

Monument Capital Project Grant Program

The Town of Monument, through the Monument Capital Project Grant Program, may provide a reimbursement grant of up to 50% of the costs of a qualifying project in an amount up to \$2,500 per business per year. The purpose of the program is for eligible property owners and tenants to **upgrade** the appearance of existing storefronts/building facades or primary public entrances in order to help create a positive commercial environment in Monument, Colorado.

The Monument Capital Project Grant Program is a reimbursement grant program that is administered on a first-come, first-served basis and is subject to annual Town funding. In order for a project to qualify for reimbursement, the project must receive grant approval from the Town prior to beginning construction. Approved grant recipients will be required to provide paid invoices of the completed project, which shall be subject to verification and approval, prior to receiving reimbursement funds. The program does not reimburse sales tax or Town permit and application fees.

The intent of the grant program is to assist small businesses with improving and upgrading existing building facades in Monument, especially among Historic Downtown Monument and along the Highway 105 corridor. The program seeks to bring new life to existing buildings or (sign) structures, which do not conform to current standards or are in need of a "facelift." By assisting property owners to upgrade the appearance of their buildings, the aesthetic environment of Monument is enhanced, thus improving the economic vitality for all businesses and the Town as a whole.

Qualifications & Grant Criteria:

- The applicant shall be the building owner or tenant with a building owner consent letter
- The building must be located in the Town limits of Monument
- Businesses must have a valid Town of Monument Business License
- Businesses must be a commercial business (exclusions: home based, residential living facilities or non-profit/tax exempt)
- Building improvements apply to exterior improvements only
 - If requesting funding for exterior improvements or landscaping, the building must show significant wear.
 - If requesting improvements to an existing sign structure (i.e. freestanding signs), the freestanding sign must be deteriorated or old enough that it no longer complies with the Town's current sign ordinance.
- Property cannot be classified as "Exempt" by the El Paso County Assessor
- Applicants of buildings with multiple storefronts are encouraged to work together to receive one set of bids to achieve a uniform look for the entire building. This will also reduce the cost per storefront.
- If the property owner or tenant are making the improvements themselves and not hiring a contractor, then only the cost of materials (less sales tax, permits, and application fees) will be considered for reimbursement.
- If the applicant is the tenant or the improvements are tenant specific, proof of existing tenancy for the past 2 years at the same location will be required. A copy of the current lease period should reflect an expiration of at least 2 years from the date of the application.
- If a multi-tenant building has existing vacancies, the Town will require the owner/landlord to provide proof that the space is being actively marketed for lease. The maximum grant reimbursement consideration shall be \$2,500.
- Applicants must verify that there are no code enforcement violations on the property. Any violations must be resolved **prior** to approval and execution of the MIP.
- Grant assistance does not apply to home based businesses or property owners or organizations defined as "exempt" by the El Paso County Assessor.
- Applicant must obtain grant program approval **prior** to beginning construction. Projects under construction or already completed do not qualify.
- Projects must receive all required approvals and permits through the Town of Monument. Approval

processes and permitting may run concurrently with the grant application, however all approvals and permits must be obtained for final approval and reimbursement.

- Projects must be completed by December 31st, of the current year.

Eligibility - Types of exterior upgrade improvements which are eligible for the reimbursement grant are:

- Painting of building façade
- Gutters and downspouts
- Replace or upgrade exterior deteriorated materials
- Awnings or canopies
- Add, repair or replace parapet walls and/or the addition of architectural details such as cornices
- Replacement of deteriorated doors and windows
- Add, repair or replace arcade/canopy façade, display window lighting, and decorative exterior lighting
- Landscaping and fencing
- Permanent bike racks
- Replacement and enhancement of sidewalks adjacent to the building and other hardscape (not including parking lots)
- Replacement of existing non-conforming or deteriorated freestanding monument signs only: To qualify for a replacement monument sign, the applicant must demonstrate that the existing sign is either non-conforming with the current Town sign code, or that the replacement sign will be an **upgrade** and improvement in appearance from the existing deteriorated sign. New tenant signage does not qualify unless, as stated above, the property owner is replacing their existing non-conforming, deteriorated freestanding monument sign with an upgraded, improved sign.
- Rooftop mechanical screening
- Exterior lighting
- Wall Signage is not eligible

Submittal Requirements:

- Completed Monument Capital Project Grant Program application
- Proof of property ownership
- The applicant must submit (2) written bids for the same scope of work from two different contractors. The applicant may use either contractor; however, the Town will base the reimbursement on the lowest bid.
- Photos or color renderings of the improvement
- Owner Consent Letter, if applicable

Projects/improvements must obtain all appropriate Town approvals (e.g. Site Plan, Site Plan Amendment, land use permit, sign permit, and applicable building permits from the Pikes Peak Regional Building Department), be consistent with the Monument Capital Project Grant Program's intent and guidelines, and are subject to all applicable Town of Monument ordinances and standards. Requests for grant program funding may run concurrently with other required Town approval processes.

The Monument Capital Project Grant Program reimbursement grant requires that the recipient invest an equal or greater amount towards the improvement efforts. The Town's reimbursement will not exceed \$2,500 per business.

***** Monument Capital Project Grant Program is subject to funding availability. Funding is determined on a first come, first served basis.*****

Applicants are to designate one person who will be the applicant's contact person for this project. The applicant selects the contractor and is responsible for completing any agreements with the contractor for all improvements. Town staff will not provide assistance in obtaining bids.

For further questions about the program, please contact Madeline VanDenHoek, Community Relations at 719-884-8013 or mvandenhoek@tomgov.org

Monument Capital Project Grant Application

Applicant Information

Business Name _____

Mailing Address _____

Physical Address _____

City _____ State _____ Zip _____

Nature of Business _____

Contact Person _____ Title _____

Zip _____ Phone _____

Email _____ Website _____

Town of Monument Business License Number _____

Other Businesses/Organizations Participating (if applicable):

Organization Name	Contact	Phone	Email
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Project Information

Description of Project (attach additional information if necessary) _____

Total Cost of Project: _____ Estimated Project Completion Date _____

Grant Amount Requested _____

Please submit the following documentation with the grant application:

- 2 written bids for the same scope of work from two different contractors.
- Before Photos & color renderings of the improvement
- Owner Consent Letter

Application Requirements

The applicant completes the Monument Capital Project Grant Application including:

- Proof of Property Ownership or owner consent letter
- Two (2) written bids for the same scope of work from two (2) different contractors. Applicant may choose either contractor; Town will reimburse based on the lowest bid
- Photos and color renderings of the improvement
- Attached answers to all questions in the application

Return application and attachments prior to the beginning of construction to:

Town of Monument

Community Relations

166 Second Street (physical)

645 Beacon Lite Road (mailing)

Monument, CO 80132

Or email: mvandenhoeek@Tomgov.org

- Staff reviews the application and approves or denies the request. Approval is based on availability of program funds, qualifications and eligibility
- Community Relations staff will confirm via an Award Letter that you have been approved for reimbursement
- Once approved the business owner must obtain all appropriate Town approvals (e.g. Site Plan, Site Plan Amendment, Building permits, sign permits).
- After successful completion of the project applicant submits proof of payment to all vendors (invoices with zero balance, cleared check, credit card statement, etc.) for the project to mvandenhoeek@tomgov.org
- Reimbursement will only be made once all payments have been made to the vendor and all Town approvals have been completed and inspected