

# Capital Improvement Grant (CIG) Guidelines & Application



Cheyenne Downtown Development Authority  
1601 Capitol Avenue  
Cheyenne, Wyoming 82001  
307-433-9730



Dear Downtown Property or Business Owner,

The Cheyenne Downtown Development Authority is pleased that you are interested in improving your downtown property. By improving and maintaining your property, you play a significant role in enhancing Cheyenne's downtown appearance.

To support and encourage private investment within the Downtown Development Authority District, the Cheyenne DDA has allocated funds for distribution through the Capital Improvement Grant (CIG) program. This program is administered by the DDA Design Committee. Funding under the CIG program is subject to certain requirements and restrictions and CIG applications are subject to the approval of the DDA Design Committee. This committee typically meets on the second Wednesday of each month at 11:30 am in the 3rd Floor Conference Room of the Cheyenne Depot. Once you submit your application materials, the Committee will schedule a date and time for you to present.

The Capital Improvement Grant has a "rolling" application, meaning it is open year-round and does not have a specific deadline for submission. This grant program is set up as a reimbursement grant and funding will be expended when receipts and proof of payment for the approved improvements have been received. If approved, this grant provides a 50-50 match for eligible improvements. This grant fund is intended to assist with lower cost improvements that lie within the public right-of-way such as signage (including blade signs), awnings and streetscape improvements.

When considering a Capital Improvement Grant 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:

Vicki D. Dugger: DDA Executive Director  
DDA/Main Street Telephone: (307) 433-9730 #4  
Email: [vicki@downtowncheyenne.com](mailto:vicki@downtowncheyenne.com)

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

Sincerely,

*The DDA Design Committee*

# THE CHEYENNE DOWNTOWN DEVELOPMENT AUTHORITY CAPITAL IMPROVEMENT GRANT POLICY & APPLICATION

## 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 document, improvements made on private property are not eligible for funding under the CIG.

The Cheyenne DDA requires 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. 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 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 DESIGN COMMITTEE APPROVAL AND PAYMENT PROCEDURE

The awarding of CIG funds is done through an approval process of the DDA Design Committee. The DDA 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 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. **Application for, and DDA 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 approval by the Design Committee. Deviations from approved plans may be cause for withdrawal of CIG funding.

## **APPLICATION AND APPROVAL PROCESS**

The application process for CIG funds includes:

### **Step 1: Initial Contact**

Contact Esther Gonzales, of the DDA, to discuss the extent of the proposed improvements. Esther 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 office at this time.

### **Step 2: Application Submittal**

The property or business owner will submit a completed application form along with the required supporting documentation to the DDA office. A complete application must be submitted to the DDA no less than **5 business days** prior to the next regularly scheduled meeting of the Design Committee. Applicants are encouraged to submit all information in digital format whenever possible. The DDA office can advise applicants as to which digital formats and programs are acceptable.

### **CHECKLIST**

The following information is required:

- Completed application form and application checklist (see last pages of this document)
- 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.
- Colored photographs of the existing property as necessary to support or explain the application
- A written description of the proposed improvements for which funds are requested
- 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.

- 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**

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
- e. The Design Committee reserves the right to change any of the terms, conditions or policies in order to better meet the goals of the program.

**The applicant or an 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.

### **Step 4: Completion of the Improvements and Payment**

After completion of the physical improvements, DDA 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.

Prior to starting work funded by the DDA, the applicant will be required to sign a CIG agreement which states that the applicant will keep and maintain the funded improvements in good condition. This agreement is attached at the end of this document for the applicant's convenience.

### **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)**

- Signage (including blade signs, see example at right)
- Awnings
- Storefront, pedestrian-scaled lighting (see right)
- Benches and trash containers
- Street curb and gutter
- Other projects as the committee deems appropriate

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



The DDA's participation through the CIG program is subject to the following:

1. Improvements previously funded by the CIG program will not be funded again for the same improvement, or modifications to the funded improvement within a five (5) year period.
2. CIG requests that have been fully or partially funded shall not be eligible for additional funding within a five-year period for the same work. Funding of any request is subject to funds available at the time of application; applications which are partially funded will not be considered for additional funding.
3. CIG application funding is limited to the budgeted funds available during the DDA fiscal year in which the application is made. Funding commitments from subsequent fiscal year's budgets will not be considered.

The DDA's participation of funding improvements shall be paid according to the current "DDA 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 Application

**CHEYENNE DDA 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
  - A minimum of 2 estimates or quotes from qualified 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**

|                              |
|------------------------------|
| <b>Applicant Information</b> |
| Name: _____                  |
| Address: _____<br>_____      |
| Phone: _____                 |
| Email: _____                 |

|  |
|--|
| <b>For DDA/Main Street Use Only</b>              |
| Date Received: _____                             |
| Design Committee Meeting Date: _____             |
| Design Committee Action: _____<br>_____<br>_____ |
| DDA Board Meeting Date: _____                    |
| DDA Board Action: _____<br>_____                 |

|   |
|---|
| <b>Improvement Information</b>  |
| Street Address of Proposed Project: _____                               |
| Building or Business Name: _____  |
| Description of Work Proposed: _____<br>_____<br>_____<br>_____<br>_____ |
| Estimated Total Cost of Work: _____                                     |
| Amount of CIG Funds Requested: _____                                    |

|  |
|--|
| Signature: _____   |
| Printed Name: _____ Date: _____  |
| In submitting this application for DDA/Main Street 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. |





# Capital Improvement Grant Agreement

Date: \_\_\_\_\_  
Contact/Owner Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Business/Property Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Web address: \_\_\_\_\_

List of improvements to be made:

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Total of work to be completed: \$ \_\_\_\_\_

Total that DDA/Main Street has agreed to fund: \$ \_\_\_\_\_

The owner agrees to complete work within a period of 12 months from date of award. The owner agrees to do all work as approved by the DDA/Main Street. Any changes to the approved scope of work and costs must come in written form to the DDA/Main Street Design committee for review and approval. Once work is complete, it is expected to be maintained appropriately.

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Signature of Business/Property Owner                      Date

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Signature of DDA/Main Street Representative                      Date

## Attachments:

Original CIG Application including:

- Detailed list of improvements to be made
- Visuals of proposed work
- Detailed cost breakdown of proposed work

Minutes of Meeting from approval date (provided by DDA/Main Street Staff)