

BUILDING SYSTEMS GRANT PROGRAM

C-CARE Program Overview

The Cañon City Area for Reinvestment Expansion (C-CARE) urban renewal authority is dedicated to enhancing the economic vitality, sustainability, and quality of life within our community. Central to this mission is the strategic use of Tax Increment Financing (TIF) and other commercial grant programs to help incentivize development and investment needed to right-size the Cañon City economy and promote community and economic vitality.

C-CARE recognizes that Cañon City's economic landscape may need adjustments to thrive in today's changing world. TIF serves as a powerful tool to achieve this by capturing the increased property tax revenue generated within the urban renewal district. These funds are then reinvested into the area in the form of tax increment reimbursements and grant programs that support building and infrastructure improvements, beautification projects, while attracting new businesses, and supporting and retaining existing ones. By leveraging TIF, C-CARE URA is committed to right-sizing the Cañon City economy, promoting balanced growth, and creating a more robust local business environment for our community and business owners. Through collaborative efforts with stakeholders and the judicious application of TIF and grants, C-CARE aims to foster an economy that is resilient, diverse, and capable of meeting the evolving needs of our community. Together, we will build a Cañon City that is economically sustainable and prosperous for current and future generations.

Building Systems Grant Details

The purpose of the C-CARE Building Systems Grant Program is to help make improvements to older buildings that help maximize their contribution to the Cañon City economy. The program is aimed at revitalizing older commercial building systems in Cañon City in a manner that supports modern system efficiencies, and commercial and mixed-use business uses, while helping reduce the cost of installation and building operations, thereby increasing the profitability, affordability, and economic contribution of the structures.

This program is designed to provide financial assistance for the improvement of HVAC, plumbing, electrical and weatherization systems in older or historic buildings (see qualifications below). By offering grants that cover up to 75% of building system renovation and/or installation costs – up to a maximum grant award of \$25,000 – C-CARE hopes to encourage the revitalization and restoration of these valuable assets in our city, helping make them safer, more energy efficient, and potentially more marketable and feasible for lease, acquisition, or investment.

Program Goals:

1. **Increasing Efficiency of Historic Building Systems:** To encourage the operating efficiency of historic buildings by offsetting the cost of necessary building system upgrades while maintaining historical integrity and sense of place. (The grant is designed for system upgrades to the entire building instead of just individual retail spaces.)

2. **Energy Efficiency:** To improve the energy efficiency of aging building systems, reducing its energy consumption and contributing to a more sustainable environment.
3. **Economic Vitality:** To stimulate economic growth in our community by making these properties safer and more attainable for businesses and consumers.

Eligibility Criteria

To be eligible for the C-CARE Building Systems Grant program, building owners, or tenants with building owner approval, must meet the following criteria:

- A. **Eligible Area:** Commercial structures located within the C-CARE Urban Renewal Area (Appendix A), with special preference given to structures located in Cañon City's Central Business District. (Appendix B)
- B. **Eligible Improvements:** Eligible improvements must significantly upgrade the building's operating systems, including but not limited to electrical, plumbing, HVAC, and weatherization improvements. Examples of improvements may include but are not limited to:
 - Upgrade out-of-date or unsafe electrical systems.
 - Upgrade or replacement of commercial electric, oil, or natural gas HVAC system.
 - Plumbing improvements, including replacement of lead supply lines, with preference for those improvements that improve safety, such as removal of lead pipes and water lines.
 - Installation of weatherization measures, including windows and doors, to improve energy efficiency and provide a reduction in operating costs.
- C. Grant recipient must be the building owner of record or the tenant with the owner's authorization to make the proposed changes to the building.
- D. Buildings must be at least 50 years of age or be commercial buildings with a documented history of underutilization.
- E. C-CARE URA is dedicated to increasing tax-generating, commercial activity in the community, therefore qualifying buildings must be used for for-profit commercial or mixed-use purposes. Buildings used exclusively for residential use do not qualify for this program. Buildings that are owned by nonprofit organizations yet still support sales tax generating activities or activities that contribute to desired economic activity in the community will also be considered.
- 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 taxes owed to the City.
- H. The purpose of this grant is to assist with physical improvements to structures. Professional fees (e.g., architectural and/ or engineering fees) incurred by the applicant are not eligible for reimbursement.
- I. Grant funding may not be used to pay the owner or owner's family members, or tenant or tenant's family members, for labor.
- J. Project proposals will be scored according to the eligibility criteria listed below.

