative costs (5% maximum).

Requirements of Sub-Granted Businesses

- Completed application indicating will complete project to the best of their ability signed by the business and building owner
- Written approval from local HP Commission and/or Design Committee (if applicable)
- Photos of the structure showing the current condition (“before” photos)
- Details of proposed improvements (e.g., replacement of windows, doors, HVAC, etc.)
- Cost estimates and timelines from a qualified professional (e.g., licensed contractor, mason, energy retrofit company, etc.)
- Quarterly reporting to granted entity, including invoices, project status, and photo(s)
- Reporting requirements – *confidential, reported direct to Colorado Main Street program*
 - For energy projects: Before/after utility bills
 - For façade improvements: Percent increase in sales and jobs created

FAQs: Administration

- What is the match?
 - 20%, less with demonstrated need.
- What is the limit?
 - Individual projects are estimated to range between \$10,000 and \$150,000; anticipated average award of \$50,000. Total award limit is \$1,000,000.
- Can we commit or obligate the funds but spend them after June 30, 2022?
 - No. All funds must be spent by June 30, 2022.
- Could you clarify administrative costs?
 - Up to 5% of the grant award can be used to cover administrative costs. Administration can be handled by the granted entity, or can be completed by a partner entity, such as the local nonprofit Main Street program.
- Can local ARP funds be used as match?
 - Recipients should check U.S. Treasury guidance on the DOLA website and their own legal counsel. Note that if federal funds are used, Section 106 rules must be followed, causing possible delays.

FAQs: Eligible Buildings/Businesses

- Are strip malls eligible?
 - Not likely. The intent of funds is to invest in small businesses in downtowns and create a ripple effect of property investment.
- Are vacant buildings eligible?
 - Maybe – If business will open by June 30, 2022, and applicant can demonstrate its potential impact to improve the downtown.
- Will all buildings/businesses in a grant application be awarded funds?
 - It is our hope to award complete proposals; however, any proposed building/business may not be funded due to ineligible expenses or lack of clear return on investment (increased sales/jobs, decreased energy costs). Proposals should reflect a package of projects that will be a catalyst for further investment in downtowns, and make an appreciable difference in the town's aesthetics.
- What is your definition of “small, local business”?
 - Generally, a locally owned business in the permanent building stock of downtowns that can demonstrate increased sales/jobs and decreased energy costs (retail, restaurant, salons, etc.)

FAQs: Eligible Buildings/Businesses

- Are municipal/county buildings?
 - Not likely. The intent of funds is to invest in small businesses in downtowns and create a ripple effect of property investment. If the building rents space to businesses, it may be eligible. Public/nonprofit theaters may also be eligible.
- What is your definition of “downtown”?
 - Typically, a downtown district will meet two or more of the following: the city’s historic area of commerce; may be the area around the courthouse or city square; commercial area for the community; buildings of historical significance, but not primarily residential; areas included in or contiguous to the economic center of the community; and the retail area for the community that does not include single-family dwellings.

FAQs: Design Review

- What are the basic design review expectations of the grant program?
 - Compliance with all local design guidelines and local protocol for all building improvements including obtaining any required permits and approval of desired improvements (such as Historic Preservation Commission and/or Design Committee).
 - All designs are subject to recommendations by the Open for Business Grant Review Committee.
- What if the building is on the State or National Register?
 - All work on buildings on the State or National Register must follow the Secretary of the Interior Standards, and proposed work is subject to review by History Colorado.
- What does it mean if a project is using federal funds as a match and Section 106 review rules apply?
 - Any use of federal funds on a project requires determination of historic eligibility. While Colorado Main Street will have a consultant to help with some of this review, capacity is limited and this may cause delays in projects. An exception would be if a building is already listed on the National or State Register (or in a National or State District), in which case, work may proceed along Secretary of the Interior Standards.

Application: Questions

- Administration
- Sub-Grant Projects Identified (also see budget and documentation slides)
- Readiness
- Needs assessment
- Equity, Diversity, Inclusion
- Economic Sustainability (support of economic development of downtown)
- Community Goals
- Local Match

COLORADO MAIN STREET: OPEN FOR BUSINESS

Main Street: Open for Business, Total Project Budget

Applicant (Community Name):
 Applicant Contact:
 Applicant Contact Email Address:
 Applicant Contact Phone:
 Date:

Project Expenses

List of Businesses-Buildings <i>(Note: Include details on "Individual Budget" tabs) (Note: Add/delete rows as necessary)</i>	Reviewed by any reqd local committees *	Total Estimated Cost	State Funds Requested	Other Funding Other Funds Source (municipal, (20% match state, federal, required) private)	Are funds committed, pending, or waiver requested? **
Example: XYZ Business, 123 Main Street (Please name corresponding budget tab the same)	Yes (Historic Preservation, Design)	\$10,000.00	\$8,000.00	\$2,000.00 municipal, ARPA	committed

Administration (up to 5% allowed)					
Total/Subtotal		\$0.00	\$0.00	\$0.00	Note: Other Funds must be 20% of State Funds (or request exemption)
				Local Match	
TOTAL		\$0.00	\$0.00		Note: Total estimated cost must match state funds requested plus other funds

* Please indicate status (yes, pending, n/a) and local reviews required. Any pending reviews should be addressed in "Readiness" in the application narrative.

** Please indicate status (committed, pending, waiver). Waivers must be approved by grant review committee. Any pending funds should be addressed in "Readiness" in the application narrative.

