

## **CAÑON CITY AREA FOR REINVESTMENT EXPANSION DOWNTOWN LIFE SAFETY GRANT PROGRAM**

### PROGRAM OVERVIEW

The Cañon City Area for Reinvestment Expansion (C-CARE), through the C-CARE Downtown Life Safety Grant Program, may provide a reimbursement grant matching up to 75% of qualifying life safety improvement project costs in an amount up to \$50,000 per property. The purpose of the program is to provide financial assistance for the installation of fire suppression and safety code requirements to comply with the City's applicable building code. The program incentivizes downtown Cañon City property owners to improve existing commercial buildings to increase the economic vitality of the buildings, increase sales tax and property values, while preserving and enhancing Cañon City's architectural and cultural history.

#### I. Objectives:

- A. Encourage the elimination or remediation of conditions that could be a serious growing menace, injurious to public health, safety and welfare.
- B. Encourage private investment in commercial and multi-family housing downtown through the use of public incentives.
- C. Stimulate economic and business development downtown by providing safe environments for workers, businesses and the public.
- D. Stimulate redevelopment to increase sales tax revenues and property values.

#### II. Grant Process Overview

Downtown Life Safety Grant funds are authorized and awarded by the C-CARE Board of Commissioners on a competitive basis, upon review and recommendations by staff and Downtown Life Safety Grant Review Panel as indicated below.

#### III. Program Eligibility

- A. Eligible Area: Commercial structures that are located in Cañon City's Central Business District. (See attached zoning map; Appendix A)
- B. Eligible Improvements: Eligible improvements must be life/safety improvements required by the applicable building code. Examples include but are not limited to the following:
  - Fire separation between floors or adjacent occupancies.
  - Fire/ smoke alarm/ sprinkler systems.
  - Fire proofing of stairwells.
  - Repair/replacement/installation of fire escapes, fire rated walls or windows.
  - Additional means of egress (for example doors and windows).
- C. Grant recipient must be the owner of record or the tenant with the owner's authorization to make the proposed changes to the building.
- D. Buildings must meet one of the following qualifying criteria:

- Preference will be provided to buildings designated as historic structures through national, state or local historic preservation regulations; or
  - Buildings not listed as historic through national, state or local preservation regulations but located within the “Intensive Survey Area” of the “Surveyed Historic Resources, 2004-05 Downtown Cañon City, Colorado”. (See Appendix B yellow boundary area).
- E. Qualifying buildings must be used for commercial or mixed-use purposes. Buildings used exclusively for residential use do not qualify for this program.
- F. Work completed prior to or underway at the time the grant application is submitted will not qualify.
- G. Owners must certify that title to the property is free and clear of any adverse judgments or liens and that there are no outstanding or unpaid fines, fees or unpaid taxes owed to the City.
- H. Priority will be given to projects that will increase commercial tenancy in the Central Business District with an emphasis on increasing the number of retail, restaurant, entertainment, and hospitality establishments.
- I. Professional fees (e.g., architectural and/ or engineering fees) incurred by the applicant are not eligible for reimbursement.
- J. Grant funding may not be used to pay the owner or owner’s family members, or tenant or tenant’s family members, for labor.

#### IV. Conditions of the Grant Program

The following conditions apply to any approved Downtown Life Safety Grant application as follows:

- A. Matching grant amounts are awarded for up to 75% of the total estimated qualified cost, up to maximum of \$50,000. The aggregate total of grants awarded to a single structure may not exceed \$50,000. Grant awards are subject to budget availability and therefore may be competitive.
- B. Applications are processed on a first come, first served basis. Consideration will include the necessity of the repairs or improvements and the benefit to the building and the general public.
- C. Applicants will be required to match the awarded grant funds at a minimum of 25% of the project costs. The amount of the grant funding awarded is based on the number of life safety improvements approved and the costs of each improvement.
- D. Life safety improvements must comply with all state and local laws including all ordinances and regulations of the City of Cañon City.
- E. The owner and/or tenant must comply with all local and state laws and regulations affecting the property, its rehabilitation and future use.
- F. Grant funding is provided on a reimbursement basis only after all project expenses have been paid by the owner and upon acceptance of work by C-CARE and the City of Cañon City, as the jurisdiction with authority under the applicable building codes.
- G. Project Duration: Commencement of construction or installation of life safety improvements that have been approved under this program must begin within sixty (60) days from the date of grant approval, and must be completed within one hundred and eighty (180) days from the beginning of construction, or monies for said project will not be distributed, and will be returned to the program fund.
- H. Changes to Approved Scope of Work: Changes in project scope must be reviewed and approved by the C-CARE Board. Any changes made prior to approval will become ineligible for reimbursement.