Application Period and Process:

Applications for the C-CARE Building Systems Grant program will be accepted in the first quarter of a given year, with applications due by 5:00pm March 31, or the last Friday of March if the 31st falls on a weekend. If grant funds remain after all applications have been processed and awarded, further applications will be considered and processed on a rolling basis.

1. **Pre-Application Consultation** (Optional & Encouraged): Building owners or tenants interested in the Building Systems Grant program are encouraged to schedule a consultation with City or C- CARE representatives to discuss eligibility and project details prior to application. Applicants may also request a pre-planning meeting with review panel staff to receive direct project feedback.
2. **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.
 - A completed application form, attached.
 - A narrative of the project describing the work to be completed, as well as the safety and economic benefits/activities that will be made possible or are anticipated as a result (max. 750 words).
 - 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.
 - Two (2) itemized cost estimates from 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.
 - Current tax certificate showing no delinquent real or property taxes for the property.
3. **City Permits and Licenses:** Applicants must 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, electrical or plumbing codes before any reimbursement is paid. 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.
4. **Staff Review:** Economic Development staff will review the application to ensure it is complete and advise if additional information is needed.
5. **Panel Review:** Once an application is received in full, and depending on the scope of work being proposed, it will be reviewed by a panel of city and outside staff as needed, to include City building, engineering, and water department representatives, and fire district as may be required. The intent of this review is to evaluate projects in accordance with grant program guidelines and make an approval recommendation to the board of directors of the C-CARE Urban Renewal Authority.

SCORING CRITERIA		SCALE
1	Is the project located within the Urban Renewal Area? (Project is disqualified if not)	Y/N
2	Blight Remediation: To what degree does this project remediate blight?	0-10
3	Is the application complete as define by the guidelines?	0-5
4	Public Safety: Does the application shows significant improvements in personal or public safety?	0-5
5	Operating Efficiency: Does the application show significant improvements in building infrastructure and operating efficiencies?	0-10
	Was the application submitted with an Energy Audit?	Y/N
6	Third Party Assistance: Was the application submitted in partnership with a 3rd party assistance program?	0-5
7	Project Location: Is property located within the Central Business District (CBD)? (Historic Main Street [10]; In CBD, outside Historic Main [5]; Outside CBD [0])	0-10
8	Commercial Tenancy: Does this project increase commercial tenancy in the Central Business District with an emphasis on increasing the number of retail, restaurant, entertainment, and hospitality establishments?	0-20
9	Historic Designation: Is the property designated as a historic structure through national, state, or local historic preservation regulations, or located within the Central Business District "Intensive Survey Area" of the "Surveyed Historic Resources Map", Downtown Cañon City, Colorado? (Appendix C)	0-10
10	Economic Vitality - Tax Generation: Does the application lead to commercial activity that increases sales and/or property tax? Or, if the owner is nonprofit, does the project create or support economic activity that adds to community vitality?	0-20
TOTAL POSSIBLE POINTS		95

Please be aware that to assist as many applicants as possible with the limited program funding available, C-CARE may not approve all matching grant requests, depending on application scoring.

6. **Application Scoring:** Each application will be scored by panel reviewer according to the scoring below.
7. **Board Approval:** Once conditionally scored and approved by Panel Review, Panel recommendations will be forwarded to the C-CARE Board of Commissioners for a final decision on all applications during regularly scheduled public meetings. The Board may approve, approve in part, conditionally approve, or deny the application. Applicants are welcome and encouraged to attend the public meeting to support their projects.

8. **Grant Disbursement:** The Building Systems Grant is a reimbursement grant. Once the final inspection has been completed and the improvements have been approved by City staff and all agencies overseeing 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 includes, but is not limited to the following:
- ✓ Itemized invoices with the corresponding receipts and/or cancelled checks.
 - ✓ 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.
 - ✓ The applicant will supply any additional documentation as required by C-CARE to confirm expenses.

