



INVITATION

2017 MAIN STREET HISTORIC DISTRICT GRANT PROGRAM

YOU ARE ENCOURAGED TO TAKE ADVANTAGE OF
FINANCIAL INCENTIVES
AVAILABLE TO
HISTORIC PROPERTIES IN DOWNTOWN LITTLETON

Littleton City Council and the city's Historical Preservation Board encourage you to take advantage of the local, state, and federal financial incentives available to members of the Main Street Historic District and to individually-designated historic landmarks within Downtown Littleton. Incentives are intended to encourage the restoration and rehabilitation of properties within the district. State and federal incentives include a 20% federal tax credit for the rehabilitation of certified historic buildings used for income-producing purposes and a 20% -30% state tax credit for the rehabilitation of historic buildings used for income-producing purposes. The State also provides a revolving loan program with below-market fixed-rate construction and bridge loans for the restoration and rehabilitation of historic properties. Local incentives include parking reductions for new uses and new construction, exemptions from building permit fees for exterior work, exemptions from sales and use taxes related to façade work, exemptions from the lighting code, flexibility with the building code, and access to the grant program.

For 2017, city council has once again allocated \$50,000 to the Main Street Historic District Grant Program. If your property is currently in the district or is an individual landmark in Downtown Littleton used for commercial purposes, you are encouraged to apply for grant funds. If your property is not currently in the district, you are encouraged to join the district and qualify for the available incentives. The 2017 grant program is outlined below.

TAKE ADVANTAGE OF THE
2017 MAIN STREET GRANT PROGRAM

GRANT PROGRAM OBJECTIVES

1. INCREASING the number of properties in the district
2. EXPANDING the district's economic vitality
3. HELPING to maintain and improve properties in the district

GRANT PROGRAM GOALS

1. INVOLVE the physical preservation, restoration, and enhancement of eligible properties
2. PRESERVE the historic character of the property
3. BE CONDUCTED in accordance with the City's Historic Preservation Code
4. DEMONSTRATE that an effort is being made not only to maintain a historic property in reasonable repair, but also to enhance, reclaim and/or restore historic resources that are threatened by wear, alteration, or neglect

ELIGIBLE PROPERTIES

1. MAIN STREET HISTORIC DISTRICT Properties
2. INDIVIDUAL LANDMARKS Downtown that are used for commercial purposes

ELIGIBLE APPLICANTS

1. OWNERS of the subject property or their representative
2. TENANTS of the subject property

ELIGIBLE COSTS AND IMPROVEMENTS FOR ALL PROPERTIES

1. PROFESSIONAL ARCHITECTURAL DESIGN SERVICES relating to exterior façade rehabilitation
2. FAÇADE WORK, such as storefronts, architectural elements, doors and windows, fixtures, and the demolition of non-historic elements
3. MAINTENANCE, such as the maintenance and repair of exterior bricks and walls; surface cleaning, patching and repair of facade walls; restoration, replacement, or repair of windows, doors, cornices, roofs or gutters; masonry work, such as chimney tuck pointing or mortar joint repair; and maintenance of exterior structural elements such as foundations
4. NEW SIGNAGE, including electrical work and light fixtures that meet the objectives, standards, and guidelines of Subarea 5, *Littleton Downtown Design Standards and Guidelines*. Internally lit signs are not eligible. Signs must also meet the city's sign code regulations.
5. GRAFFITI REMOVAL from exterior walls
6. RETROACTIVE PROJECT FUNDING for projects that have been issued a building permit within the last 12 months

ELIGIBLE COSTS AND IMPROVEMENTS FOR NEW PROPERTIES

Properties that have joined the district between April 30, 2016 and April 30, 2017 are eligible to apply for grants that will cover additional costs and improvements:

1. INTERIOR IMPROVEMENTS, including interior structural improvements that will help preserve historic architectural features or address health, safety and welfare issues
2. EXTENDED RETROACTIVE PROJECT FUNDING for projects that have been issued a building permit within the last 24 months

INELIGIBLE COSTS AND IMPROVEMENTS:

1. ROUTINE OR PERIODIC MAINTENANCE or improvements undertaken due to normal wear and tear that does not affect the historic integrity of the structure
2. SOFT COSTS such as accounting, appraisals, bids, copying, engineering, and interior design; as well as fees such as legal and building permits
3. ACQUISITION COSTS
4. ADDITIONS OR ENLARGEMENTS, except where required by building and safety codes, and including design services for those additions or enlargements
5. SITE WORK, including excavation, grading, paving, and landscaping
6. REPAIRS TO RECENT ADDITIONS, constructed after the property was officially designated
7. OWNER/SELF-LABOR reimbursement, other than when they are professional contractors
8. NON-HISTORICAL decorative elements
9. SKYLIGHTS that are non-historic
10. SOLAR equipment
11. SECURITY features

