Downtown Development Authority (DDA)

DDA Application Packet for Grant Funding

Pre-Application Town Staff Contact:

Neal Starkebaum, Community Development Director
Town of Mt. Crested Butte
911 Gothic Road, P.O. Box 5800, Mt. Crested Butte, CO 81225
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Downtown Development Authority (DDA) Request for Grant Funding

Application Process:
The following provides instructions for completing and submitting the application materials requesting Downtown Development Authority (DDA) grants.   An application is required for each separate project request. Applicants are required to contact the Town Staff for a preapplication conference prior to submitting the DDA Application Form.

Important things to note:
- The application will not be scheduled for a DDA meeting until Staff determines that the application is complete and ready for DDA review.
- Applicants are highly encouraged to submit the Pre-Application to Staff for review. Once Staff has approved your pre-application you will present your application to the DDA Board for their input.
- Applications require two DDA meetings. The DDA meets once a month.
- Applicants must provide a majority of the funding for the project.
- Grant funds will typically not be paid out until the project is 100% complete and the applicant has submitted a final report and any other items required by the DDA and Staff. Progress payments may be allowed only in extraordinary circumstances and solely at the discretion of the DDA.
- Applicants are expected to operate, manage and maintain the Project in a reasonable state of repair for the purposes specified. The applicant is expected to continue the use of the Project for the long term.

DDA Grant Projects:
DDA grant funded projects include the development of public facilities and other improvements to public or private property, which in the opinion of the DDA, will aid and improve the downtown development area. DDA grant funded projects are intended to spur new development within the DDA district that would not otherwise occur without DDA assistance.

DDA Grant Funding Authority:

Projects must be consistent with DDA priority goals and objectives, and deliver a clear public benefit. The DDA will evaluate proposed projects and financial assistance against the following DDA criteria:

1. Applicant's project is highly desirable, and
2. Applicant's project is consistent with the plans and objectives of the DDA, and
3. Applicant's project may not be otherwise economically viable without DDA funding

DDA Grant Pre-Application Form

APPLICANT:

Applicant Full Name: _____

Primary Contact Name: _____

Business/Entity Name: _____

Address: _____ City: _____ State:_____

Phone: (_____)_____ Email:_____

Applicant Signature: _____ Date: _____

PROJECT:

Project Name:_____

Project Location/Address:_____

Do you own the property? _____

If no, who is the owner of the property? _____

PROJECT SPONSOR:
Project Sponsor (Mark One): ☐ Private Entity ☐ Non-Profit

DDA REQUEST:
Total Project Cost: $ _____
DDA Grant Funding Request Amount: $ _____ ____% of Total

DESCRIBE PROJECT – COMPLETE SEPERATELY FOR EACH PROJECT TYPE:
Provide a description of the project, including purpose, background, location, and improvements.
If available please include drawings, project study/report findings, etc.

DESCRIBE PROJECT PUBLIC BENEFIT – COMPLETE SEPERATELY FOR EACH PROJECT TYPE:
Describe the project in terms of serving a public benefit. Please attach additional text and documents.

USEFUL LIFE OF THE PROJECT?_____

DDA Grant Application Form

APPLICANT:

Applicant Full Name: _____

Primary Contact Name: _____

Business/Entity Name: _____

Address: _____ City: _____ State:_____

Phone: (_____)_____ Email:_____

Applicant Signature: _____ Date: _____

PROJECT:

Project Name:_____

Project Location/Address:_____

Project Start Date: _____ Project End Date: _____

Do you own the property? _____

If no, who is the owner of the property? _____

When does your lease expire?_____
If you are not the owner of the property you must include a letter of permission from the owner with your grant application. If awarded DDA Grant Funds, the Owner will also have to sign the Grant Agreement.

PROJECT SPONSOR:
Project Sponsor (Mark One):   ☐ Private Entity   ☐ Non-Profit

DDA REQUEST:

Total Project Cost: $ _____

DDA Grant Funding Request Amount: $ _____   ____% of Total

Applicant Requested Date for Receiving DDA Funding: _____, 20 _____

DESCRIBE PROJECT – COMPLETE SEPERATELY FOR EACH PROJECT TYPE:

Provide a detailed description of the project, including purpose, background, location, and improvements.   Include or attach project documentation, including exhibits, drawings, project study/report findings.   Please attach additional text and documents.

DESCRIBE PROJECT PUBLIC BENEFIT – COMPLETE SEPERATELY FOR EACH PROJECT TYPE:

Describe the project in terms of serving a public benefit. Please attach additional text and documents.

USEFUL LIFE OF THE PROJECT?_____

Please include the following documents as part of your application:
1. Detailed budget for the project, including contractors' bids, actual invoices, or price estimates from contractors and/or businesses.
2. Site plans, detailed drawings, and pictures of the proposed project.
3. Approval letter from the owner of the property, if applicable.
4. Approval letter from the HOA, if applicable.
5. Building Permit, if applicable.
6. Planning Commission approval, if applicable.

APPLICATION INSTRUCTIONS
DDA Grant Request Process and Reporting

Step 1:   Applicant submits Pre-Application Form electronically to:

   Jeffrey Smith, Capital Projects Manager
   Town of Mt. Crested Butte
   911 Gothic Road, P.O. Box 5800, Mt. Crested Butte, CO 81225
   Mobile: (970) 596-5263 | Email: jsmith@mtcb.colorado.gov

Step 2:   Staff reviews Pre-Application Form for completeness. Staff notifies Applicant, by phone and/or email, to request additional information or regarding application issues. Applicant revises Pre-Application form as necessary.

Step 3:   Applicant attends a Pre-Application meeting with the DDA for initial review and comments from the DDA if Staff determines this step is necessary

Step 4:   Applicant submits a full application to Staff.

Step 5:   Staff reviews the Application form for completeness. Staff notifies Applicant, by phone and/or email, to request additional information or regarding application issues. Applicant revises Application as necessary.

Step 6:   Once Staff determines the application is ready to be presented to the DDA Staff puts the application on the agenda for the next available DDA meeting.

Step 7:   Based on the comments and suggestions of the DDA the applicant will revise their application if necessary. If no additional information is needed Staff will set the application for the second review at the next available DDA meeting. If additional information is requested by the DDA Board Staff will set the application for second review after staff has received that information.

   After the second DDA meeting the DDA will make one of the following grant recommendations/decisions:

   Outcome A: Applicant Application 'approved'
   Outcome B: Applicant Application 'approved with modification or conditions'
   Outcome C: Applicant Application is 'continued' for further consideration at next available meeting
   Outcome D: Applicant Application is 'tabled' until the applicant provides additional information to the Board for future consideration.
   Outcome E: Applicant Application 'not approved'

Step 8: Per Outcome A or B, the DDA approves the Grant Agreement, including any grant funding conditions or stipulations. Once the DDA Grant Agreement is executed and all other prerequisites are met (such as Project completion), DDA grant funding can be awarded to the Applicant.

Step 9: Applicant shall update the Staff/DDA regarding the project status or completion on a monthly basis, through finalization of the project with DDA.

Note: Applicant attendance at DDA Meetings is mandatory.

Note: DDA Grant process will take a minimum of two DDA meetings, but more may be required.