End of Section



CITY OF CAÑON CITY

P.O. Box 1460 • 128 Main Street
Cañon City, CO 81215-1460

(719) 269-9011 • Fax: (719) 269-9017

BUILDING SYSTEMS GRANT APPLICATION

Applicant Name

Telephone No.

E-Mail

Applicant Mailing Address

Owner Name, if not Applicant

Telephone No.

E-Mail

Owner Mailing Address, if not Applicant

Building Address

Current Use of Property

Current Zoning

Proposed Use of Property: _____

Building System Improvement #1

System being replaced or upgraded: _____

Grant Request: (Max 75% of cost; not to exceed \$25,000 total application) \$ _____
Amount

Total Cost of System Upgrade/Replacement:

Estimate #1: _____ \$ _____
Contractor name Amount

Estimate #2: _____ \$ _____
Contractor name Amount

Estimate #3: _____ \$ _____
Contractor name Amount

Note: All cost estimates must be submitted with this application for approval

Building System Improvement #2

System being replaced or upgraded: _____

Grant Request: (Max 75% of cost; not to exceed \$25,000 total application) \$ _____
Amount

Total Cost of System Upgrade/Replacement:

Estimate #1: _____ \$ _____
Contractor name Amount

Estimate #2: _____ \$ _____
Contractor name Amount

Estimate #3: _____ \$ _____
Contractor name Amount

Note: All cost estimates must be submitted with this application for approval

Building System Improvement #3

System being replaced or upgraded: _____

Grant Request: (Max 75% of cost; not to exceed \$25,000 total application) \$ _____
Amount

Total Cost of System Upgrade/Replacement:

Estimate #1: _____ \$ _____
Contractor name Amount

Estimate #2: _____ \$ _____
Contractor name Amount

Estimate #3: _____ \$ _____
Contractor name Amount

Note: All cost estimates must be submitted with this application for approval

Has this property received any other funding through the Cañon City Area for Reinvestment & Expansion?

Yes (explain below) _____ No _____

_____ \$ _____
Explanation of other C-CARE funding 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.

Scoring Criteria Response: This program awards grants on a competitive basis. Please circle Y or N to the questions below and provide explanations in consideration of the SCORING CRITERIA provided above.

Does this application provide significant improvements to **Public Safety**?

Y / N Explain (max 100 words):

Does this application show significant improvements in **Building Operating Efficiencies**?

Y / N Explain (max 100 words):

Is this application being submitted with an energy audit? Y / N (circle)

Is this project receiving **Third-Party Financial Assistance** from any other sources such as State or Federal Historic Tax Credits, other C-CARE URA grants or funding, etc.?

Y / N Explain (max 100 words):

Is the property designated as a historic structure through national, state, or local historic preservation regulations, or located within the Central Business District "Intensive Survey Area" of the "Surveyed Historic Resources, 2004-05 Downtown Cañon City, Colorado"? If not, are you interested in learning more about possible benefits of historic designation for your property?

Y / N Explain (max 100 words) _____

In the space below, explain how this project **increases commercial tenancy** in the Central Business District and adds to the **Economic Vitality** of the community (max 100 words).

Owner 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

Owner Authorization of Agent

In lieu of representing this request 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 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

End of Section



CITY OF CAÑON CITY
P.O. Box 1460 • 128 Main Street
Cañon City, CO 81215-1460
(719) 269-9011 • Fax: (719) 269-9017

BUILDING SYSTEMS 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 Building Systems Grant Program ("Program"), both parties agree that this Program aids owners of older, historic, or underutilized buildings in the upgrading of building systems to modern standards of safety and operating efficiency. The program encourages the elimination of conditions that could be injurious to public health, safety and welfare; modernizes older structures; encourages private investment in commercial buildings that may otherwise be cost prohibitive; assists building owners in upgrading to systems that help reduce operating costs, thereby aiding in the affordability of space for new business enterprises; and stimulates redevelopment in older structures 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 APPLICANT:

