



Revitalization Incentive Program

What is the Wheat Ridge Business District Revitalization Incentive Program?

The program offers up to \$11,000 in matching funds to commercial businesses in the City of Wheat Ridge in order to improve the appearance of individual buildings, as well as the overall look of the city. More funding may be available for extensive renovations done by those paid prevailing wages through the Large Project category. All improvements must be to areas visible from the public right-of-way. The goal of this program is to leverage private improvements while making revitalization efforts affordable, creative, and community-based.

Local bonus funding will be made available to those commercial businesses that use a business located and licensed in Wheat Ridge as their contractor for the improvements. Upon demonstration of using a licensed Wheat Ridge contractor the maximum grant award will be increased by 10%. As an example, if XYZ Business used Wheat Ridge Contracting, the maximum eligible façade grant of \$6,000 would be increased to \$6,600.

The Revitalization Incentive Program is administered by Wheat Ridge 2020 through an agreement with the Wheat Ridge Business District, a volunteer group comprised of Wheat Ridge business owners, property owners, and civic leaders.

How does the application process work?

After review of the application, the applicant should meet with representatives of Wheat Ridge 2020, and then complete the Program Application Form, with attached documentation. Such documentation includes (but is not limited to): architectural drawings, material/color samples, and cost estimates. (At least two bids are required.) Wheat Ridge 2020 will conduct a final review of the application and supporting materials, and then make a recommendation to the Board of Directors of the Wheat Ridge Business District. The Board of Directors will vote to accept, accept with conditions, or deny the application.

If the application is accepted, the applicant will receive a Letter of Commitment from the Wheat Ridge Business District indicating the specific amount of grant funding and information on any other requirements. The applicant can then proceed with the necessary review and permit process required by the City of Wheat Ridge.

Funds will be released to the applicant upon full completion of the construction of the project, and inspection of the improvements by representatives of the Wheat Ridge Business District for determination that the actual work performed

was the work submitted in the application process. Copies of paid invoices (receipts) must be submitted to the Board for reimbursement.

There is a grant management fee of up to 5% of the approved grant amount that will be deducted from the grant award.

If an application is denied, a new application can be submitted anytime after 30 days from the date the application was denied.

Who can apply for funding?

Any building owner or store proprietor/tenant with lease authority or authorization from the building owner can apply for funding. The project site must be located within Wheat Ridge. Tenants must have a minimum of two years remaining on their lease or an option to renew. Only architectural work completed prior to application approval is eligible for grant assistance.

Applicants must be a member of Enterprise Wheat Ridge or become one. Membership starts at \$50.00. Enterprise Wheat Ridge is an association of local businesses that provides networking, information and training opportunities. The Wheat Ridge Business District is committed to the success of all businesses within the City.

Enterprise Wheat Ridge may be contacted at www.wheatridge.biz.

To be eligible for the Large Project grant, the applicant must be willing to ensure that federal minimum prevailing wages are paid to their contractors and sub-contractors. Proof of meeting the minimum prevailing wages must be included with requests for reimbursement. More information regarding prevailing wages can be found at www.access.gpo.gov/davisbacon.

What types of improvements are eligible for funding?

- Façade
- Signs (new, repairs, replacements, removal)
- Architectural/Design Assistance

Are there any design guidelines?

Projects must conform to all aspects of the Zoning and Development Code of the City of Wheat Ridge (as may be amended). For 38th Avenue, this specifically includes the Streetscape and Architectural Design Standard Manual. In order to receive matching grant funding, projects must be approved by the Wheat Ridge Business District Board of Directors. Maintenance such as painting, chairs, and equipment are NOT covered under the program unless painting is part of an overall façade improvement. The Wheat Ridge Business District has a separate Commercial Exterior Paint Program.

Sign applicants must be sure to get a sign permit and check the sign code at the City. Sign grant award amounts are tiered based on the length of time the business has been in operation.

How is the funding awarded?

This is a matching grant program, which means that the applicant pays a portion of the improvement and the Wheat Ridge Business District pays a portion. The amount of the match must be *at least 1:1*—the applicant pays \$1 and the Wheat Ridge Business District pays \$1. However, there is a maximum grant contribution by the Wheat Ridge Business District of:

- \$3,000 per project for signs, based on length of time in business
- \$6,000 for façade improvements
- \$2,000 Architectural/Design Assistance (matching award reimbursed after approved work is completed. Applicant is responsible for all architectural fees.)

Upon demonstration of using a Wheat Ridge based contractor the maximum grant award will be increased by 10% as a local bonus.

The match in the Large Project category is negotiated based on the scope of the project.

Work completed prior to the Letter of Commitment, other than Architectural, is not eligible for funding. Grant funds are disbursed on a reimbursement basis, and cannot be issued until the proposed project has been fully completed. Before funds are released, applicants will need to submit proof of payment for completed work and representatives of the Wheat Ridge Business District must review the completed project to determine that the actual work performed was the work that was approved. At least two photos of the completed project must also be submitted to reception@wheatridge2020.org.

How do I receive funding for Architectural/Design Assistance?

1. Architectural/Design Assistance can be requested for façade improvements only.
2. Request for approval of architectural assistance should be made as part of the application process.
3. Request for reimbursement can be made upon completion of the project. Copies of paid invoices are to be submitted to the Board along with the request for reimbursement.

How are projects selected for funding?

Applications will be reviewed and selected based on their compatibility with the vision and goals of the Board of Directors of the Wheat Ridge Business District as well as availability of funds.

What happens after a project is selected for funding?

Work selected for a matching grant from the Wheat Ridge Business District must be completed within 6 months of approval of the application—unless extended by the Board of Directors. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and the improvements made through the Revitalization Incentive Program.

The Wheat Ridge Business District may promote an approved project by numerous means including, but not limited to, the following: Display of a Wheat Ridge Business District sign or sticker at the site during and after construction; the use of photographs and descriptions of the project in Wheat Ridge Business District communications and materials.

Note: The Wheat Ridge Business District reserves the right to make changes in the conditions of the Revitalization Incentive Program as warranted.

For additional information contact:
Wheat Ridge Business District
PO Box 1268
Wheat Ridge, CO 80034-1268

The following numbers are staffed by Wheat Ridge 2020.
Phone: 720-259-1030
Fax: 303-940-9332

Attachments:

1. Revitalization Incentive Program Application
2. Enterprise Wheat Ridge Application
3. General Conditions
4. Commercial Exterior Paint Program