COLORADO MAIN STREET: OPEN FOR BUSINESS

Main Street: Open for Business - Individual Building Application

Business/Owner Information

Business Name:
 Applicant Contact:
 Address:
 City, State, Zip:
 Email Address:
 Phone:
 Minority or Woman Owned Business?
 Years in Business?
 Building Owner (if different):
 Owner Contact:
 Address:
 City, State, Zip:
 Email Address:

Building Description

Is Building Occupied?
 Current Use:
 Future Use:
 List of Any Building Improvements:
 Square Footage:
 Year Built:
 Historically Designated?
 (Indicate if natl/state/local/district)
 If any of the projects require design or engineering work, please list here:

Potential Projects

Facade Improvements: Removal of false fronts; Repair or replacement of windows, doors, and cornices; Repair or replacement of facade materials; Repair or replacement of character defining architectural features; Masonry maintenance; New awnings or canopies; Permanent signage for business/building; Landscaping/parking area improvements; Increased access to businesses (doors, windows, sidewalks) through back alleyway activation; Exterior lighting; Exterior painting; Exterior access to building (ie. sidewalk, ADA ramps, stairs)

Energy Efficiency Upgrades: HVAC equipment; Windows, doors and awnings, including restoring inoperable doors/windows; Roofing; Lighting; Insulation; Roof deck insulation; Solar panels; High efficiency water heaters; geo thermal

NOT ELIGIBLE: Removal of historic elements; replacement of historic elements with non-historic alternatives; power washing or sandblasting of brick; new adobe/stucco/false fronts; painting of unpainted brick or other historic material; topically-applied roofing insulation; fire suppression; electrical panels; rewiring of buildings electrical systems not associated with an improvement.

Proposed Project Renovations

List each project separately, including any engineering or design
 (Add lines if needed.)

	Total Est. Cost	Contingency Est. time to Costs complete:	When are your contractors available for work?
Example: New roof and insulation	\$ 25,000	\$ 2,500 2 months	Oct-Dec

Total/Subtotal	\$ -	\$ -	
TOTAL	\$ -	LOCAL MATCH (20% REQD)	\$ -

COLORADO MAIN STREET: OPEN FOR BUSINESS

Proposed Project Renovations

List each project separately, including any engineering or design
(Add lines if needed.)

Example: New roof and insulation

Total Est. Cost

\$ 25,000

Contingency Est. time to
Costs complete:

\$ 2,500 2 months

When are your
contractors available
for work?

Oct-Dec

Total/Subtotal

\$

-

\$

-

TOTAL

\$

-

LOCAL MATCH
(20% REQD)

\$

-

Application Documentation

1. Map(s) and/or Google Street View(s) showing all proposed buildings/businesses in context
2. Building 1 – Clearly named at the top of the page (matching tab in uploaded budget)
 - a. Before photo(s)
 - b. Sketch/drawing(s) of proposed improvements
 - c. Estimates of work (preferably in order listed in budget)
 - d. Signed “Building/Business Owner Checklist and Acknowledgement”
 - e. Any local application
3. Additional buildings...
4. Any other supporting documentation
 - a. If local design/preservation review is pending, provide timeline
 - b. If requesting a waiver of the match, document need
 - c. Any other supporting documentation that the applicant thinks will help the grant review committee reach a decision. (Please be considerate of reviewers’ time and keep as succinct as possible.)

COLORADO MAIN STREET: OPEN FOR BUSINESS



MAIN STREET: OPEN FOR BUSINESS BUILDING/BUSINESS OWNER CHECKLIST AND ACKNOWLEDGEMENT

Checklist for application

- Signed copies of this Main Street: Open for Business, Building/Business Owner Checklist and Acknowledgement Form and any local Façade Program applications.
- Cost estimates for proposed improvements following local procurement guidelines. Cost estimates should be in a line-by-line format for each modification using the spreadsheet, Main Street: Open for Business - Individual Building Budget.
- Compliance with all state and local design guidelines and local protocol for all building improvements including obtaining any required permits and approval of desired improvements (such as Historic Preservation Commission and/or Design Committee).
- Photograph(s) of current condition of site and structures.
- Drawings/sketches of proposed improvements (e.g., replacement of windows, doors, etc).
- Acknowledgment that proposed improvements and/or rehabilitation must be completed by June 30, 2022.
- Acknowledgement that no renovations or work expenses prior to executed grant agreement will be reimbursed.
- Agree to maintain the work completed with this grant for a two-year period of time.
- I understand the limits and requirements of this program and if approved, agree to complete the project according to plan. In addition, I shall indemnify and hold harmless, the State/Town/City from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from any occurrence in connection with this grant.

Acknowledgement of requirements

- For energy efficiency projects, acknowledgment that applicants will provide the Colorado Main Street program with utility bills for 2019 and 2020, and for a year following the completion of the project (quarterly in October, January, April, July).
- For facade improvements, acknowledgment that applicants will provide to the Colorado Main Street program simple confidential quarterly reports on percentage of sales increases and number of FT/PT jobs in the year after project completion compared to the same quarters of 2019 and 2020 (October, January, April, July).
- Acknowledgement of responsibility to pay all taxes on awarded funds, and provide the [municipality, county, or council of government] with a 1099 accordingly.
- Acknowledgement that applicants will provide the Colorado Main Street program with information on any additional private investment in the building facade or energy efficiency upgrades made during the grant agreement.



- Acknowledgement to provide quarterly reports (October, January, April) on status of the project to the [municipality, county, or council government] including percent of project completion, funds distributed (including invoices and proof of payment), and estimated time to completion. A final report of the project, including before and after photos, is due by July 7, 2022.

Signature: Building Owner

Signature: Business Owner

Printed Name: Building Owner

Printed Name: Business Owner

Date

Date