



Sterling Urban Renewal Authority

Grant Application

Introduction

The Sterling Urban Renewal Authority ("SURA") provides grants to remedy slum and blighted conditions within the Downtown Urban Renewal Area by promoting the revitalization of Downtown Sterling. SURA will consider applications for grants for building improvements, façade improvements and residential dwelling construction or improvements for properties located within the Downtown Sub-District. Downtown Sub-District is defined as all properties within the boundaries of Front Street, Chestnut Street, North 5th Street, Main Street, S. 3rd Street, and Beech Street. (See attached map.) **Owners of property** within this area may apply for grant funds to be used for improvements to buildings within the Downtown Sub-District through the Sterling Urban Renewal Authority. Improvements are for the purpose of meeting the objectives of the Urban Renewal Plan.

The Building Improvement Program Grant, the Façade Improvement Program Grant and the Residential Dwelling Program apply to the entire building, regardless of the number of addresses and tenancy spaces.

Please note that improvements eligible to receive grant funds must be permanent, capital improvements that remain with the building. Only a Property Owner may submit an application; however, grant funds may be used by the Owners for improvements that will benefit tenants. Non-profit, governmental, or otherwise tax exempt property owners are not eligible; however, private owners subject to property taxes will be eligible if a non-profit entity rents the property provided that the owner continues to pay the full amount of property taxes based on an assessment without regard to the non-profit status of the tenant entity while said non-profit entity remains a tenant. SURA will consider grant funding for the construction or improvements of new or existing residential dwelling units located within the Downtown Sub-District to suitable properties that comply with City of Sterling zoning and building codes for the purpose of creating permanent dwelling units for single and multiple-family occupancy.

To apply, please submit a completed application, drawings, plans, color schemes, contracts for work, work estimates, and other applicable material for review and consideration by SURA. Please note that the submitted material will not be returned. The SURA Board will review the applications at a regularly scheduled meeting and may grant pre-approval. **Note that the SURA Board will pre-approve the application based upon the cost estimate submitted with the application but reimbursement will be based upon actual expenditures.** The pre-approval is an indication that the application is complete and that the project as proposed satisfies the goals of SURA and establishes a dollar amount of grant funds available. Any grant funds awarded by the pre approval will be **reimbursed** only **after** the work is completed and receipts have been provided for proof of cost. Reimbursements will be based upon actual expenditures, not the estimates provided in the grant application. SURA **will not** reimburse for labor costs performed by unlicensed contractors. In the event a building owner is a licensed contractor, the building owner shall only be reimbursed for the licensed contractor's actual cost as evidenced by a third party invoice. All work completed must be reviewed by City building inspectors and completed in accordance with current building code requirements.

Preference will be given to applicants who represent the work will be performed by Logan County based businesses. **The grantee agrees to maintain the completed improvements for a FIVE (5) year period, or to seek SURA approval for changes.**

SURA administers three (3) grant programs to further the goals of the Urban Renewal Plan: Building Improvements, Façade Improvements, and Residential Dwelling Improvements.

A Property Owner may apply for grant approval in each category. However, any or the three grant programs is limited to the program maximum amount in each of those categories during any five-year period. Note that each of the three grants apply to and run with the building, not the Owner. The five-year period begins at the time the first grant application for a building is pre-approved by the SURA Board and affects the monies pre-approved by the SURA Board at that time. Should the SURA Board pre-approve an amount smaller than the maximum allowable amount and subsequently approve another grant for additional funds for the same building, those additional funds shall be governed by a five-year period commencing upon the date of SURA Board pre-approval of the subsequent grant. The intent is to provide a rolling period so that only those funds pre-approved are subject to the five-year constraint.

Applicants may only seek Grants for specific projects. Grant amounts will be pre-approved on the basis of submitted projects, rather than the maximum amount of the total grant available. A pre-approval is valid for one (1) year from the date of SURA Board approval. Each grantee remains eligible to submit new applications for project-specific grants and to receive grants totaling up to program-maximums during the program period, beginning from the first pre-approval date for each building. The applicant shall cause all work to be completed and invoices submitted for reimbursement not later than one year from the date of pre-approval by the SURA Board. SURA will not reimburse for invoices received after the annual anniversary date unless the applicant has requested an extension.

