



Business Utility Assistance Grant (BUAG) Overview

1. What is the North Glenn Urban Renewal Authority (NURA) Business Utility Assistance Grant (BUAG)? The program is a tool intended to assist in the attraction, retention and expansion of new commercial companies, and to support businesses with associated electrical, water, wastewater, and storm water system upgrades and improvement costs. The program offers commercial business and/or property owners a matching grant up to 50% of the total project improvements (grants shall not exceed \$12,500 or *\$13,750 if a North Glenn contractor is used for the improvements – see #5 below).

2. Who can apply for funding?

Applicants must be a licensed storefront commercial business and/or property owner located within the North Glenn urban renewal area that generates sales, use and/or property tax revenues. If the business is leasing the property, authorization from the building owner to apply for funding is required. Not-for-profit organizations, religious institutions, home-based businesses, or residential living facilities do not qualify. Tenants must have a minimum of two years remaining on their lease or an option to renew. Multiple landowners of a common center can each apply individually to maximize grant funding for comprehensive property improvements that serve the entire center.

3. Are projects that have already been started or completed still eligible for a grant?

No. Work started or completed prior to grant approval is not eligible for funding.

4. How does the matching funds reimbursement work?

This is a matching reimbursement grant program. The amount of the match must be *at least* 1:1—the applicant pays \$1 and the NURA pays \$1. The matching grant allocation is up to 50% of the total project improvement cost. The total grant shall not exceed \$12,500 or *\$13,750 if a North Glenn contractor(s) is used.

5. * How can a project qualify for an additional 10% grant bonus?

We encourage grant applicants to use licensed North Glenn-based contractors whenever possible. If a licensed North Glenn contractor(s) is used to complete the improvements, then the maximum grant award will be increased by 10% (the total grant cannot exceed *\$13,750).

6. What types of improvements are eligible for funding?

The commercial improvements are limited to electrical, water, wastewater (not to include back flow preventers), and storm water system upgrades and improvement costs, including but not limited to the following:

- A. Installation of a Grease Interceptor**
 - Related plumbing expenses
 - Interceptor purchase
 - Interceptor installation
- B. Tap Fees**
 - Water and wastewater size upgrades
 - New taps that are necessary for opening a new business
- C. Storm Water Solutions**
 - Design and installation expenses related to storm water drainage systems
- D. Electrical Upgrades & Improvements**
 - Design, installation, removal, and improvements and upgrades of electrical lighting, related equipment, wiring, and size capacity

7. Are there any design guidelines?

Yes. Projects must conform to all aspects of the building, fire, zoning and development code for the City of Northglenn. **All required planning, public works, and building permits must be obtained by the applicant prior to the work being performed.** All contract work must be performed by licensed contractors in the City of Northglenn. It is the sole responsibility of the applicant to ensure compliance with applicable local, state, and federal guidelines.

8. Are the project fees and taxes eligible to include in the grant request?

Yes. Project related expenses such as sales and use taxes, permits, and project design review fees can be included in the total grant request. Contractors are responsible for itemizing fees and applicable taxes in their bid proposals.

9. How does the application process work?

Upon receipt of a completed application, the NURA Executive Director will present the application to the NURA Board of Directors with a recommendation for funding. The Board will vote to approve or deny the application. Application approval may come with a specific set of requirements or conditions to be determined by the Board.

10. How are projects selected for funding?

Qualified applications will be reviewed and approved based on the following criteria (all projects being equal, the first application received shall have priority):

- Grant funding availability
- Property must be within the Northglenn urban renewal area
- Improvement(s) must be eligible under the program criteria
- Applicant must qualify as a licensed storefront commercial business or property owner that generates sales, use and/or property tax revenues (not-for-profit organizations, religious institutions, home-based businesses, or residential living facilities do not qualify)
- Pre-Treatment Questionnaire and Approval
- Completed Application, Project Fact Sheet, Pre-Treatment Questionnaire in addition to required attachments and \$25 processing fee
- Reimbursement request must not exceed 50% of the full project cost, and not exceed \$12,500 or * \$13,750 if a Northglenn contractor(s) used for improvements
- Compatibility with the Northglenn Comprehensive Plan and the Northglenn Urban Renewal Authority Plans
- Applicant must sign agreement before the application can be present to NURA Board of Directors
- If property owner is the applicant, property owner must sign Agreement and General Conditions of Acceptance Form before the application can be present to NURA Board of Directors

11. What happens after a project is selected for funding?

Once the grant is approved the applicant will receive a copy of the NURA Resolution indicating the specific amount of grant funding and information on any other requirements. The approved project must be completed within six (6) months of approval of the application. An additional six (6) month extension can be requested and approved for good cause by the NURA Executive Director, if funding is still available.

12. What other responsibilities does the applicant have?

The applicant (or its contractor) is responsible for obtaining all building permits and any other required approvals for the work to be done. The applicant is responsible for compliance with all applicable safety standards and conditions. The applicant also agrees to maintain the improvements made from the project funding.

