

CDBG Rules and Regulations

- **Must be in the Longmont Downtown Development Authority.**
- **All façade work must meet all City building code requirements.**
- **All applicants are responsible for acquiring and completing all necessary city permits.**
- **Two professional contractor estimates of the cost of the intended improvements are required.**
- **Reimbursement will be made upon completion of the project and proof that payment has been made for all materials and labor.**
- **Must comply with LDDA Design guidelines.**
- **Application must include a professional architectural design including color choices and materials to be used.**
- **Taxes must be current.**
- **Written approval of building owner-specifying work must be included in application (if applicable).**
- **A contract must be signed between LDDA and applicant three months after approval from LDDA Board and prior to work commencing.**
- **Must comply with Federal Prevailing Wage Rates. (Davis–Bacon Wages)**
- **Proposed changes to structures over 50 years old will be submitted for review by the Colorado State Historic Preservation Officer.**
- **The LDDA office will be notified in advance of commencement of all work on the project and representatives of the LDDA will be allowed on the work site at all reasonable times.**
- **Environmental assessment must be completed.**
- **Work must be completed within one year of signed contract.**

CDBG Loan Program

Ideas funds may be used for:

- Removal of false façade
- Pressure cleaning
- Stucco, new or restoration
- Painting (all colors must be approved)
- Window or door replacements or repairs
- Repointing of mortar joints for bricks or stone
- Signs (including the removal of old signs, and/or the design and installation of new signs)
- Awnings/canopies (including the removal of old awnings or canopies and installation of new awnings or canopies)
- Landscaping
- Site furniture
- Alley entry way improvements
- Alley Trash receptacle enclosure
- Entry way tile in exterior doorways.
- Interior code related improvements (electrical/water)

Projects that will not be covered:

Roofing

HVAC

C. Project Description:

1. Attach rehabilitation plans (schematics, construction drawings, etc.)
Designs must include materials to be used and color choices

2. Project Schedule: (Attach time line for completion)

Start Date: _____ Completion Date _____

3. Attach three contractor estimates for project. List name of company, contact person and amount. If you can not receive a quote you must still list the name of company and contact person.

4. Source of Funds

a.	_____	\$ _____
b.	_____	\$ _____
c.	_____	\$ _____
d.	_____	\$ _____

D. Documentation of Building

1. Attach Site Specific Check List (Environmental Assessment)

2. Attach a copy of Historic Building Inventory Record (located in the City of Longmont Planning Department)

3. Attach copies of the State Historic Preservation Office approval of work (if building is over 50 years old)

Applicant, by virtue of signature on this applicant document and upon acceptance of funds provided by the Longmont Downtown Development Authority agrees to the terms and requirements of the CDBG Façade Improvement Grant Program. This is an application agreement.

Date

Applicant Signature

CDBG Application Check List

- ❑ Proof of taxes paid (must be current)
- ❑ Two professional contractor estimates of the cost of improvements
- ❑ Architectural Design (color choices and materials to be used)
- ❑ Written approval of building owner if leased
- ❑ Legal description of property
- ❑ Project schedule
- ❑ Application
- ❑ Approval of State Historic Preservation Office if structure is over 50 years
 1. Copy of letter sent to State Historical Preservation Office
 2. Copy of letter of approval from the State Office
- ❑ Site Specific Check List (Environmental Assessment)
- ❑ Copy of Historic Building Inventory Record (City of Longmont Planning Department)
 - The LDDA recognizes that the state office may take some time evaluating the applicant's request. Applications can be approved contingent on approval from the State Historical Society. Letter of request to the State must be in application.
 - Applicant has three months to sign contract with the LDDA after application is approved or forfeit the loan
 - Certificate of Appropriateness from the City's Landmark Designation Commission if building is a designated landmark