

**Town of Erie Revitalization Incentive Grant Program  
Historic Building Improvements Grant  
and  
Business Siting and Expansion Grant**

The Town of Erie Urban Renewal Authority ("TOEURA") has adopted the TOEURA Incentive Policy (the "Policy"). The purpose of the Policy is to utilize tax increment financing ("TIF") funds received by TOEURA to promote the goals of TOEURA in reducing blight within the urban renewal areas in the Town of Erie (the "Town"). TOEURA recognizes the importance and value of leveraging TIF funds and providing public financing and assistance to achieve these goals.

In accordance with the Policy, TOEURA has launched the Revitalization Incentive Grant Program. This program is broken into two categories: (1) Historic Building Improvements; and (2) Business Siting & Expansion. This program is designed to provide business siting and expansion assistance, and help business and property owners who want to improve the external appearance of their commercial properties. This is a matching grant program that leverages TOEURA funds and private sector investment to achieve specific outcomes which include without limitation the following:

**Historic Building Improvements Program**

**Matching Grants**

TOEURA will provide a 1/1 matching grant for the cost of eligible façade improvements. The matching grant shall not exceed \$15,000.

The following improvements are eligible:

- Restoration of brickwork, wood, masonry, and stucco with "timeless" materials
- Replacement, repair, or addition of architectural details (e.g. cornices, bulkheads, transoms, etc.)
- Gutters, downspouts, rain barrels, and rain gardens
- Roof repairs
- Energy efficient windows and doors
- Signage, if integrated with comprehensive façade improvements
- Entryway modifications including provisions to improve accessibility in accordance with the Americans with Disabilities Act (the "ADA")
- Repair, replacement, or reconstruction of stairs, stoops and porches
- Awnings to include rain gardens or other additional stormwater mitigation measures
- Energy efficient lighting
- Removal of non-historic features
- Siding repair/replacement
- Window/display areas

- Security improvements for window/display areas
- Sidewalks, curbs, driveways, and water and sewer utilities that are exposed/impacted during renovation activities
- Structural support elements of the façade, including the repair or replacement of interior structural support elements related to the façade
- Addition of bike racks or electric-vehicle parking stations
- Addition of triple bin waste stations (compost, recycling, landfill) including appropriate liners and signage, and hauling services
- Increasing infiltrative surface allowing for groundwater re-supply

*The following improvements are not eligible for the Historic Building Improvement program:*

- Any improvements not visible from a public right-of-way or publicly-owned space
- Non-permanent fixtures (e.g. portable outdoor dining tables, chairs, flower planters)
- Any interior improvements not related to the repair or maintenance of structural support elements of the façade
- Business operation-related costs, including elimination or reducing debt, business inventory, display fixtures or sweat equity
- Minor maintenance and repairs
- Signage, unless integrated with comprehensive façade improvements
- Billboards
- New construction
- Property acquisition
- Working capital
- Refinancing of existing debt
- Loans for speculative purposes
- Expansion of building area

## **Eligibility**

The Historic Building Improvement program seeks to encourage improvements in the appearance of historical buildings within an approved urban renewal plan area. The program provides grants for property improvements that support investment by the applicant in a historic building. The purpose of the program is to reduce conditions that cause blight, preserve the unique character of historic buildings by providing greater leverage for private investment and historic preservation monies, and encourage façade improvements that are consistent with the standards for non-historic structures by the providing matching grants to businesses and building owners. The funds for this program are provided by TIF funds. All improvements must comply with all applicable codes, rules and regulations, as well as the priorities, strategies, actions items, and targets in the Town's Sustainability Master Plan, Water Efficiency Plan, and Waste Diversion Policies.

The applicant for the Historic Building Improvement program must be the property owner or the business owner, and if the applicant is the business owner, the business owner must have the approval of the property owner to improve the building. Only properties located within an

approved urban renewal plan area are eligible for the program. The building may be used both as a residence and a business, but the grant can only be applied to uses that have a commercial component. If a residential use is included, it cannot be the sole use of the building.

### **Business Siting and Expansion Program**

The goal of the Business Siting and Expansion grant program is to reduce area vacancies and blight by facilitating the siting and expansion of businesses in eligible properties in urban renewal plan areas, increase opportunities for employment, increase opportunities for business and maintain current active business.