13. What happens if my application is denied?

If the application is denied, a letter will be sent to the applicant within 10 days of the board decision with an explanation. If an application is denied, a new application can be submitted any time after 30 days from the date the initial application was denied.

14. How am I reimbursed once the project is completed?

Grant funds are disbursed on a reimbursement basis, and cannot be issued until the proposed project has been fully completed. Before funds are released, applicants will need to submit proof of payment of the completed project, approval by the City building and pre-treatment inspectors, and submission of Certificate of Occupancy if applicable. A NURA representative will review the completed project to determine that the actual work performed complies with the approved grant. Then a check will be prepared and sent to the applicant.

15. How will NURA promote this project?

NURA may promote an approved project by numerous means including, but not limited to displaying a NURA grant program sign or sticker at the site during and after construction, and the use of photographs and descriptions of the project in NURA communications and materials

16. Do I have to report this as income on my taxes?

Yes. NURA is required by federal tax law to report to the IRS any grant money awarded to a business above \$600 as income.

For additional information contact:

Shannon Fields
Northglenn Urban Renewal Authority
11701 Community Center Drive
Northglenn, CO 80033
sfields@northglenn.org
303-450-8938

Note: The Northglenn Urban Renewal Authority reserves the right to make changes in the conditions of the Business Utility Assistance Grant Program (BUAG) as warranted.



Business Utility Assistance Grant (BUAG) Application Form

Name of Applicant: _____

Name of Business: _____

Address of Business: _____

Mailing Address (if different than business): _____

Phone Number: _____ Email: _____

Type of Business: _____

Applicant is the: Property Owner Business Owner Other _____

How many years has the business been in existence? _____

How long has the business been operating at the current location? _____

When does your current lease expire? _____

If lease expires in less than two years, please explain the circumstances:

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number: _____

Note: If you are not the property owner, please have the property owner or authorized representative co-sign this application under Property Owner Authorization on Page 3.

Why are you requesting this grant?

Proposed Improvements:

Please describe the proposed improvements to the property. If applicable, include one photograph of all area(s) showing the existing building conditions **prior** to the improvements.

Three bids are required for the proposed work. If you have any additional building information such as measured plans, site plans, or architectural documentation for improvements (plans, sketches, or construction costs, permit and construction fees and taxes), please include them with your application.

Utility Improvements Description:

Bid information:

Bid #1: Company _____ Amount \$ _____

Bid #2: Company _____ Amount \$ _____

Bid #3: Company _____ Amount \$ _____

Which company have you chosen to perform the work? _____

Is this company licensed to perform work in Northglenn? Yes No

Budget & Timing:

Total overall proposed project budget: \$ _____

Total amount of funding assistance being requested: \$ _____

Desired completion date: _____

Authorization:

The applicant authorizes the Northglenn Urban Renewal Authority (NURA) to promote an approved project, including but not limited to, displaying a NURA grant program sign or sticker at the site during and after construction, and the use of photographs and descriptions of the city and NURA related communications and materials.

The applicant understands that NURA reserves the right to make changes in the conditions of the Business Utility Assistance Grant program as warranted.

The applicant understands that, in the event this application is approved, a binding agreement must be signed and recorded. The applicant must also provide proof of the completed project prior to the release of grant funds.

Signature of Applicant _____ **Date** _____

Property Owner Authorization:

If the applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

As owner of property at _____(address) I have reviewed the above application and authorize the operator of _____
(business name) at said address to perform improvements described above as part of the NURA Business Utility Assistance Grant program.

Signature of Property Owner or Authorized Representative:

Name **Date**

SUBMITTAL CHECKLIST

Please check all the boxes below indicating that you have included the following required documentation:

- Original Application Form
- At least one color photo of each area of the building where the improvements will be made **prior** to the improvements (if applicable)
- Color rendering(s) of proposed scope of work
- Three (3) contractor bids (including complete project description and cost estimate)
- \$25 application fee payable to NURA
- Project Fact Sheet
- Pre-Treatment Questionnaire & Approvals
- Building/Planning/Public Works Approvals
- Completed W-9 – Request for Taxpayer ID & Certification

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Project Fact Sheet

Please provide a project fact sheet indicating the following data and information as applicable:

1. Type of Space & Size (SF):

Gross Building Area: _____ s/f

Restaurant Space: _____ s/f

Office Space: _____ s/f

Retail Space: _____ s/f

Industrial Space: _____ s/f

2. Proposed Project Completion Date:

a. Construction Start Date: _____

b. Project Completion Date: _____

3. Estimated Total Capital Investment of Entire Project: \$ _____

4. Estimated Employment (Jobs):

Year 1: _____

Year 2: _____

Year 3: _____

Current Average Annual Salaries: \$ _____

5. Annual Sales Revenue Projections:

Year 1: \$ _____

Year 2: \$ _____

Year 3: \$ _____

Mail or drop off completed application to:
Shannon Fields
Northglenn Urban Renewal Authority
11701 Community Center Drive
Northglenn, CO 80233

For more information, contact Shannon Fields at sfields@northglenn.org 303-450-8938.