

# **Façade Improvement Program**

## **Purpose**

The purpose of the Façade Improvement Program is to support the revitalization and beautification of the Downtown District by funding improvements to building façades and public-facing elements that contribute to the character, accessibility, and vitality of the streetscape. All improvements must provide a public benefit and enhance the public realm or right-of-way experience (visible from the sidewalk, alley, or other public right-of-way).

# **Eligible Applicants**

- Property owners, businesses, or tenants located within the DDA boundary with written approval from the property owner (an easement agreement will be required).
- Nonprofit organizations or community groups proposing ROW improvements with a public use component.
- The public agencies (City of Cheyenne, Laramie County, etc.) undertaking eligible projects that align with the DDA's goals.
- Applicants can receive one FIP grant award per property, per year. Must be for improvements not previously awarded a DDA grant.

Consideration for grant approval may lean towards properties listed as "contributing" to the Cheyenne Historic District and/or the National Register for Historic Places.

## **Eligible Improvements**

Grant funds may be used for permanent, high-quality improvements that are **public-facing** and **enhance the pedestrian environment** or public right-of-way. Examples of eligible expenses include:

## 1. Building Façade Improvements:

- Restoration or replacement of exterior facade materials (brick, masonry, wood, etc.)
- Repair or installation of architectural details or trim
- Painting (as part of a comprehensive facade improvement)
- Masonry cleaning, tuckpointing, or resurfacing

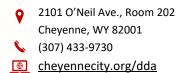
#### 2. Windows & Doors:

- Repair or replacement of street-facing windows and storefront glazing
- Installation of transom or display windows
- Restoration or replacement of main entry door

## **Ineligible Expenses**

- Improvements not visible from the public right-of-way
- Roof repairs, structural work not related to facade, or interior renovations
- Temporary or portable fixtures





- Advertising or promotional signage
- Routine maintenance without visual enhancement
- Projects that are already underway before applying to the FIP
- Promotion of a particular political party or religious viewpoint
- Improvements not permitted by local ordinances
- Improvements or modifications that have previously received DDA grant funds within the past five (5) year period.

# **Design Standards & Review**

- All projects must maintain or enhance the historic and architectural character of the building and district (if applicable).
- Improvements must comply with applicable DDA design guidelines and municipal codes.
- Improvements must comply with all building codes, secure all required permits, and utilize contractors licensed with the State of Wyoming AND the City of Cheyenne.
- All projects require DDA review and approval prior to commencement.

#### **Public Benefit Criteria**

#### Projects must:

- Enhance the visual quality and character of the streetscape
- Improve pedestrian comfort, safety, or accessibility
- Be publicly visible and accessible

#### **Project Category**

Category of Improvements	Description	Source of Funds
Level 1: General Exterior Cleanup  Goal: To generate awareness and pride in the buildings and the community.	<ul> <li>Removal of abandoned signage, abandoned hardware, abandoned utility fixtures.</li> <li>Removal of non-historic, non-functioning fixtures.</li> <li>Removal, repair of exterior utility services.</li> </ul>	Reimbursement Grant (paid out upon completion of project and submission of receipts)  60% match by owner of improvement costs  40% match by DDA
Level 2: Minimal Maintenance & Security  Goal: To protect the integrity and prevent deterioration of the building. Ensure building is secure, stable and functional.	<ul> <li>No bare wood, rusting metal.</li> <li>Masonry re-pointing, cleaning, replacement of missing brick.</li> <li>Secure doors and windows.</li> </ul>	Reimbursement Grant (paid out upon completion of project and submission of receipts):  40% match by owner of improvement costs  60% match by DDA



2101 O'Neil Ave., Room 202
 Cheyenne, WY 82001
 (307) 433-9730
 cheyennecity.org/dda

	<ul> <li>Removal of secondary</li> </ul>	Note: If completing Level 1 and
	siding, architecturally	Level 2 improvements
	inappropriate or	consecutively, grant match by
	incompatible exterior	owner will be 40% for both
	materials and finishes.	categories
	<ul> <li>Exterior painting, re-siding,</li> </ul>	
	professional cleaning.	
	<ul> <li>Roofing integrity validated.</li> </ul>	
Level 3:	Storefront enhancements which	Reimbursement Grant (paid out
Restoration & Enhancement	may include:	upon completion of project and
	Restoration or	submission of receipts):
	enhancement of the front	35% match by owner of
Goal: To improve the economic	façade, secondary façade	improvement costs
viability of the building	(side or alley-face of	65% match by DDA
	building if visible from a	
	public right-of-way).	Note: If completing Level 1, 2
	<ul> <li>Window and/or door repair</li> </ul>	and 3 improvements
	or modifications; cornice	consecutively, owner grant
	repair.	match will be 35% for all three
	<ul> <li>Vacant buildings being</li> </ul>	categories.
	converted into active use.	
	All work shall be in keeping	
	with <u>Secretary of the</u>	
	Interior Standards for	
	Rehabilitation.	

#### **Grant Amount & Match**

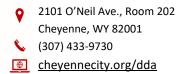
- Matching reimbursement grant: up to 65% of eligible costs (depending on category of Improvements)
- Maximum grant award: \$80,000 per project per property
- Reimbursement provided after completed agreement, completion of approved improvements, and DDA approved site inspection

# **Evaluation Criteria**

Applications will be evaluated on the following:

- **Public Benefit:** Demonstrated contribution to safety, accessibility, or beautification
- Alignment with DDA Plan of Development
- **Location Priority:** Projects located on key corridors or catalytic areas identified in the DDA's Plan of Development





- Feasibility & Readiness: Evidence of readiness to execute (permits, approvals, timeline)
- Funding Leverage: Other sources of funding and community support

### **Application Process**

- 1. **Pre-Application Meeting (Required):** Meet with DDA staff to confirm eligibility and discuss project scope.
- 2. **Application Submission:** Complete application form with:
  - o Project description, cost estimate, and timeline
  - Site plan, façade elevations, or drawings (if applicable)
  - Photos of existing conditions
  - Letters of support (if applicable)
  - Must have two estimates, to ensure competitive pricing, for each item in need of improvement.
- 3. **Staff Review:** Internal review for compliance and completeness
- 4. **Board Approval:** Project presented to DDA Board for approval, applicant presents on project's behalf.
- 5. **Agreement Execution:** Grantee signs easement agreement with project scope, reporting expectations, and agreement to a DDA easement on the funded improvements for five years.
- 6. **Implementation & Reimbursement:** Submit invoices, photos, and inspection verification for reimbursement

#### **Reporting & Oversight**

- Projects must be completed within 12 months of award (date of Board approval) unless otherwise approved
- Funded projects must be maintained for 5 years after initial project completion
- DDA reserves the right to inspect work and require corrective actions if work is non-compliant or deviates from the approved scope

# **General Conditions**

- DDA reserves the right to decline any application or to request modifications
- All work must comply with applicable municipal codes, ADA guidelines, building codes, and permitting requirements
- Grantees are responsible for any future maintenance unless otherwise agreed
- Recognition signage ("Funded in part by the Downtown Development Authority") may be required

For additional questions, email dda-admin@downtowncheyenne.com.