



Historic Places = Fresh Futures

\$10,000 Grant for Façade Work



\$7,000 Grant for Restoration Work



\$5,000 Grant for Façade Work



\$1,000 Grant for Design Assistance



\$10,000 Grant for Façade Work



\$20,000 Grant for Façade Work

Funding May Be Available For Your Preservation Project!

Application Deadlines:

First Grant Round: **May 7, 2018**

Second Grant Round: **October 8, 2018***

**If remaining funds are available*

Take advantage of the
2018 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
2. Individual historic landmarks Downtown that are 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 (including screening of rooftop mechanical equipment and paint)
3. Maintenance
4. New signage (internally lit signs are not eligible)
5. Graffiti removal
6. Paint for exteriors
7. Screens for HVAC
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. Additions or enlargements, except where required by building and safety codes
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-historic decorative elements
9. Skylights
10. Solar equipment
11. Security features

How much money is available?

1. A total of \$50,000 is available in 2018. The process is competitive, with funds distributed among the top projects.
2. Matching funds - Grants may be awarded for up to 80% of the project cost.
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 submitted and approved prior to approval of the grant on June 18, 2018 for first round applications, and November 19, 2018 for second round applications.

What is the schedule?

First round

April, 2018	Notice of grant mailed to property owners
April/May, 2018	Pre-application meetings with staff
May 14, 2018	Applications due
June 18, 2018	Historical Preservation Board (HPB) review and decision making
August 6, 2018	Deadline to submit building permit If no building permit is required, construction must be started by this date
June 18, 2019	Deadline for completion of the project

Second Round (if funds are available)

August, 2018	Notice of second grant round mailed to property owners
September, 2018	Pre-application meetings with staff
October 15, 2018	Application deadline
November 19, 2018	Historical Preservation Board (HPB) review and decision making
January 17, 2019	Deadline to submit building permit If no building permit is required, construction must be started by this date
November 19, 2019	Deadline for completion of the project

What are the criteria for review of my application?

The Historical Preservation Board will use its discretion in granting awards based on the following criteria. 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. Applications will be reviewed and grant determinations made relative to all proposed projects submitted within the same grant round.

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 project completion timeframe. Applicants in those cases will be asked to assure the board that the proposed project will be completed during the required timeframe.

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. Please note, if the proposed grant project requires a certificate of historic appropriateness (COA), the COA must be approved prior to approval of the grant on June 18, 2018 for first round grants and on November 19, 2018 for second round applications.

When must the project be complete?

Projects are to be completed within eighteen (18) months of the date of 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. One extension may be granted for up to an additional 6 (six) months. Projects not completed by the established deadline will forfeit the grant award.

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 will 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 the Community Development Department to schedule a pre-submittal meeting. City staff will work with you throughout the application process.

Application

There are two parts to the application packet, the first submitted online, the second submitted by email:

- 1) Complete the application form online at [Main Street Historic District Grant Program](#)
- 2) Scan and email to DRT@littletongov.org:
 - a. A letter of intent that includes a detailed written and description of the proposed work
 - b. Photographs of the existing building noting 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 copy of the approved certificate of historic appropriateness (COA)
 - h. A signed copy of the "Acceptance of General Conditions" located on next page



**Main Street Historic District Grant Program 2018
Acceptance of General Conditions for Grant Assistance**

Applicant _____

Property Address _____

If awarded grant funding, applicant agrees to the following conditions:

1. The applicant acknowledges that awarded funds are disbursed on a reimbursement basis.
2. The timeline for completion of grants is 18 (eighteen) months, unless the Historical Preservation Board grants an extension for up to an additional 6 (six) months prior to the date of the initial expiration date.
3. The applicant must submit documentation of proof of payment for completed work to the city before reimbursement funds can be released.
4. Funding will not be released until city staff has inspected the completed work for consistency with the approved project.

Applicant signature

Date