### **Incentive Program**

TOEURA will provide an incentive equal to 20% of the total project redevelopment cost, up to 50% of the cost of eligible improvements. Through this program, a business may request contribution from TOEURA through the use of TIF funds towards the business' lease payments, tenant improvements or utility bills for a certain period.

### **Eligibility**

To qualify, the building to be improved must be located in the Historic Old Town Erie urban renewal plan area. For rent payment assistance, application must be made jointly by the property owner (landlord) and include information from the business (tenant). The property owner is responsible for pre-qualification of the business including without limitation financial qualifications, and a business plan. The business must have been in business for a minimum of one year, must have, or obtain, a valid Town business license prior to final funding approval, and must be in good standing with the Town. A business may have no more than 10 full-time equivalent employees and may not have received any previous financial support from TOEURA. Grants are available to owner or tenant (if tenant applies, a minimum of three years must be remaining on lease, and written landowner permission must be provided).

The business must be expanding in size and not merely changing locations. Only for-profit businesses are eligible for assistance. No business that is owned wholly or in part by a past or present elected official or appointed official, or any present employee of the Town, including relatives of such officials and employees, may participate in the program.

### **Application Process**

Grant applications are reviewed competitively when the specified application period closes. Application periods are determined at the sole discretion of the TOEURA Board. Application periods including the due date will be published on the TOEURA website. Applicants must apply by the published date when applications close to be considered within the application period. All applications will be reviewed by a committee designated by TOEURA's Executive Director.

TOEURA has a finite amount of funds, so applicants may not receive full funding for their projects. Funding will be considered and distributed based on the availability of funds, number of applicants, and the ability of applicants to meet the scoring criteria. Grant Applications that score higher will be given priority for available funds.

Extra credit points may be considered for your grant application by registering for, and receiving, certification through the Colorado Green Business Network of Erie(CGBNE). The CGBNE provides a system for businesses to evaluate their environmental impact based on metrics assessing use of energy, water, transportation, waste and purchasing. Points are assigned and businesses are categorized into gold, silver, and bronze awards. Based on submission and scoring, applicants will be awarded extra credit towards their overall score. Apply for the CGBNE at the following link: <https://app.greenbiztracker.org/business/index>.

Formal feedback will not be provided by the TOEURA Board or any committee of the Board. However, applicants may seek informal feedback from TOEURA staff about the relative competitiveness of an application following consideration of the applications for that period. TOEURA will, consistent with applicable law, limit access to any information in an application that is confidential or proprietary. TOEURA retains the sole and exclusive discretion to evaluate the applications and to deny or make an award based on its evaluation of the applications. All decisions of the TOEURA Board are final.

Applications will become the property of TOEURA. While TOEURA will take reasonable steps to protect proprietary or confidential information in an application, TOEURA makes no guarantees or assurances that all information made a part of the application will remain confidential. Names of participants and any grant documents are subject to disclosure pursuant to applicable law.

Applications must be complete in order to be considered for review.

## **Guidelines**

1. Grant preference will be given to site improvements that provide the most significant visual improvement over current conditions as seen from public streets and trails. Downtown business preference will be given to site improvements adhering to the 2016 Downtown Redevelopment Framework and Concepts.
2. Applicants must be in good standing with the Colorado Secretary of State and the Town of Erie. Properties with outstanding code violations, delinquent sales taxes or past due Town utility bills are not eligible to apply.
3. Proposed improvements must meet applicable Town codes. Businesses must provide before and after photos of project.
4. The applicant is responsible for obtaining all building and other required permits before any project work commences.
5. Project must be eligible improvements outlined above.
6. The Project must comply with all Town waste diversion policies adopted by the Town.

7. Energy efficient fixtures, appliances and materials must be used to the greatest extent possible.
8. Two monthly progress payments for out-of-pocket costs can be requested with the appropriate Reimbursement Form and Paid Receipts submitted for up to 50% of the scheduled out-of-pocket costs. Final payment of the remaining 50% of out-of-pocket costs will be processed upon verification and inspection of qualifying improvements.
9. All businesses must receive grant approval prior to beginning construction. Costs for work prior to awarding of funds cannot be reimbursed.
10. Projects selected for grant funding may be featured in Town promotional materials.

