



MAIN STREET: OPEN FOR BUSINESS BUILDING/BUSINESS OWNER INFORMATION SHEET

Main Street: Open for Business (MSOB) Program Purpose

The Main Street Open for Business Façade and Energy Grant Program, enabled by SB 21-252, awards money to eligible entities (municipalities, counties, and councils of government), to provide incentive programs for local business owners to improve the energy efficiency and/or aesthetics of commercial buildings within traditional downtowns.

The program is designed to:

- increase property values and visual appeal
- increase sales and revenues in rehabilitated buildings
- reduce energy consumption and lower utility bills
- increase job retention/creation

Due to the timing and urgency of getting funds awarded, it is the intent of this program for applicants to submit multiple projects in their application and create a catalytic ripple effect of investment in downtown districts.

Funding

- Individual projects are estimated to average between \$10,000 and \$150,000. Awards or partial awards of submitted projects will be made based on timing of the projects, along with other selection criteria in the application. Projects that can commence quickly will be given higher priority.
- Business owner must provide 20% match.
- Expenses incurred before there is an executed grant agreement with DOLA are NOT eligible for reimbursement.
- Final grant approval will be made by the Colorado Department of Local Affairs (DOLA) based on eligibility entities' application as a whole, including individual projects' likelihood of increasing sales and/or decreasing energy costs, readiness, and impact to overall downtown aesthetics and economic development.

Timing

Because of the urgent nature to recover from the pandemic, applications will be accepted and reviewed by DOLA on a rolling basis (funding decisions made approximately monthly),

All funds must be **spent** by June 30, 2022 (**no extensions**). An estimated timeframe of work is required with building/business application.



***DOLA has indicated that most likely all the grant funds will be allocated in the first round. Thus, in order for the Town of Mancos to apply in a timely manner, businesses must submit completed grant applications to the Town by August 18.**

Funding Evaluation and Selection

- 1) Impact to overall downtown aesthetics and economic development
- 2) Ability to increase revenue/sales
- 3) Ability to complete in a timely manner
- 4) Urgency and need
- 5) If applying for energy improvements, must show decrease in energy costs. *Energy improvements will need to accompany façade improvements in order for grant application to be competitive.* *

***DOLA indicates that the façade improvements/ visual impact is the main emphasis for this highly competitive grant.**

Administration

- Awarded businesses will contract with contractors directly.
- Awarded businesses can request forgivable loans from the Town throughout the process once the Town receives the funds from DOLA. Or, businesses can be reimbursed upon presentation of paid invoices/ receipts.

Eligibility Requirements of Building/Business Owners

- Eligible buildings/businesses must be commercial buildings in the traditional downtown district.
- Preference will be given to businesses established prior to the onset of the pandemic, and commit to remaining open for business for at least 6 months after the project's completion.
 - Note: Vacant building modifications would be considered **IF** all improvements are completed and business will be operational before the close of the grant cycle (June 30, 2022).
- Property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- Ability to demonstrate the metrics of the program: **percentage sales increase and energy savings from before and after project.**

Application and Project Requirements of Building/Business Owners

- Completed application, with commitment to implement project, signed by the building and business owner(s).



- Completed Internal Revenue Service Form 1099. Building owners will be responsible for paying taxes on their award.
- Compliance with all local design guidelines and local protocol for all building improvements including obtaining any required permits and approval of desired improvements (such as Historic Preservation Commission and/or Design Committee).
- Photo(s) of the structure showing the current condition.
- Drawings/sketches of proposed improvements (e.g., replacement of windows, doors, etc).
- Cost estimates for proposed improvements following local procurement guidelines. Cost estimates should be in a line-by-line format for each modification.
- Building owners shall agree at the time of application to maintain the improved façade for a two-year period of time.
- Work must be approved by the granted entity before work begins or no funds will be reimbursed.
- No funds spent prior to an executed grant agreement will be reimbursed.
- All project work to be reimbursed must be completed by June 30, 2022.

Reporting Requirements of Building/Business Owners

During the project, to the municipality, county, or council of government:

- Quarterly reports (October, January, April) providing status of the project including percent of project completion, funds distributed (including invoices and proof of payment) and estimated time to completion. A final report of the project, including before and after photos, is due by July 7, 2022.

After project completion, to the Colorado Main Street program (information will aggregated and kept confidential):

- For projects that involve energy improvements, businesses will provide 12 months of utility bills before renovations; during 2022-2023, businesses will provide the 12 months of utility bills post-renovations to track energy improvements quarterly (October, January, April, July).
- For projects that involve facade improvements, businesses will provide simple confidential quarterly reports on percentage of sales increases and number of FT/PT jobs in the year after project completion compared to the same quarters of 2019 and 2020 (October, January, April, July).
- Building/business owners will provide information on any additional private investment in the building facade or energy efficiency upgrades made during the grant agreement.



Projects Eligible for Reimbursement

Improvements and/or rehabilitations must comply with all state and local regulations, including obtaining any required building permits and design and/or historic preservation approvals. All project work on historic buildings shall follow the Secretary of the Interior's Standards for Rehabilitation of Historic Structures and applicable local regulations. Businesses are encouraged to work with their local preservation commission (if any), or contact the Colorado Main Street Program's staff architect for project recommendations, review, and technical assistance related to improvements listed in this document. All eligible expenses must directly relate to facade improvements and energy efficiency.

- Engineering and design (Note: Project still must be completed within 12 months).
- Building permits for construction.
- Examples of Eligible Façade Improvements: *
 - Removal of non-historical false fronts
 - Repair or replacement of windows, doors, and cornices
 - Repair or replacement of façade materials
 - Repair or replacement of character defining architectural features
 - Masonry maintenance including tuck-pointing and gentle cleaning of and paint removal from brick (NOT power-washing of brick)
 - New awnings or canopies
 - Permanent signage for business/building
 - Landscaping and parking area improvements that enhance building aesthetics
 - Increased access to businesses (doors, windows, sidewalks) through back alleyway activation
 - Exterior lighting
 - Exterior painting
 - Design and construction costs
 - Exterior access to building (ie. sidewalks, ADA ramps, stairs)
- Examples of Eligible Energy-Efficiency Upgrades: *
 - HVAC equipment, particularly electrification
 - Windows, doors and awnings, including restoring inoperable doors/windows to full function
 - Roofing
 - Lighting
 - Insulation. Roof deck insulation must be installed under a new roofing membrane.
 - Solar panels
 - High efficiency and electric water heaters
 - Energy-efficient lighting (example LEDs)

*** EXAMPLES OF INELIGIBLE EXPENSES:** Removal of historic elements; replacement of historic elements with non-historic alternatives; power washing or sandblasting of brick; new adobe/stucco/false fronts; painting of unpainted brick or other historic material; topically-applied roofing insulation; fire suppression; electrical panels; rewiring of the building electrical systems not associated with an improvement.