

Capital Improvement Grant (CIG) Policy



1601 Capitol Avenue
Cheyenne, Wyoming 82001
307-433-9730



Dear Downtown Property Owner,

The Downtown Development Authority/Main Street is pleased that you are interested in improving your downtown property. By improving and maintaining your property, you will continue to play a significant role in enhancing Cheyenne's downtown appearance and will be encouraging others to do the same.

To support and encourage private investment within the DDA District, the DDA/Main Street has allocated funds for distribution through the Capital Improvement Grant (CIG) program. This program is administered the Design Committee. Funding under the CIG program is subject to certain requirements and restrictions as may be established by the DDA/Main Street. CIG applications are subject to the approval of the DDA Board of Directors. The DDA/Main Street Board of Directors meets on the second Thursday of each month at 7 am in the 2nd Floor Conference Room of the Cheyenne Depot.

Property owners and businesses within the DDA District may apply for funds from this grant program to implement physical improvements to their property. This program is just one of the many benefits to property and business owners who own or rent property within the Cheyenne DDA District.

When considering a capital improvement project, we request that you contact us early in the process so that we may assist you in formalizing your plans. Requests for CIG funds after improvements have been initiated will not be accepted or approved. Should you have questions or need help at any time, please contact:

Amy Surdam, DDA/Main Street Executive Director
DDA/Main Street ~ Telephone: (307) 433-9730
Email: amy@downtowncheyenne.com

On behalf of the Design Committee, we encourage you to partner with the DDA on your improvement plans. We look forward to working with you. Best of luck on your new project!

Sincerely,

David Ohde
Chairman, Design Committee

CHEYENNE DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET CAPITAL IMPROVEMENT GRANT POLICY

INTRODUCTION AND PURPOSE

The Capital Improvement Grant program is intended to assist property owners within the DDA District with funding improvements made in the public right-of-way. Unless otherwise indicated within this policy statement, improvements made on private property are not eligible for funding under the CIG.

The DDA/Main Street does require that applicants awarded CIG funds for use within the downtown core area conform to the current Downtown Cheyenne Design Guidelines and Streetscape Standards as adopted by the DDA/Main Street. Implementation of the streetscape design is not required outside the core area of the DDA District. Since there are variations in how the streetscape design may be implemented for each property, please contact the DDA/Main Street Office at the beginning of your project to discuss your proposal and for information on the Design Guidelines.

If an applicant is within the core area of the downtown and cannot or does not wish to implement the streetscape, a grant request may still be considered. The application should indicate why the streetscape requirements are not being included. Upon approval of the grant application, certain conditions related to the design may be required in order to facilitate adding streetscape design elements at a later date.

DDA APPROVAL AND PAYMENT PROCEDURE

Use of CIG funds requires the approval of both the Design Committee.

The DDA/Main Street will reimburse the applicant for approved amounts upon the completion of the approved work and upon the applicant's submittal of actual receipts for the work. Reimbursement to the applicant will be made following the monthly DDA/Main Street voucher payment process upon receipt of the required documentation of the applicant's actual expenditures for the project and upon field verification of the work by the DDA/Main Street. Application for and DDA/Main Street approval of CIG funds must be completed prior to beginning construction, fabrication, or installation of any improvements for which funding is requested.

Requests for CIG funds after improvements have been initiated will not be accepted or approved.

All improvements funded by CIG monies must be completed as approved within one year of the Design Committee approval. Deviations from approved plans may be cause for withdrawal of CIG funding.

APPLICATION AND APPROVAL PROCESS

The procedure for application for CIG funds shall be as follows:

Step 1: Initial Contact

Contact the DDA/Main Street staff to discuss the extent of the proposed improvements. The Staff will advise the applicant of the eligibility of the proposed improvements, the availability of funds and the requirements for application.

Copies of application forms and design requirements may be obtained from the DDA/Main Street office at this time.

Step 2: Application Submittal

Submit a completed application form along with the required supporting documentation to the DDA/Main Street office. A complete application must be submitted to the DDA/Main Street no less than ***11 business days*** prior to the next regularly scheduled meeting of the Design Committee. Design Committee meetings are normally scheduled on the fourth Wednesday of each month at 11:30 am in the 2nd Floor Conference Room of the Cheyenne Depot. Applicants are encouraged to submit all information in digital format whenever possible. The DDA/Main Street office can advise applicants as to which digital formats and programs are acceptable.

The following information is required:

- a. Completed application form and application checklist.
- b. An accurately scaled plan view or building elevation drawing of the property showing existing and proposed improvements. Drawings should be either 8 ½" x 11" or 11" x 17" for purposes of duplication.
- c. Colored photographs of the existing property as necessary to support or explain the application.
- d. A written description of the proposed improvements for which funds are requested.
- e. Detailed and itemized estimates or quotes from contractors or vendors for each improvement proposed. Two estimates are required to ensure competitive pricing. Estimates should provide sufficient detail to verify that the improvements will be completed according to DDA and City requirements and specifications.