Applicant Signature

Date

Printed Name

Title

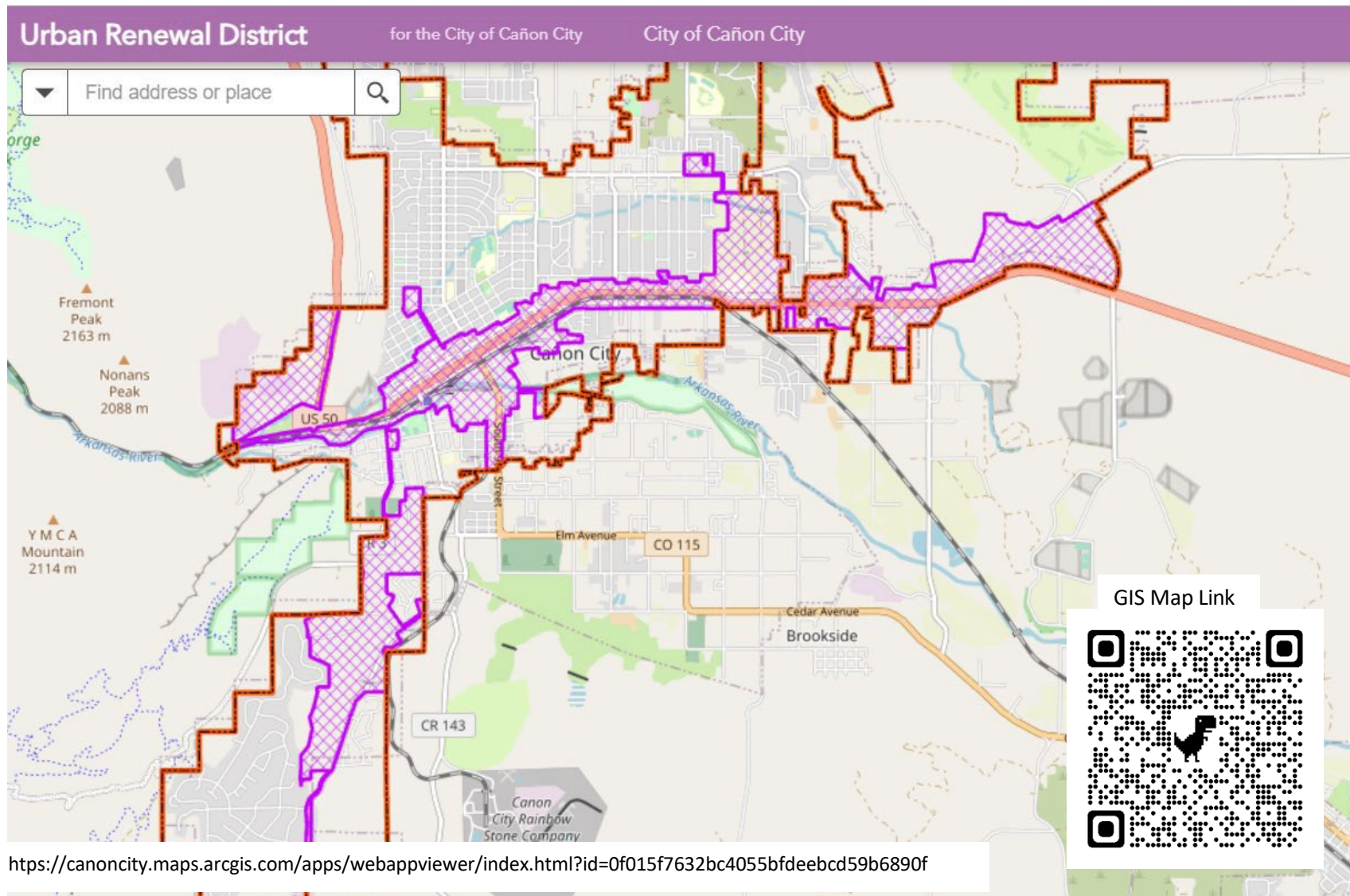
CAÑON CITY AREA FOR REINVESTMENT & EXPANSION:

