



Historic Places = Fresh Futures



Spotswood Residence

Received \$26,884 for Restoration of Original Historic Windows

Funding May Be Available For Your Preservation Project!

Application Deadlines:

First Grant Round: April 8, 2019

Second Grant Round: September 9, 2019*

**If remaining funds are available*

Take advantage of the
2019 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 at least 40 years of age
2. Any Downtown designated historic landmark 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. Enlargements where required to comply with building and safety codes
4. Maintenance
5. New signage, except for internally lit signs
6. Graffiti removal
7. 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. Site work, including excavation, grading, paving and landscaping
5. Repairs to recent additions, constructed after the property was officially designated
6. Owner/self-labor reimbursement
7. Skylights
8. Solar equipment
9. Security features
10. Maintenance of equipment and devices unrelated to mechanical systems of the structure

How much money is available?

1. \$52,410 is available in 2019. The process is competitive, with funds distributed among the top projects.
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

March 2019	2019 Program mailed to property owners
March – April, 2019	Pre-application meetings with staff
April 8, 2019	Application deadline
May 20, 2019	Historical Preservation Board (HPB) review and decision making
July 8, 2019	Deadline to submit building permit
July 8, 2019	If no building permit is required, deadline to commence construction
May 20, 2020	Deadline for completion of the project

Second (final) round in 2019

July, 2019	Notice of 2 nd round mailed to property owners
August – September, 2019	Pre-application meetings with staff
September 9, 2019	Application deadline
October 21, 2019	Historical Preservation Board (HPB) review and decision making
December 9, 2019	Deadline to submit building permit
December 9, 2019	If no building permit is required, deadline to commence construction
October 21, 2020	Deadline for completion of the project

What will the HPB consider when reviewing my application?

The HPB will use its discretion in granting awards based on the considerations listed below. Projects do not need to meet all of the considerations to be awarded a grant. Applications will be reviewed and grant determinations made relative to all proposed projects submitted within the same grant round.

Considerations

1. Project will have a significant positive visual impact on the historic character of the district.
2. Project is located on a street-facing façade of the building.
3. Project includes restoration of 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 health, safety and welfare of the community.
8. The board will give negative consideration to any applicant who previously received funding and did not complete the project within the approved timeframe for project completion. Applicants in these 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. 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 expected to be completed within one year of the date of award. However, HPB recognizes that extenuating circumstances may delay the completion of a project. Up to two extensions may be granted as follows:

- **Administrative extension** - A 6-month extension may be approved by staff if there are extenuating circumstances. Requests must be submitted prior to the end of the twelve months allotted for the completion of the project.
- **Board-level extension** - A second 6-month extension may be approved by the Historical Preservation Board when there are compelling circumstances. Requests must be presented in writing at a regular board meeting prior to the end of the deadline 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 may 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 to schedule a pre-submittal meeting. City staff will work with you throughout the application process.