The CIG grant, if approved, will be based on the lower of the two estimates and be subject to DDA established unit costs.

- f. Additional information or documents may be requested from the applicant which may be appropriate or beneficial to support the request for CIG funds.

Step 3: Design Committee Review

DC CIG Policies and Procedures Final 3-2013

The Design Committee normally meets on the fourth Wednesday of each month at 11:30 am in the Cheyenne Depot 2nd Floor Conference Room. The Design Committee will consider the application at its next regularly scheduled meeting, subject to the time requirement specified in Step 1 above, and will take one of the following actions:

- a. Approve the request as submitted.
- b. Deny the request in whole or in part.
- c. Require modifications to the applicant's plans or improvements based upon the Downtown Design Guidelines.
- d. Postpone action pending further review or information/revisions by the applicant.

The applicant or his authorized representative is required to attend all Design Committee meetings at which the request is to be considered for action. The absence of the applicant will be cause for the Design Committee to table the application. Contractors or vendors are welcome to attend if accompanied by the applicant.

Upon action by the Design Committee, a recommendation will be presented to the DDA Board for final action according to Board procedures and requirements.

Step 4: Completion of the Improvements and Payment

After completion of the physical improvements and confirmation by DDA/Main Street staff and ***or appointed Design Committee members*** will verify that the improvements are in accordance with those approved, reimbursements will be made to the applicant by the DDA according to established payment procedures.

ELIGIBLE IMPROVEMENTS AND FUNDING SCHEDULES

The following is a list of typical improvements eligible for funding under this program. Other improvements within the public right-of-way may be proposed for funding and may be considered at the discretion of the Design Committee.

Streetscape Elements (within public right-of-way only)

- Concrete sidewalk
- Street curb and gutter
- Decorative concrete "paver" bands along curbs
- Decorative concrete "paver" squares at corners
- Trees and tree grates with frames
- Ornamental pedestrian lights
- Benches and trash containers
- Other as the committee deems appropriate

Other Improvements

- Awnings
 - Signage
- (These are the only improvements on private property eligible for funding under this program.)

Design Assistance

The DDA may provide architectural and/or engineering assistance to the applicant to help define the full range of improvements and the costs of those improvements, if requested. Assistance under this option shall be limited to eight (8) hours of design assistance at the rate of \$80 per hour. The design service must be provided by a properly licensed Cheyenne professional. Use of design assistance funds must be applied for and have prior approval of the DDA/Main Street Staff.

The DDA/Main Street's participation of funding improvements shall be paid according to the current "DDA/Main Street Capital Improvements Grant Program Schedule of Values."

This Schedule is part of this CIG policy by reference and may be periodically revised by the Design Committee as appropriate to reflect current costs.

Capital Improvement Grant

DDA/MAIN STREET CAPITAL IMPROVEMENT GRANT PROGRAM APPLICATION CHECKLIST

This checklist is provided to assist applicants in organizing their applications and to ensure that the requirements of the application process are fulfilled.

- This checklist is to be completed by the applicant and attached to the submitted application. 1. Contact the DDA/Main Street office to discuss the proposed project improvements and application requirements. Obtain copies of all applicable documents and forms.
Date of contact: _____
Person contacted: _____

- 2. Contact the City of Cheyenne Development Office to verify City requirements applicable to the project, if any.
Date of contact: _____
Person contacted: _____

- 3. Submit the completed application including the following:
 - Application form.
 - Drawing(s) showing existing and proposed improvements.
 - Colored photographs to support or explain the application.
 - Written description of the proposed improvements.
 - Estimates or quotes from contractors or vendors
 - Additional information or documents as appropriate.
 - Copy of City planning and zoning applications and Site Plan Review applications and comments if applicable.

Date Submitted to DDA/Main Street: _____

Applicant's Name: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone number: _____ Cell Phone: _____

Email: _____

CHEYENNE DOWNTOWN DEVELOPMENT AUTHORITY

**CAPITAL IMPROVEMENT GRANT
APPLICATION**

Applicant Information
Name: _____
Address: _____ _____
Phone: _____
Fax: _____
Email: _____

For DDA/Main Street Use Only
Date Received: _____
Design Committee Meeting Date: _____
Design Committee Action: _____ _____ _____ _____
Amount Paid to Applicant: _____
Date Paid: _____ _____

Improvement Information
Street Address of Proposed Project: _____
Building or Business Name: _____
Description of Work Proposed: _____ _____ _____ _____ _____
Estimated Total Cost of Work: _____
Amount of CIG Funds Requested: _____

Signature: _____
Printed Name: _____ Date: _____
In submitting this application for DDA CIG funding assistance I hereby state that I have reviewed and understand the requirements, policies and procedures related to the DDA/Main Street CIG program.