



**10<sup>TH</sup> STREET URBAN RENEWAL CORRIDOR FAÇADE GRANT PROGRAM  
OVERVIEW & GUIDELINES**

**I. PROGRAM OVERVIEW**

**The Greeley Urban Renewal Authority (GURA) Façade Grant Program**

The program offers grants to businesses and/or property owners in the 10<sup>th</sup> Street Commercial Corridor District to renovate and rehabilitate building facades. This program is offered by GURA through the office of Economic Health & Housing to incentivize and leverage private improvements that contribute to the overall redevelopment goals of the district.

The program offers three grant options based on eligibility, planned improvements and investment by the business and/or property owner:

- a. Façade Matching Grant Program: GURA will provide a 1:1 matching grant for the cost of eligible façade improvements. The matching grant shall not exceed \$7,500; or
- b. Building and Façade Grant Program: GURA will provide up to 10% of the total fixed building or site improvements equivalent to 100% of the façade improvement cost.
- c. Professional Design Assistance Grant: An additional grant up to \$1,000 is available for professional design assistance to help applicants maximize investment in façade improvements.

Grants are awarded based on available funds, projects ability to meet 10<sup>th</sup> Street redevelopment goals, and overall quality of the proposed work. All grants will be considered at the discretion of the GURA Board.

**II. QUALIFIED APPLICANT**

Any building owner or tenant with a long-term lease (with authorization from the property owner) located in the 10<sup>th</sup> Street TIF District can apply for funding. Eligible properties can be commercial, mixed use or multi-family residential as long as the project adheres to the Façade Grant requirements and help demonstrate it will help achieve the goals of the 10<sup>th</sup> Street Urban Renewal Corridor Plan and conditions checklist that is included with the grant application.

**III. Eligible Façade Improvements**

Improvements include the following:

- Exterior painting and/or paint removal
- Reparation and restoration of brickwork, wood, masonry and stucco
- Exterior lighting

- Permanent signage, such as a monument projecting wall or free-standing structure
- Reparation and replacement of architectural details or materials.
- Doors, including garage doors
- Windows
- Rehabilitation or compatible reconstruction of storefronts
- Removal and replacement of exterior finish (vinyl excluded from replacement materials)
- Patios, including base and railings
- Other architectural elements
- Sidewalks, curb, gutter, parking and landscaping
- Energy conservation improvements
- Handicap accessibility improvements

**Ineligible Façade Improvements include:**

- Any improvements made prior to grant approval
- Improvements not seen from the public-right-of-way or no having significant visual impact
- Non-permanent fixtures (e.g. furniture, fixtures, benches, flower planters)
- Refinancing of existing debt
- Sweat equity (payment for applicant's own labor)
- General or routine maintenance and cleaning
- General business operation expenses (payroll, taxes, utilities, etc.)

**IV. ELIGIBLE PROJECT**

**Total redevelopment cost can include:**

- Construction related expenses (materials, labor, dumpsters, etc.)
- Architectural, engineering plans
- Utility upgrade costs
- Building permits

**Total redevelopment cannot include:**

- Purchase price of building or property
- Regular building utility costs
- Security cameras
- Worker support (e.g. meals, transportation, uniforms, etc.)
- Insurance, taxes, loan serving payments, etc.

**V. FUND DISBURSEMENT**

Grant funds are disbursed on a reimbursement basis following process in Section IX. *Façade work completed prior the award letter will not be eligible for funding.*

## VI. PROJECT CRITERIA AND SELECTION

Applications will be evaluated by GURA staff. The grant is limited to one grant application per property address per year. Final approval is determined by the GURA Board. Grant awards are processed as quickly as staff review can occur and resources allow.