### **Application Scoring Criteria**

The TOEURA committee will score the application based on the following: capital investment; ratio of applicant project investment vs. TOEURA's match; percentage of the project that is new improvements vs. maintenance of existing improvements; and the overall public benefit of the project. Points are awarded for each category. This information is provided so that each applicant can better understand the scoring process - the applicant does not need to score their application.

#### **1. Historic Building Improvements Category (maximum of 50 points)**

##### **Capital Investment (maximum of 20 points)**

- \$0 - \$15,000 (4 points)
- \$15,000 - \$25,000 (8 points)
- \$25,000 - \$35,000 (12 points)
- \$35,000 - \$45,000 (16 points)
- \$45,000 + (20 points)

##### **Project Ratio – Applicant investment vs. TOEURA's match (maximum of 20 points)**

- 1:1 (10 points)
- 2:1 (15 points)
- 3:1 (17 points)
- 4:1+ (20 points)

##### **Public Benefit (maximum of 10 points)**

Visual Impact (maximum of 5 points)

- Significance of visual improvement to the façade or exterior visible from public right of way (1-3 points)
- Degree of visibility within context of project area (1-3 points)
- Level of risk mitigation, impactful rehabilitation, or innovative reuse of distressed property (1-3 points)
- Improvement to public infrastructure (1-3 points)

Community Impact (maximum of 5 points)

- New jobs created: 1-2 jobs (1 point), 3-4 jobs (2 points), 5+ jobs (3 points)
- Years in business: 5-9 years (1 point), 10+ years (2 points)
- Years doing business in the Town of Erie: 3-5 years (1 points), 6-9 years (2 points), 10+ years (3 points),
- Unique user (1 point)
- New good or service offered (1 point)
- Other community benefit or need addressed (1 point)

**Extra Credit available for Colorado Green Business Network of Erie (maximum of 10 points)**

- Gold recognition, previous year (10 points)
- Silver recognition, previous year (8 points)
- Bronze recognition, previous year (6 points)
- Application submitted, awaiting recognition (4 points)
- Application in process, current year (2 points)

**2. Business Siting and Expansion Category (Maximum of 100 points)**

**Capital Investment (maximum of 30 points)**

\$0 - \$10,000 (6 points)

\$10,000 - \$20,000 (12 points)

\$20,000 - \$30,000 (18 points)

\$30,000 - \$40,000 (24 points)

\$40,000 - \$50,000+ (30 points)

**Project Ratio – Applicant investment vs. TOEURA’s match (maximum of 30 points)**

1:1 (15 points)

2:1 (20 points)

3:1 (25 points)

4:1+ (30 points)

**Public Benefit (maximum of 20 points)**

Visual Impact (maximum of 10 points)

- Significance of visual improvement to the façade or exterior visible from public right of way (1-5 points)
- Degree of visibility within context of project area (1-5 points)
- Level of risk mitigation, impactful rehabilitation, or innovative reuse of distressed property (1-5 points)

Improvement to public infrastructure (1-5 points)

Community Impact (maximum of 10 points)

- Years in business: 3-5 years (1 point), 6-9 years (2 points), 10+ years (3 points)
- Years doing business in the Town of Erie: 3-5 years (1 point), 6-9 years (2 points), 10+ years (3 points),
- Unique user (1 point)
- New good or service offered (1 points), multiple new goods or services offered (2 points)
- Other community benefit or need addressed (1 point); multiple or significant community benefit(s), or need(s) addressed (2 points)

**Job Creation Benefit (maximum 10 points)**

1-2 jobs (5 points)

3-4 jobs (7 points)

5+ jobs (10 points)

**Business operates in a target industry, as defined by the North American Industry Classification System (NAICS) Code (10 points)**

51 – Information (including Ag-Tech)

52 – Finance and Insurance

54 – Professional, Scientific, and Technical Services

55 – Management of Companies and Enterprises

**Extra Credit available for Colorado Green Business Network of Erie (maximum of 20 points)**

- Gold recognition, previous year (20 points)
- Silver recognition, previous year (15 points)
- Bronze recognition, previous year (12 points)
- Application submitted, awaiting scoring and recognition (10 points)
- Application in process, current year (2 points)