



STERLING URBAN RENEWAL AUTHORITY

STERLING URBAN RENEWAL AUTHORITY GRANT PROGRAM OVERVIEW AND GUIDELINES

I. PROGRAM OVERVIEW

The Sterling Urban Renewal Authority (SURA) Grant Program

The program offers grants to businesses and/or property owners in a Sterling Urban Renewal District to renovate and rehabilitate properties. This program is offered by SURA to encourage property owners and tenants of buildings within eligible portions of Sterling to make building improvements that will revitalize the area and attract customers to shop, dine, and do business in Sterling.

Grants will be awarded based on available funds, a project's ability to meet SURA redevelopment goals, and overall quality of the proposed work. All grants will be considered at sole the discretion of the SURA Board.

II. QUALIFIED APPLICANT

Any property owner or tenant (with authorization from the property owner) located in a SURA TIF District may apply for funding. Eligible properties may be commercial, mixed use or residential, so long as the project adheres to the Grant requirements and helps demonstrate it will achieve the SURA redevelopment goals, and complies with the conditions of the checklist included with the grant application.

III. ELIGIBLE AND INELIGIBLE IMPROVEMENTS

Eligible improvements include, but are not limited to, the following:

- Painting and/or paint removal
- Reparation and restoration of brickwork, wood, masonry and stucco
- Lighting
- Reparation and replacement of architectural details or materials.
- Doors, including garage doors
- Windows
- Rehabilitation or compatible reconstruction of storefronts
- Removal and replacement of exterior finish (vinyl excluded from replacement materials)
- Patios, including base and railings
- Original architectural elements such as cornice or window detail
- Sidewalks, parking, and landscaping
- Energy conservation improvements
- Handicap accessibility improvements

- Installation or repair of awnings
- Restorations necessary to meet the requirements of the International Building Code and/or International Fire Code, as adopted and enforced by the City of Sterling (e.g. accessibility, mechanical, electrical, plumbing, fire suppression)
- Construction related expenses (materials, labor, dumpsters, etc.)
- Architectural, engineering plans
- Utility upgrade costs
- Building permits

Ineligible improvements include, but are not limited to, the following:

- Any improvements made prior to grant approval
- Non-permanent fixtures (e.g. furniture, fixtures, benches, flower planters)
- Refinancing of existing debt
- Sweat equity (payment for applicant's own labor)
- General or routine maintenance and cleaning
- General business operation expenses (payroll, taxes, utilities, etc.)
- Signage
- Alteration of historic architectural elements (e.g. stucco or siding over brick façade)
- Purchase price of building or property
- Regular building utility costs
- Security cameras
- Worker support (e.g. meals, transportation, uniforms, etc.)
- Insurance, taxes, loan servicing payments, etc.

IV. FUND DISBURSEMENT

Grant funds are disbursed on a reimbursement basis following process in Section VIII. Work completed prior the award letter will not be eligible for funding.

V. PROJECT CRITERIA AND SELECTION

Applications will be evaluated by SURA staff. The grant is limited to one open grant application per property address per year. Final approval is at the sole discretion of the SURA Board. Grant awards are processed as quickly as staff review can occur and resources allow.

The evaluation criteria are as follows:

- **Overall Impact in the SURA District**
 - Is the project located in a SURA district?
 - Will the improvements increase the economic activity of the district?
 - Will the project eliminate incongruent design elements or elements that pose a potential liability to the district?

- Does the project seek to restore the historical or architectural significance of the building?
- Is the project consistent with the SURA redevelopment goals?
- **Financial Leverage**
 - Will the project add value to the Tax Increment Financing (TIF) base?
- **Cost/Schedule**
 - Is the project feasible in cost and schedule?
 - Are the improvements a good investment for the dollars expended?
- **Sustainability/Permanence**
 - How permanent are the improvements and is there a maintenance plan for improvements?
 - Does the business own the building? If not, how much time remains on the lease?
 - Will the completed work be sustainable and potentially transferable to a future business?
 - Age of building: is the site older than 50 years or historically designated? If so, are the improvements compatible with the character of the building and property?