The evaluation criteria are as follows:

- Impact – Overall impact of the project in the Greeley 10<sup>th</sup> Street TIF
  - Is the project located in the 10<sup>th</sup> Street corridor?
  - Will the improvements increase the economic activity of the district?
  - Will the project eliminate incongruent design elements or elements that pose a potential liability to the district?
  - Does the project seek to restore the historical or architectural significance of the building?
  - Is the project consistent with the goals of the 10<sup>th</sup> Street Corridor Plan?
- **Financial Leverage**
  - Will the project add value to the Tax Increment Financing (TIF) base?
- **Cost/Schedule**
  - Is the project feasible in cost and schedule?
  - Are the improvements a good investment for the dollars expended?
- **Sustainability/Permanence**
  - How permanent are the improvements and is there a maintenance plan for improvements?
  - Does the business own the building? If not, how much time remains on the lease?
  - Will the completed work be sustainable and potentially transferable to a future business?
  - Age of building: is site older than 50 years or historically designated? If so, are the improvements compatible with the character of the building and property?

All projects must also meet general design guidelines of commercial properties set by the City of Greeley building and sign codes and it is the responsibility of the applicant to apply for these permits.

## VII. Applicant Process

1. Contact the Greeley Urban Renewal Authority staff prior to submitting application. The staff will explain the process and consult on application process.
2. Complete grant application. Complete applications will include:
  - a. Application form
  - b. Illustrations of the proposed work or architectural drawings
  - c. Photos of the site and its relationship to adjoining sites
  - d. Color samples and texture of finish materials, where applicable
  - e. Contractor proposals – A qualified contractor proposal is required. Any project amounting to more than \$2,500 will require at least 2 bids.

- f. Ensure that all building construction plans are approved by the Code Official, when applicable.
- g. Planning Department comments/review, including Historic Preservation comments
- h. Evidence of project funding for owner/business share of costs
- i. Lease of property (if not owned by applicant)

**Other provisions:**

- Affidavit legal residency (attached)
- Property Taxes, Special Assessments: No financial assistance will be provided from the Façade Grant Program if property taxes or special assessments are in arrears.
- Deadline
  1. Applications may be submitted at any time.
  2. The GURA staff will review the applications and make a recommendation to the GURA Board, which has the final authority to approve or reject the application. Applicant should plan to attend the Board meeting.
  3. Grants applicants will be notified following the GURA Board meeting, usually held on the 2<sup>nd</sup> Wednesday of the month, whether the project has been approved and for what level of funding. The notification will outline the specified amount of the grant with information on any other requirements. An agreement will be drawn to memorialize the fund approval terms and conditions. Once executed the applicant can proceed with necessary permitting, review construction processes.
  4. If an application is denied, it may be reconsidered if amended to address project deficiencies.

**All applications must be physically returned to:**

Greeley Urban Renewal Authority  
1100 10<sup>th</sup> Street, #201  
Greeley, CO 80631

or scanned and sent to  
[j.r.salas@greeleygov.com](mailto:j.r.salas@greeleygov.com)

**VIII. CONSTRUCTION PROCESS**

1. Renovation/rehabilitation work must be completed within six (6) months of approval. Depending on the scope of a project, extensions may be requested on a case-by-case basis. GURA reserves the right to cancel this agreement in the event of failure to comply with this schedule.
2. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions.
3. The applicant agrees to maintain the property and improvements.
4. The 10<sup>TH</sup> Street Urban Renewal Corridor Façade Grant Program may promote an approved project including, but not limited to, displaying a GURA sign at the site, during and after the construction, and using photographs and descriptions of the project in GURA matching materials.

## IX. REIMBURSEMENT

Funds may be released to the applicant in the following manner.

