



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 style="list-style-type: none">• Removal of abandoned signage, abandoned hardware, abandoned utility fixtures.• Removal of non-historic, non-functioning fixtures.• Removal, repair of exterior utility services.	Reimbursement Grant (paid out upon completion of project and submission of receipts) <ul style="list-style-type: none">• 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 style="list-style-type: none">• No bare wood, rusting metal.• Masonry re-pointing, cleaning, replacement of missing brick.• Secure doors and windows.	Reimbursement Grant (paid out upon completion of project and submission of receipts): <ul style="list-style-type: none">• 40% match by owner of improvement costs• 60% match by DDA



CHEYENNE DOWNTOWN DEVELOPMENT AUTHORITY

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	<ul style="list-style-type: none">• Removal of secondary siding, architecturally inappropriate or incompatible exterior materials and finishes.• Exterior painting, re-siding, professional cleaning.• Roofing integrity validated.	<i>Note: If completing Level 1 and Level 2 improvements consecutively, grant match by owner will be 40% for both categories</i>
<p>Level 3: Restoration & Enhancement</p> <p>Goal: To improve the economic viability of the building</p>	<p>Storefront enhancements which may include:</p> <ul style="list-style-type: none">• Restoration or enhancement of the front façade, secondary façade (side or alley-face of building if visible from a public right-of-way).• Window and/or door repair or modifications; cornice repair.• Vacant buildings being converted into active use.• All work shall be in keeping with Secretary of the Interior Standards for Rehabilitation.	<p>Reimbursement Grant (paid out upon completion of project and submission of receipts):</p> <ul style="list-style-type: none">• 35% match by owner of improvement costs• 65% match by DDA <p><i>Note: If completing Level 1, 2 and 3 improvements consecutively, owner grant match will be 35% for all three categories.</i></p>

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:
 - 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.