

**CITY OF CASPER FACADE/STOREFRONT RENOVATION GRANT
PROGRAM
Old Yellowstone District (OYD) and Downtown Casper**

APPLICATION

This grant can cover up to 50% of project expenses up to a maximum of ten thousand dollars (\$10,000). Expenses will be reimbursed to the applicant upon completion of the approved project, inspections by the City of Casper building department, and physical review by representatives of the City of Casper Architectural Review Committee. Should the applicant's final approved project exceed the scope of the original application to the Architectural Review Committee, the applicant will have sole financial responsibility for all work in excess of the original approved project.

The matching grant program is designed to provide financial assistance to property owners to renovate existing building storefronts that they would not otherwise be able to fund through their business, in order to accomplish the program objectives outlined in the Policy.

In order to be eligible for the grant, all City taxes and utility obligations must be current.

Expect three to four weeks from the time the application is received in our office to the time the loan application process is complete. A complete application consists of this completed form and all necessary supporting documentation:

Owner of Business/Applicant

Name of the Business _____

Type of Business _____

Address of Business _____

Telephone _____ Email _____

Property Owner (if different from Applicant)

Name _____

Mailing Address _____

Telephone _____ Email _____

Proposed Building/Facade Renovation Project

Written description of proposed project _____

Anticipated completion date _____

Cost Estimates for Improvements:

Exterior Façade Rehabilitation \$ _____

Awnings/Sign Work \$ _____

Façade Lighting \$ _____

Street to store front entries,
first floor door and window
repairs & replacements \$ _____

Total Estimated Cost \$ _____

Grant Request Amount \$ _____

Supporting documentation attached (check items and submit 3 sets):

- a. _____ Copies of at least two (2) bid proposals.
- b. _____ Final work orders and/or estimates for planned improvement.
- c. _____ Detailed drawing or sketches of proposed work
- d. _____ Two (2) different photographs of entire façade and/or areas of work.
- e. _____ Copy of O & E/Title Report

Next Steps:

1. If the building or structure located on the applicant's real property is over 50 years in age, then the application MUST be reviewed and commented on by the State Historic Preservation Office (SHPO) per federal regulations overseeing Community Development Block Grant funds. Allow at least thirty (30) additional days for this process. In addition, the Business shall pay for and provide the City's Housing and Community Development staff with the results of an Environmental Review Record, prepared by a licensed environmental firm, in accordance with HUD Environmental Regulations found at 24 C.F.R. § 58.15.

2. If the grant request is over two thousand dollars (\$2,000), then the Davis-Bacon Act requires the payment of prevailing wages rates to all laborers involved in the project. The City's Housing and Community Development staff will set up a pre-construction meeting with the applicant, and weekly reports will be required.
3. After #1 and #2 are completed, if required, the Applicant will execute an Agreement with the City of Casper within thirty (30) days of the application's approval with terms and conditions in substantial conformance with the sample agreement attached hereto.
4. Work commences.

Note: Work performed with funds awarded under this grant program must be completed within 365 calendar day of the execution of the Agreement with the City.

Property Owner(s) Signature:

Print Name: _____

Title: _____

Signature: _____

Date: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____