1. Submit a Reimbursement Request Form, along with a detailed, copy of invoice showing itemized cost of each item, copy of check to contractor and waivers of lien from contractors (and subcontractors, if applicable), proof of necessary building permits and photos of completed project. Costs must be itemized with comparisons to original application budget.
2. GURA will authorize payment, and funds will then be dispersed if all the work has been completed in accordance with the contract.
3. Progress payments: GURA agrees to progress payments, if any, in accordance with the following conditions:
  - a. Payment requests shall be on an invoice from applicant.
  - b. The payment requests shall list separately each item being invoiced.
  - c. Payment shall be made only for those items listed under scope of improvements and on a matching basis with applicant and project funding
  - d. GURA shall have twenty-one (21) calendar days to process partial payments after approval of the applicant's request for payment.
  - e. Partial payments made by GURA shall not be considered as acceptance on part of GURA or any part of the project or of materials furnished, but simply as payments on account.
  - f. Progress payments shall not exceed 90% of the total value of the specified work satisfactorily completed.
  - g. Partial payment may be requested by the Contractor after a minimum of 25 percent of the total contract work is satisfactorily completed.
  - h. Payments shall not be made more frequently than on a bi-weekly basis
  - i. Payments shall not be made until GURA staff inspected the property and has determined that the construction work has been completed in accordance with the Agreement.
  - j. Before issuance of progress payment, the applicant shall submit mechanics lien waivers and evidence satisfactory to GURA that all payrolls, material bills and any indebtedness connected with the work completed have been paid.

**Note:** Greeley Urban Renewal Authority reserves the right to make changes to the conditions of the Façade Improvement Program as warranted.

Attachment A – 10<sup>th</sup> Street Urban Renewal Corridor Façade Grant Program Overview & Guidelines  
B – 10<sup>th</sup> Street Urban Renewal Corridor Design Goals  
C – 10<sup>th</sup> Street Urban Renewal Corridor Façade Grant Program Application



### 10<sup>th</sup> Street Urban Renewal Corridor Design

The following agreements and conditions will be part of the final funding agreement if the application is approved.

1. The applicant (and property owner if different) are in good standing by payment of taxes and assessments to the City of Greeley and Weld County.
2. I understand that this project must meet and conform to all applicable codes, ordinances and regulations.
3. I understand that if the project is located within a Historic District (or if the building is designated on the Greeley Historic Register) the project must first be reviewed and approved by the Historic Preservation Commission of the City of Greeley.
4. All applicable permits will be obtained for this project and all accompanying inspections will be successfully completed before payment is requested.
5. The project will commence within 30 days of grant approval by GURA and be complete within in 6 months (or negotiated extension approved by GURA).
6. Applicant agrees that all work will be completed in a professional manner and that continued maintenance of the property and improvements will be ongoing.
7. The applicant acknowledges that only the work approved by GURA in the application process shall be eligible for reimbursement, unless GURA has approved changes, in writing, to the submitted the Scope of Work in an amended agreement. No work performed on the project prior to formal approval is eligible for reimbursement.
8. The applicant must submit copies of invoices, receipts, proof of payment and an itemized statement of the total cost of the project to GURA when submitting invoices for reimbursement. See Section IX for reimbursement process.
9. The applicant shall indemnify, protect, defend and hold harmless GURA and its agents and employees from all claims, damages, lawsuits, costs and expenses for any property damage, personal injury, or other loss relating to the GURA 10<sup>th</sup> Street Redevelopment Façade Grant Program.



10<sup>TH</sup> STREET CORRIDOR  
FAÇADE GRANT PROGRAM APPLICATION

PROPERTY ADDRESS: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner (if different): \_\_\_\_\_

Phone: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

All correspondence will be sent to both applicant and property owner

**Briefly describe the purpose and scope of improvements:**

\_\_\_\_\_  
\_\_\_\_\_

**Attach items noted in application, Section V11.2, a-i**

**Estimated Costs:**

Façade improvement cost: \_\_\_\_\_

Total project construction cost: \_\_\_\_\_

Total amount requested \_\_\_\_\_

Estimated completion time (in weeks) to commence \_\_\_\_\_

**Property Owner Authorization/Certification**

I have read the accompanying guidelines and attest that the information included in this application is accurate to the best of my knowledge. I understand that Greeley Urban Renewal Authority is not liable for any costs associated with the preparation of this request and that grants are considered on a case by case basis based upon their merits, redevelopment criteria met and fund availability as solely determined by the Greeley Urban Renewal Authority.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (if other than applicant)

\_\_\_\_\_  
Date

Submit completed application to:  
Greeley Urban Renewal Authority  
1100 10<sup>th</sup> Street, #201  
Greeley, CO 80631  
[j.r.salas@greeleygov.com](mailto:j.r.salas@greeleygov.com)