



Revitalization Incentive Grant 2018 Program Information

What is the City of Littleton Revitalization Incentive Grant?

The goal of this program is to encourage private investment and improvements, while making revitalization efforts affordable, creative, and of benefit to the entire community.

Littleton City Council approved \$100,000 for the 2018 Revitalization Incentive Grant to be administered by the Economic Development Department. The program offers up to \$20,000 in matching funds per project to businesses within the City of Littleton to improve the appearance of existing buildings, and the overall look and feel of the community. Larger projects with extensive renovations may be considered at a higher total award. All improvements must be made to areas visible from the public right-of-way.

The city will provide **local bonus funding** to applicants using a contractor **located** and **licensed** in the City of Littleton. The applicant must verify local contractors through the Economic Development Department. Upon providing proof that a licensed City of Littleton contractor performed the work, the grant award will be increased by **10%** in the category in which the local contractor operated.

How does the application process work?

The applicant should contact the Economic Development Department to set up a preliminary meeting to discuss the project and application process and to receive an application. After submitting the application, the applicant will be asked to appear before the grant review committee to present and discuss their project. The committee will then review the application and supporting materials to determine whether to accept, accept with conditions, or deny the application. The applicant will be promptly notified of the committee's decision.

If accepted, the city will provide and the applicant must sign the Acceptance of General Conditions for Grant Assistance form. Funds will be released to the applicant upon full completion of the project and inspection by city staff. Copies of paid invoices showing a \$0 balance must be submitted with a W-9 to staff prior to reimbursement.

If the application is denied, the committee will provide the reason(s), and a new application may be submitted within 30 days from the date the application was denied.



Who can apply for funding?

Any building owner, store proprietor, or tenant with authorization from the building owner can apply for the grant. The project site must be within city limits. Tenants must have at least two years remaining of their lease or an option to renew consisting of a written confirmation from the landlord and tenant. Prior to the city reviewing an application, the applicant must meet with the city to ensure plans will meet zoning and code regulations. Properties having more than one owner must have a plan approved by all owners and provide a consistent improvement and look for the entire property.

Applicants may receive grant funds for one project within a five year period. It is understood that a project may continue over two years depending on scope and timing

Properties within the Main Street Historic District area must opt into the district to qualify for this grant. For more information on the District and Historic Preservation, contact:

Andrea Mimnaugh

303-795-3719

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What types of improvements are eligible?

- Architectural/design assistance
- Façade (can include signage affixed to the building)



- Landscape (can include monument signage)
- Parking area
- Exterior lighting
- Exterior Americans with Disabilities Act (ADA) improvements

Are there any design guidelines?

Projects must conform to all aspects of the Zoning and Development Code of the City of Littleton. To receive funding, projects must be approved by the grant review committee.

Regular maintenance, such as painting and equipment, are not covered under the program.

Proposed sign improvements must be verified as in compliance with city sign code prior to grant approval.

How is the funding awarded?

This is a matching grant program, so the applicant pays for the improvement and the city reimburses a portion based on the approved award. The match must be at least 2:1 (for every \$2 the applicant pays, the city will award \$1) up to the maximum limits per project. The award will be reimbursed after the work is completed. Maximum grant awards by the city:

- **\$2,500** – Architectural/design assistance
- **\$11,250** – Façade, parking areas, exterior lighting, and landscape improvements
- **\$6,250** – ADA improvements

Work completed prior to grant review, other than architectural/design assistance, is not eligible for grant funding.

How are projects selected?

Projects are approved by the grant review committee based on their compatibility with the vision and goals of the City of Littleton ([City Council Goals and Objectives](#)).

What happens after a project is selected?

Projects selected for grant funding must be completed within six months of approval unless an extension is granted in writing by the Economic Development Department.

The applicant agrees to:

- Obtain all necessary building permits and any other required permits
- Complete and sign the Acceptance of General Conditions for Grant Assistance form
- Conform with all safety standards and conditions
- Maintain the property and the improvements made through the Grant



- Allow the City of Littleton to promote an approved project by various means, including but not limited to: display of a city sign or sticker at the site during and/or after construction, using photographs, and description of the project in city communications and other materials.
- Provide proof of payment for completed project work with:
 - An invoice showing payment and a \$0 balance, or
 - A canceled check, or
 - A credit card payment receipt, and
 - A W-9 form

Note: The City of Littleton reserves the right to change the conditions of the Revitalization Incentive Grant as warranted.

Note: Award recipients will receive a 1099 for any amounts of \$600 or more.

To begin the application process contact:

Economic Development

2255 West Berry Avenue

Littleton, CO 80120

Economic Development

303-795-3749

economicdev@littletongov.org