Executive Director

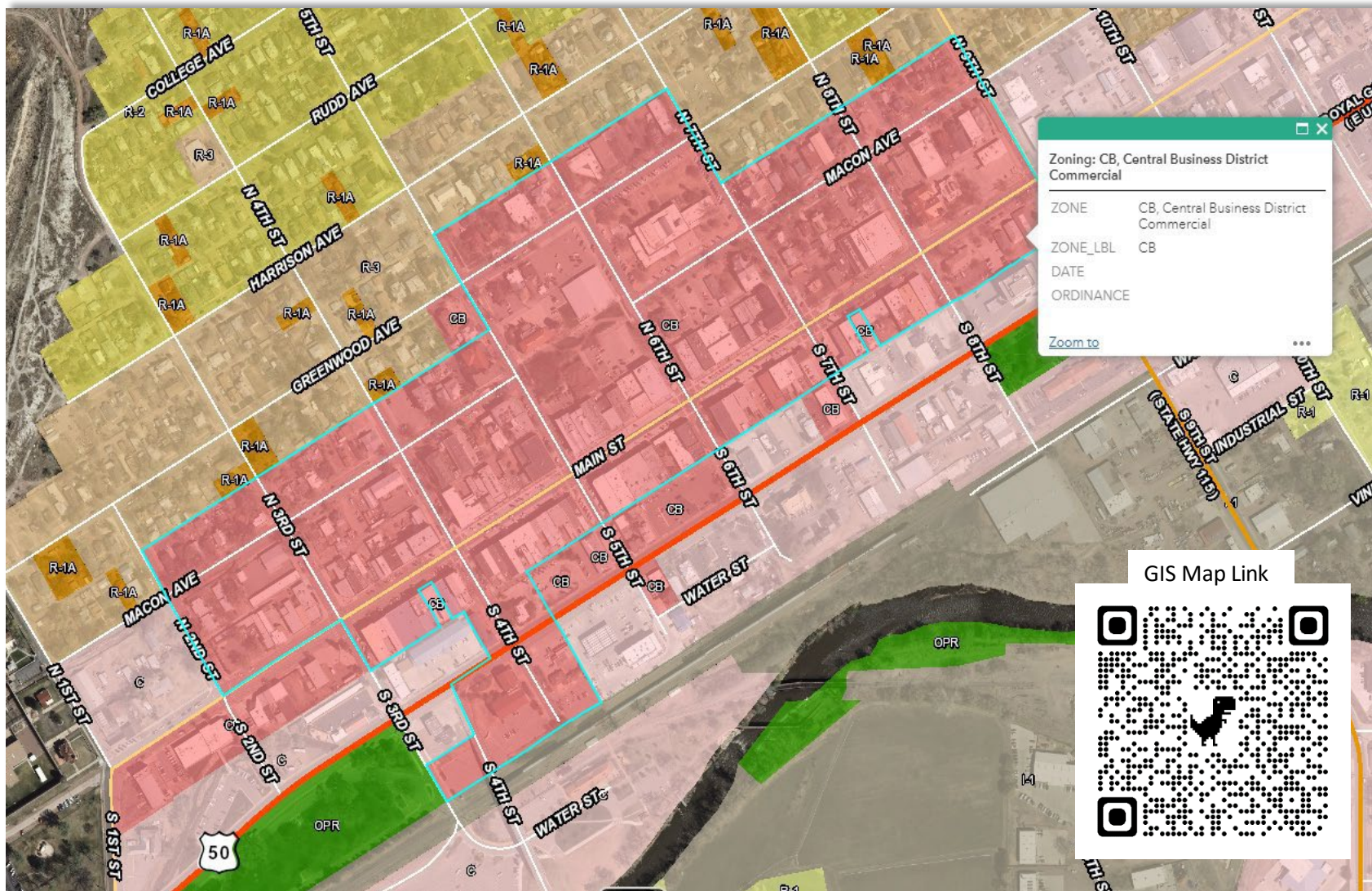
Date

APPENDIX A

C-CARE Urban Renewal Area



CENTRAL BUSINESS DISTRICT



APPENDIX C

SURVEYED HISTORIC RESOURCES MAP