- I. Reimbursement checks will only be issued to the owner of the property, or to the tenant with written consent of the owner.
- J. Failure to comply with the terms and conditions of this Program may result in denial of reimbursement. C-CARE staff, in its sole discretion, may determine whether there have been violations of a term or condition of this Program.

## V. REQUESTS FOR THE DOWNTOWN LIFE SAFETY GRANT

- A. Submittal Requirements: Eligible property owners or tenants, as described above, interested in the program should submit copies of the following via email to the City of Cañon City Economic Development Office. Staff will review the provided information and may request additional information, if needed.
  - i. A completed application form.
  - ii. A narrative of the project describing the work to be completed (max. 750 words).
  - iii. Drawings/plans detailing the proposed improvements (PDF format). Descriptions should be specific as to materials to be used and any technical specifications pertinent to the proposal.
  - iv. Two (2) itemized cost estimates from two independent sources. Cost estimates from the applicant or any entity to which the applicant is associated will not be accepted. The applicant must notify staff for assistance and review if unable to obtain a minimum of two (2) contractors.
  - v. Current tax certificate showing no delinquent real or personal property taxes for the property.
- B. City Permits and Licenses: The applicant is required to obtain all required permit(s) from the City before construction can begin. Permitting will vary depending on the improvements planned. Applicants should contact the Economic Development Office for information specific to their project. All work undertaken will be inspected and must be found in compliance with all applicable building codes before any reimbursement is paid. In order to qualify for grant reimbursement, all project contractors must be licensed by the City of Cañon City. Any improvements completed by non-licensed contractors will be disqualified from grant reimbursement.
- C. Staff Review: Economic Development staff will review the applicant to ensure it is complete.
- D. Downtown Life Safety Program Review Panel: Complete applications reviewed by staff will be evaluated by the Downtown Life Safety Program Review Panel to make a recommendation to the C-CARE Board on whether the proposed improvements are eligible and viable and in compliance with the applicable building code and program requirements. The applicable building code's fire suppression and safety requirements and the Cañon City Municipal Code will serve as the basis for reviewing the proposed life safety improvements. Building codes are available at City Hall or on [iccsafe.org](http://iccsafe.org). The City's Municipal Code may be found on the City's website, [canoncity.org](http://canoncity.org). Additional information may be required by staff as needed. The Review Panel shall consist of the following individuals: Fire Inspector or other Life Safety designee of the Cañon City Area Fire Protection District, the City Building Official or designee, and at least one Economic Development representative. Please be aware that in an effort to

assist as many applicants as possible with the limited program funds available, C-CARE cannot approve all matching grant requests.

- E. Board Approval. The recommendation of the Review Panel shall be forwarded to the Board for decision on the application. The Board shall consider the application at a public meeting. The Board may approve, approve in part, conditionally approve or deny the application.
- F. Project Construction: Upon approval by the C-CARE Board, staff will schedule a mandatory pre-construction conference for each approved application within thirty (30) days. Project construction must begin within sixty (60) days from the approval date and must be completed within one hundred eighty (180) days from the beginning of construction, or monies for said project will not be distributed, and will be returned to the program fund.

G. Contact Information:

Economic Development Office  
City of Cañon City  
128 Main St.  
Cañon City, CO 81215  
Ph: 719-269-9011

- H. Inspections: Inspections may occur periodically throughout the construction or installation. At the completion of construction, the applicant will submit a written request for final inspection. A final inspection is required prior to requesting reimbursement. City staff will verify that all work approved for the grant is completed in compliance with the approved application and all applicable codes. If state approval is required for the improvements, the applicant will be responsible for ensuring that inspection occurs and the work is approved by the state. The City will not approve any work until the state approval has been received.
- I. Reimbursement: Once the final inspection has been completed and the improvements have been approved by City staff, and other agencies with authority over the improvements, the applicant may submit for reimbursement. Documentation of payments must be submitted with a written request for reimbursement. Acceptable proof of payment for reimbursement include, but are not limited to the following:
  - i. Itemized invoices with the corresponding receipts and/ or cancelled checks.
  - ii. Paid Invoices for materials and/or supplies, with the corresponding receipts and/or cancelled checks, or a release of lien from contractors, sub-contractors, and/ or suppliers.
  - iii. The applicant will supply any additional documentation as required by C-CARE to confirm expenses.