GRANT AMOUNTS AND REIMBURSEMENT

1. A TOTAL OF \$50,000 IS AVAILABLE - City Council allocated \$50,000 for the 2017 grant program. The process is competitive, with funds distributed among the top applicants
2. MATCHING GRANTS - Grants will be awarded for up to 80% of the project cost
3. REIMBURSEMENT - Applicants will be reimbursed upon the completion of their projects and the submittal of a completed reimbursement request form; a W-9 for the grantee; 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 photographs showing the completed work. Staff will visit the site to confirm project completion as anticipated by the grant award

SCHEDULE

ONE GRANT ROUND IN 2017

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|----|---------------|--|
| 1. | APRIL | APPLICATIONS DISTRIBUTED TO PROPERTY OWNERS ¹ |
| 2. | APRIL/MAY | RECOMMENDED PRE-SUBMITTAL MEETINGS ² |
| 3. | MAY 30 | COMPLETE APPLICATIONS DUE ³ |
| 4. | JUNE 19 | FIRST REVIEW MEETING ⁴ |
| 5. | JULY 17 | AWARDS DETERMINED AND ANNOUNCED ⁵ |
| 6. | JULY 18 | OFFICIAL NOTIFICATION PROVIDED TO APPLICANTS |
| 7. | JULY 18, 2018 | DEADLINE FOR COMPLETION OF CONSTRUCTION |

¹ Invitations will be distributed to property owners within the Main Street Historic District and to individual landmark structures Downtown

² Applicants should email Dennis Swain at dswain@littletongov.org to schedule an informational meeting prior to initiating an application.

³ Application forms must be completed on-line at <http://tinyurl.com/lyng3rk> and supporting material emailed to dswain@littletongov.org in order to remain in the 2017 grant cycle

⁴ Applicants or their representative must be at the June 19 board meeting to present the project and answer questions from the board. Failure to appear will disqualify the project from consideration.

⁵ Neither applicants nor their representative need to attend the July 17 meeting, although their attendance is welcome

REVIEW CRITERIA FOR GRANT APPLICATIONS

The Historical Preservation Board will use its discretion in granting awards using the criteria listed below as a guide. Higher priority criteria are at the top of the list, with the criteria listed in generally descending order. Projects do not need to meet all of the criteria and will be judged relative to the other proposed projects.

CRITERIA

1. Property is in the district or is a commercially-used individual landmark in Downtown Littleton.
2. Project is well designed and will have a significant positive visual impact on the historic character of the district.
3. Project includes restoration of the 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 board will give negative consideration to any applicant who previously received funding and did not complete the project within the approved time frame for project completion. Applicants in those cases will be asked to assure the board that the proposed project will be completed during the allotted time frame.

DESIGN AND CONSTRUCTION REVIEW

Being awarded a grant does not substitute for other city review and permit processes. All funded projects remain subject to the COA (Certificate of Historic Appropriateness), building permit, and all other applicable city review processes. Reimbursement will not be provided to projects that do not apply for and receive a COA.

PROJECT COMPLETION DEADLINE

Projects are to be completed within twelve (12) months of the award. Extensions may be approved by the board when there are compelling circumstances presented in writing at a regular board meeting prior to the end of the twelve months allotted for completion of the project.

REIMBURSEMENT OF FUNDS

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 and the Certificate of Historic Appropriateness (COA) 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 will visit the site to confirm project completion as anticipated by the grant award.

GET STARTED

PRE-APPLICATION

- 1) Email Dennis Swain at dswain@littletongov.org to schedule a pre-submittal meeting. City staff will look forward to working with you throughout the application process.

APPLICATION

There are two parts to the application packet, the first submitted on-line, the second submitted by email:

- 1) Complete the application form on-line at <http://tinyurl.com/lyng3rk>
- 2) Scan and email to dswain@littletongov.org:
 - a. A more detailed written and visual description of the proposed work
 - b. Photographs of the existing building and the areas where work will be completed
 - c. Historic photographs of the building, including the section where work will be completed
 - d. The proposed budget
 - e. Three contractor bids
 - f. The proposed time frame for completion of the project
 - g. For facade work, a description of elements to be restored or replaced