SURA will review applications as they are received. Grant funds will be allocated on a first-come-first-serve basis. SURA reserves full authority to pre-approve or disapprove each application. All decisions are final.

Grant Process

The grant application, review, pre approval and payment process will generally follow the process outlined below.

- Applicant completes the application and provides all necessary supporting documentation required by the application. Any applications that are submitted without the necessary documentation will be considered incomplete, rejected, and not reviewed.
- The applicant may be requested to be present at the SURA Board meeting when the application is presented for pre-approval to answer any questions or provide additional information.
- SURA staff reviews the application to determine eligibility, recommended amount of grant, and recommendation of pre-approval, pre-approval with conditions, or denial to the SURA Board.
- In a public meeting, SURA Board votes to pre-approve, pre-approve with conditions, or deny the application.
- Applicant and Sterling Urban Renewal Authority will enter into a Grant Agreement if the grant application is pre-approved.
- Following execution of a Grant Agreement, invoices for eligible expenses, as included in the Pre-approval, presented by Grantee by the 15th day of a given month will generally be paid no later than the last day of the same month, or as otherwise set forth in the Grant Agreement.
- The Executive Director or his representative as selected by the Executive Director shall inspect the site and approve expenditures for eligibility prior to the approval of payment of any SURA grant funds. This may include a statement from the building inspector that the work completed conforms to code requirements in the jurisdiction.

This grant program is part of the SURA plan to address the objectives of the Downtown Sterling Urban Renewal Plan, as follows:

1. To remedy the existing blighted conditions by facilitating redevelopment of these parcels in a manner consistent with the Sterling Land Use Plan.
2. To encourage building site and façade design that enhances the character of the area.
3. To encourage coordinated development of parcels and structures in order to achieve efficient building design, multipurpose use of sites, unification of off-street parking and service arrangements and pedestrian linkages.
4. To encourage retail development within the Plan Area.
5. To provide handicapped access consistent with the Sterling Land Use Plan and local, state, and federal law.
6. To improve the economic strength of the Plan Area and the central business district by creating an attractive, well-designed environment to retain existing businesses and to attract new business to the area.

Program Parameters

Building Improvement Program

Purpose: The Building Improvement Program is an incentive program designed to remedy blight by improving downtown buildings. It is available to property owners but may be used to the benefit of tenants. It is intended that the program will make downtown spaces more competitive and more usable for tenants. The grant is available on a building basis, regardless of the number of addresses or spaces of tenancies. Only those buildings paying property tax at the full assessed valuation rate are eligible for a Building Improvement grant.

Maximum Amount of Each Grant:	SURA reimburses up to 50% of approved, eligible expenses to a maximum of \$25,000 per building
Grantee Match Requirement:	Grantee is required to pay 100% of all costs. SURA will reimburse 50% of the approved, eligible expenses, as set forth in the pre approval and Grant Agreement
Pre-approval period:	The applicant shall cause all work to be completed and invoices submitted for reimbursement not later than one year from the date of pre-approval by the SURA Board.
Duration of Grant Program:	The total grant funds are available for a period of 5 years from the date of SURA Board pre-approval, on a rolling basis, subject to fund availability.
Eligible Expenses:	Hard Costs: <ul style="list-style-type: none">• Facility retrofitting• Remodeling• Plumbing Improvements• Electrical Improvements• HVAC Improvements• Items considered real property improvements for tax purposes
Ineligible Expenses:	Roofs Soft costs and personal property: <ul style="list-style-type: none">• Design costs• Items considered personal property for tax purposes• Fixtures, such as display cases, furniture, and similar items All costs not identified as Eligible Expenses

Facade Improvement Program

Purpose: The Façade Improvement Program is an incentive program designed to remedy blight by improving the appearance of exterior building front facades (street side) in downtown Sterling. It is available to property owners but may be used to the benefit of tenants or occupants. The grant is available on a building basis, regardless of the number of addresses or spaces of tenancies. Only those buildings paying property tax at the full assessed valuation rate are eligible for a Façade Improvement grant.