## C-CARE Downtown Life Safety Grant Application

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**Applicant Name** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

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**Applicant Mailing Address** \_\_\_\_\_

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**Owner Name, if not Applicant** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

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**Owner Mailing Address, if not Applicant** \_\_\_\_\_

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**Building Address** \_\_\_\_\_

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**Current Use of Property** \_\_\_\_\_ **Current Zoning** \_\_\_\_\_

**Proposed Use of Property:** \_\_\_\_\_

**Life Safety Improvement #1:** \_\_\_\_\_ **Grant Request: \$** \_\_\_\_\_

**Cost Estimate No. 1 prepared by:** \_\_\_\_\_

**Total for Cost Estimate No. 1: \$** \_\_\_\_\_

**Cost Estimate No. 2 prepared by:** \_\_\_\_\_

**Total for Cost Estimate No. 2: \$** \_\_\_\_\_

Please note that both Cost Estimates must be attached to this application.

**Life Safety Improvement #2:** \_\_\_\_\_ **Grant Request: \$** \_\_\_\_\_

**Cost Estimate No. 1 prepared by:** \_\_\_\_\_

**Total for Cost Estimate No. 1: \$** \_\_\_\_\_

**Cost Estimate No. 2 prepared by:** \_\_\_\_\_

**Total for Cost Estimate No. 2: \$** \_\_\_\_\_

Please note that both Cost Estimates must be attached to this application.

**Life Safety Improvement #3:** \_\_\_\_\_ **Grant Request: \$** \_\_\_\_\_

**Cost Estimate No. 1 prepared by:** \_\_\_\_\_

**Total for Cost Estimate No. 1: \$** \_\_\_\_\_

**Cost Estimate No. 2 prepared by:** \_\_\_\_\_

**Total for Cost Estimate No. 2: \$** \_\_\_\_\_

Please note that both Cost Estimates must be attached to this application.

**Has this property received any other funding through the Cañon City Area for Reinvestment & Expansion?** Yes \_\_\_\_\_ No \_\_\_\_\_

Source: \_\_\_\_\_

Amount: \_\_\_\_\_

**Project description:** Please provide a narrative of the project describing the work to be completed (maximum of 750 words). Please attach additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certification**

I hereby certify that I am the owner of the above described property for the purpose of this application, and that I have title to the property free and clear of any adverse judgments or liens. I further certify that I am in good standing with the City of Cañon City with no fines, fees or unpaid taxes owed to the City.

Owner's Signature \_\_\_\_\_

Owner's Printed Name \_\_\_\_\_

\_\_\_\_\_  
Owner's Mailing Address

\_\_\_\_\_  
Owner's Telephone

**Agent Authorization**

In lieu of representing this request myself as owner of the subject property, I hereby authorize the person designated below to act as my agent for the application, processing, representation and/ or presentation of this request. The designated agent shall be the principle contact person with the C-CARE in processing and responding to requirements, information, or issues relevant to this request.

Owner's Signature \_\_\_\_\_

Owner's Printed Name \_\_\_\_\_

Agent's Signature \_\_\_\_\_

Agent's Printed Name \_\_\_\_\_

\_\_\_\_\_  
Agent's Mailing Address

\_\_\_\_\_  
Agent's Telephone

**Tenant Authorization**

I, as the owner of the building that is the subject of this application, authorize the person listed below, as the tenant in the building, to undertake the improvements listed in this application.

Owner's Signature \_\_\_\_\_

Owner's Printed Name \_\_\_\_\_

Applicant Tenant's Signature \_\_\_\_\_

Applicant Tenant's Printed Name \_\_\_\_\_

\_\_\_\_\_  
Applicant Tenant's Mailing Address

\_\_\_\_\_  
Applicant Tenant's Telephone

**CAÑON CITY AREA FOR REINVESTMENT & EXPANSION  
LIFE SAFETY GRANT PROGRAM**

This Agreement is by and between the Cañon City Area for Reinvestment Expansion, a Colorado urban renewal authority (hereinafter referred to as "C-CARE"), and \_\_\_\_\_, property owner or tenant for the building located at the following address: \_\_\_\_\_ (herein after referred to as "Grant Recipient").

As part of C-CARE's Downtown Life Safety Grant Program ("Program"), both parties agree that this Program aids downtown business owners in the rehabilitation and restoration of historic downtown of Cañon City to encourage the elimination of conditions that could be injurious to public health, safety and welfare; to encourage private investment in commercial and multi-family housing that may otherwise be cost prohibitive, and to stimulate redevelopment to increase sales tax revenues and property values.