Application submittal

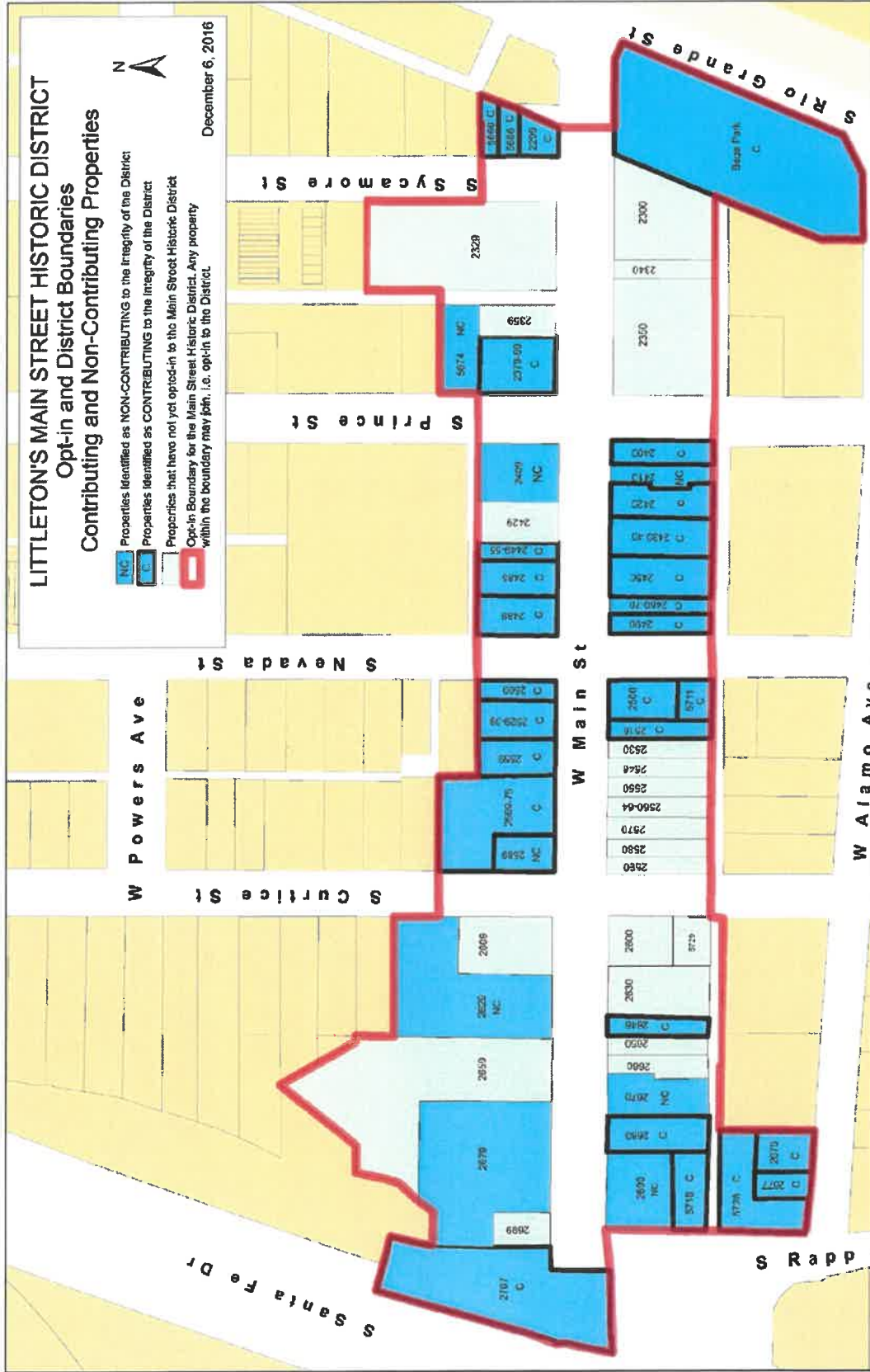
There are two parts to the application packet, the first submitted online, the second submitted by email:

- 1) Complete the application form on the city website online at [Main Street Historic District Grant Program](#)
- 2) Scan and email to DRT@littletongov.org:
 - A letter of intent that includes a detailed written and description of the proposed work and a timeframe for completion of the project
 - Photographs of the existing building noting the areas where work will be completed
 - Historic photographs of the building, including the section where work will be completed – if available
 - The proposed budget
 - Three contractor bids – if three bids are not included, provide explanation in the letter of intent.

LITTLETON'S MAIN STREET HISTORIC DISTRICT **Opt-in and District Boundaries** **Contributing and Non-Contributing Properties**

 Properties Identified as NON-CONTRIBUTING to the Integrity of the District
 Properties Identified as CONTRIBUTING to the Integrity of the District
 Properties that have not yet opted-in to the Main Street Historic District
 Opt-in Boundary for the Main Street Historic District. Any property within the boundary may join, i.e. opt-in to the District.

December 6, 2016



**Main Street Historic District Grant Program 2019
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