All projects must also meet general design guidelines of commercial properties set by the City of Sterling building codes and it is the responsibility of the applicant to apply for these permits. Applicants will be required to maintain a current building permit through completion of the project.

VI. APPLICATION PROCESS

1. Contact the Sterling Urban Renewal Authority staff prior to submitting an application. The staff will explain the process and consult on application process.
2. Complete grant application. Completed applications must include:
 - a. Application form
 - b. Illustrations of the proposed work or architectural drawings
 - c. Photos of the site and its relationship to adjoining sites
 - d. Color samples and texture of finish materials, where applicable
 - e. Contractor proposals – A qualified contractor proposal is required. Any project amounting to more than \$2,500 will require at least two bids.
 - f. Ensure that all building construction plans are approved by the Code Official, when applicable.
 - g. Planning Department comments/review, including Historic Preservation comments
 - h. Evidence of project funding for owner/business share of costs
 - i. Lease of property (if not owned by applicant)

Other provisions:

- Property Taxes, Special Assessments: No financial assistance will be provided from the Grant Program if property taxes or special assessments are in arrears.
- Deadline
 1. Applications may be submitted at any time. Applications must be submitted at a minimum of one week prior to a regularly scheduled SURA meeting to be considered. SURA Board meetings are usually held on the second Tuesday of every month.
 2. The SURA staff will review the applications and make a recommendation to the SURA Board, which has the final authority to approve or reject the application. Applicant should plan to attend the Board meeting to discuss the project.
 3. Grants applicants will be notified following the SURA Board meeting whether the project has been approved and for what level of funding. The notification will outline the specified amount of the grant with information on any other requirements. An agreement will be drawn to memorialize the fund approval terms and conditions. Once executed the applicant can proceed with necessary permitting, review construction processes.
 4. If an application is denied, it may be reconsidered if amended to address project deficiencies.

All applications must be physically returned to:

Connie Bornhoft
City of Sterling
421 N. 4th Street
Sterling, Colorado 80751

VII. CONSTRUCTION PROCESS

1. Renovation/rehabilitation work must be completed within one year of approval. Depending on the scope of a project, extensions may be requested on a case-by-case basis. SURA reserves the right to cancel this agreement in the event of failure to comply with this schedule.
2. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. All building permits and any other required permits must be kept current. The applicant is responsible for conformance with all applicable safety standards and conditions.
3. The applicant agrees to maintain the property and improvements.
4. The Sterling Urban Renewal Authority Grant Program may promote an approved project including, but not limited to, displaying a SURA sign at

the site, during and after the construction, and using photographs and descriptions of the project in SURA matching materials.

VIII. REIMBURSEMENT

Funds may be released to the applicant in the following manner.

1. Submit a Reimbursement Request Form, along with a detailed, copy of invoice showing itemized cost of each item, copy of check to contractor and waivers of lien from contractors (and subcontractors, if applicable), proof of necessary building permits and photos of completed project. Costs must be itemized with comparisons to original application budget.
2. SURA will authorize payment, and funds will be dispersed if all the work has been completed in accordance with the contract.
3. Progress payments: SURA agrees to progress payments, if any, in accordance with the following conditions:
 - a. Payment requests shall be on an invoice from applicant.
 - b. The payment requests shall list separately each item invoiced.
 - c. Payment shall be made only for those items listed under scope of improvements and on a matching basis with applicant and project funding.
 - d. Partial payments made by SURA shall not be considered as acceptance on part of SURA or any part of the project or of materials furnished, but simply as payments on account.
 - e. Progress payments shall not exceed 90% of the total value of the specified work satisfactorily completed.
 - f. Partial payment may be requested by the Contractor after a minimum of 25 percent of the total contract work is satisfactorily completed.
 - g. Payments shall not be made until SURA staff has inspected the property and determined that the construction work has been completed in accordance with the Agreement.
 - h. Before issuance of progress payment, the applicant shall submit mechanics lien waivers and evidence satisfactory to SURA that all payrolls, material bills and any indebtedness connected with the work completed have been paid.

Note: Sterling Urban Renewal Authority reserves the right to make changes to the guidelines of the Sterling Urban Renewal Program as necessary.