



Littleton

## *Historic Places = Fresh Futures*

\$10,000 Grant for Façade work



\$7,000 Grant for Restoration Work



\$5,000 Grant for Façade



\$1,000 Grant for Design Assistance



\$10,000 Grant for Façade Work



\$20,000 Grant for Façade Work



**Funding May Be Available For Your  
Rehabilitation Project!**

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

**\$8,210 Remaining Funds Available for 2018**

**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)
3. MAINTENANCE
4. NEW SIGNAGE (internally lit signs are not eligible)
5. GRAFFITI REMOVAL
6. 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. **NOTE: \$8,210 Remaining Funds for Final 2018 Grant Round**
2. MATCHING FUNDS - Grants will 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 approved prior to approval of the grant.

## **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, deadline to commence construction
JUNE 18, 2019	Deadline for completion of the project

### SECOND (FINAL) ROUND IN 2018

AUGUST, 2018	Notice of second grant round mailed to property owners
SEPTEMBER, 2018	Pre-application meetings with staff
OCTOBER 8, 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, deadline to commence construction
MAY 19, 2020	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 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.



## 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.

## When must the project be complete?

Projects are to be completed within twelve (12) 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.

## 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 Andrea Mimnaugh at 303-795-3719 or [amimnaugh@littletongov.org](mailto:amimnaugh@littletongov.org) 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 on-line, the second submitted by email:

- 1) Complete the application form on-line at [Main Street Historic District Grant Program](#)
- 2) Scan and email to [DRT@littletongov.org](mailto: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)