The Grant Recipient agrees to all the terms and conditions of participation in the Program. The Grant Recipient acknowledges that failure to adhere to any of the terms or conditions of the Program may result in the improvements becoming ineligible for reimbursement. C-CARE, in its sole discretion, will determine compliance with the terms and conditions of the Program. If the applicant is found to have violated the terms and conditions of participation in the Program, the applicant shall be solely responsible for all costs and fees associated with the improvements.

**PROPERTY OWNER/TENANT:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

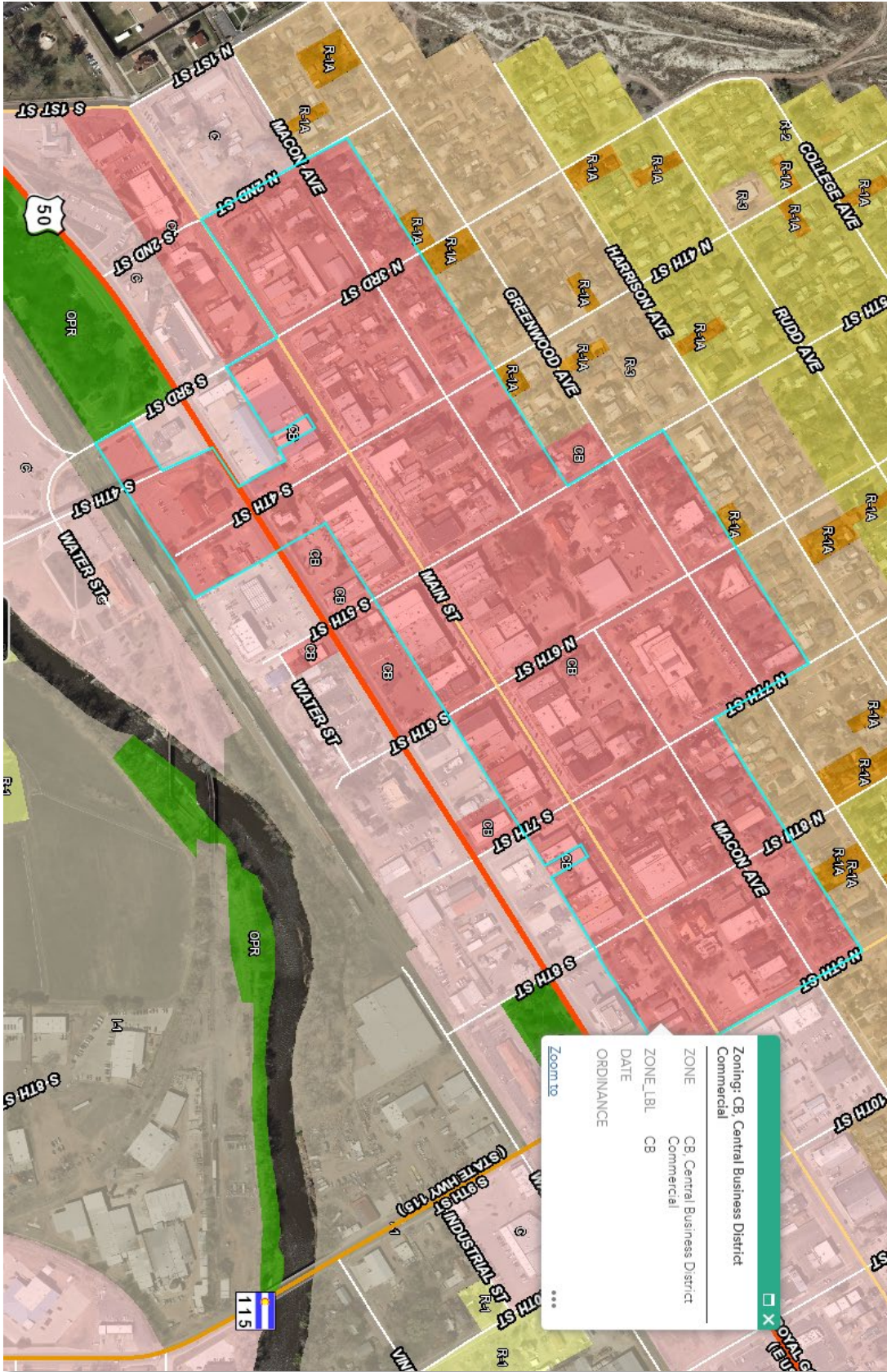
Title: \_\_\_\_\_

**CAÑON CITY AREA FOR REINVESTMENT & EXPANSION:**

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_





APPENDIX A  
CENTRAL BUSINESS DISTRICT



**APPENDIX B**

**SURVEYED HISTORIC RESOURCES MAP**

Preference will be given to buildings within the yellow-bordered area.