Maximum Amount of Each Grant:	SURA reimburses up to 50% of approved, eligible expenses, up to \$200 per linear foot of building to a maximum of \$15,000 per building.
Grantee Match Requirement:	Grantee is required to pay 100% of all costs. SURA will reimburse 50% of the approved, eligible expenses, as set forth in the pre approval and Grant Agreement.
Pre-approval period:	The applicant shall cause all work to be completed and invoices submitted for reimbursement not later than one year from the date of pre-approval by the SURA Board.
Duration of Grant Program:	The total grant funds are available for a period of 5 years from the date of SURA Board pre-approval, on a rolling basis, subject to fund availability.
Eligible Expenses:	Hard costs: <ul style="list-style-type: none">• Building exterior• Glasswork• Brickwork• Doors and entryways• Items considered real property improvements for tax purposes
Ineligible Expenses:	Soft costs Signage Awnings Window decorations Items considered personal property for tax purposes All costs not identified as Eligible Expenses

Residential Dwelling Improvement Program

Purpose: The Residential Dwelling Improvement Program is an incentive program designed to remedy blight by creating single and multiple-family dwelling units within the Downtown Sub-District. This is one of the goals of the City of Sterling Master Plan. It is available to property owners but may be used to the benefit of tenants or occupants. The grant is available on a building basis regardless of the number of addresses or dwelling units within the building.

Owners must comply with all City of Sterling zoning and building code requirements. A partial listing of those requirements is as follows:

- 1) A minimum of 800 square feet per dwelling unit
- 2) Ingress and egress requirements, including entry doorways and windows
- 3) Life safety requirements, including fire separation and emergency access to the unit

Applicants are referred to the City of Sterling for complete zoning and building code requirements.

Maximum Amount of Each Grant:	SURA reimburses up to 50% of approved, eligible expenses up to a maximum of \$25,000 per building.
Grantee Match Requirement:	Grantee is required to pay 100% of all costs. SURA will reimburse 50% of the approved, eligible expenses, as set forth in the pre approval and Grant Agreement.
Pre-approval period:	The applicant shall cause all work to be completed and invoices submitted for reimbursement not later than one year from the date of pre-approval by the SURA Board.
Duration of Grant Program:	The total grant funds are available for a period of 5 years from the date of SURA Board pre-approval, on a rolling basis, subject to fund availability.
Eligible Expenses:	Hard costs: <ul style="list-style-type: none">• Building exterior, including glasswork, brickwork, doors and entryways• Interior construction and or remodeling of existing spaces, including plumbing, electric, HVAC and other approved expenses• Items considered real property improvements for tax purposes
Ineligible Expenses:	Roofs Soft costs, including design costs Signage Awnings Window decorations Items considered personal property for tax purposes All costs not identified as Eligible Expenses

Sterling Urban Renewal Authority

Grant Program Application

PROGRAM APPLIED FOR:

_____ **Building Improvement Program**

Total Project Estimate: \$ _____

Estimated Maximum Reimbursement: \$ _____

_____ **Façade Improvement Program**

Total Project Estimate: \$ _____

Estimated Maximum Reimbursement: \$ _____

Linear Footage: \$ _____

_____ **Residential Dwelling Program**

Total Project Estimate: \$ _____

Estimated Maximum Reimbursement: \$ _____

APPLICANT INFORMATION

Date of Application: _____

Applicant Name: _____

Telephone Number: _____

Email Address: _____

Mailing Address: _____

Property owner: _____

Address of Work: _____

Description of Work (include all supporting documentation):

Estimated Start Date of Work: _____

Estimated Date of Completion: _____

Name & Contact Information of Firm(s) Performing the Work: _____

I understand and agree that the Sterling Urban Renewal Authority shall not be held liable for any action regarding this application and that information provided is for the sole purpose of this application. I authorize SURA to receive credit references in connection with this application and release the SURA from legal liability in the use of credit reports and related information. I acknowledge that, if the grant is awarded, I will be required to enter into a Grant Agreement specifying the terms and conditions of the award.

Applicant (Property Owner) Signature: _____ Date: _____

Please submit application and supporting documents to:

Sterling Urban Renewal Authority
PO Box 4000
Sterling, CO 80751

For Questions, please contact:

Connie Bornhoft at 970 522 2700 or
Rich O'Connell at 970 466 0985

Received by SURA: _____

SURA Pre-Approval	Meeting date:	_____
	Amount approved:	_____
	Approved:	_____
	Approved with conditions:	_____
	Denied:	_____

Grant Agreement Signed: _____

Downtown Urban Renewal Area

