



Colorado Community Revitalization Grant Guidelines

THE INTENT OF THE COLORADO COMMUNITY REVITALIZATION PROGRAM is to provide grant funding to finance various projects across the state that are intended to create or revitalize mixed-use commercial centers. This grant program will support creative projects that combine care centers, retail, and workforce housing partnerships for the purpose of economic recovery and diversification by supporting creative sector entrepreneurs, artisans, and community non-profit organizations.

The effort is led by the Colorado Office of Economic Development's Colorado Creative Industries Division (OEDIT-CCI) in collaboration with the Colorado Department of Local Affairs Division of Local Government (DOLA-DLG). This funding initiative was enacted in [Senate Bill 21-252](#) and additional funding was accorded by House Bill 22-1409.

Highly competitive applications will include mixed-use projects with elements of workforce housing, live/work space for creative sector workers and their families, non-residential space for community creative uses, and can include creative industry commercial and retail space. Projects can also include enterprises and organizations that serve community needs such as performance space, child care, health and wellness, and space for non-profit groups. Grants will be provided for gap funding to projects in [Certified Creative Districts](#), [historic districts](#), [Main Street communities](#), and commercial centers in Colorado. Each project must demonstrate a high level of community engagement in response to community needs, including strong evidence of being able to attract additional sources of funding and broad support from local governments and surrounding communities or neighborhoods. Projects shall also demonstrate how they will stimulate economic recovery, increase economic diversification, and commence work within a reasonable amount of time.

A SUCCESSFUL PROJECT should serve as a catalyst for a community's commercial center and should be indicative of the jurisdiction's goals, strategies, and strategic plans for development. Projects could incorporate workforce housing and a mix of creative industry commercial and/or community uses that would diversity for strengthen the local economy and increase the availability of affordable space in the commercial core of the community, with an emphasis on creative industries and community services increasing the livability, daily activity, and economic vitality of the neighborhood. The project, through new construction or renovation of existing buildings, can be transformative, celebrate the artistic or historic character of the community, provide infill development and/or elimination of blight, and increase property values. A successful project should be a demonstration of community values and a positive public investment in local community revitalization through the creative industries. Projects should reflect a combination of multiple sources of funding such as local resources, federal or state funding, loans, mortgages, or philanthropy. The Community Revitalization grant funding is intended to fill the gap, bringing a project across the finish line.

APPLICANT ELIGIBILITY CRITERIA

Colorado nonprofits and public entities are eligible to apply for grant funding. "Public entity" means the state, the judicial department of the state, any county, city and county, municipality, school



district, special improvement district, and every other kind of district, agency, instrumentality, or political subdivision thereof organized pursuant to law and any separate entity created by intergovernmental contract or cooperation only between or among the state, county, city and county, municipality, school district, special improvement district, and every other kind of district, agency, instrumentality, or political subdivision thereof.

The lead applicant can be an individual representing the types of organizations listed above. The applicant must designate a primary point of contact to respond to requests for information, documentation, payments, reporting, and general communication with Colorado Creative Industries. (See APPENDIX A - DEFINITIONS)

Additional eligibility requirements:

- Creative mixed-use projects that include workforce housing units can also include other types of uses such as mixed-use commercial, co-working, cooperative/shared work studios, community space, space for nonprofit organizations, education, child care, and health care, for example, with an emphasis on creative industries.

Note: the applicant is responsible for the tax implications of funding received through this grant.

FUNDING RESTRICTIONS

- Grant funds cannot be used for general operating expenses and/or developer's fees
- Projects that do not meet basic energy efficiency standards will not be eligible

THE APPLICATION PROCESS will begin with a brief pre-application. We suggest setting up a meeting with CCI staff to discuss how to strengthen your application before submitting a pre-app. Following review of the pre-application, applicants that meet the intent of the program will be invited to submit a full application. This will be a rolling application process. Applications will be reviewed by a panel. All applicants must submit a pre-application before being invited to submit the full application.

TIMELINE

The grant process consists of a pre-application, full application, and panel review. After an initial review by Program Managers, applicants may be invited to submit a full application.

All rounds of funding will be completed by 12/31/22.

GRANT AMOUNTS

Funding amounts will be based on three factors:

1. Total project cost
2. Other sources of secured permanent funding
3. Gap amount needed for the project

For grant requests over \$100,000, to the extent practicable, the awarded funding amount will not exceed more than fifty percent of the total costs of the project. Grants will be capped at a maximum of \$3 million per project in order to distribute the funds broadly.



REVIEW CRITERIA AND PROCEDURES

The following criteria and weights are used by reviewers to evaluate and rank proposals:

- Project Readiness (25%)
- Community Buy-In (25%)
- Project Features (25%)
- Financial Information (25%)

Pre-applications and full applications (by invitation) will be accepted on a rolling basis until all available funding is committed. Applications will be reviewed by a group of subject matter experts, selected based on the elements of the project and as outlined in the legislation, which may include housing, commercial, retail, health, energy efficiency, tourism and outdoor recreation, child care, regional representatives of DOLA, OEDIT Rural Prosperity Representatives, historic preservation, and business funding and incentives specialists.

Priority will be given to projects;

- That have the highest degree of project readiness for immediate construction or renovation of buildings
- With significant leverage of other funds, preferably with a demonstration of diverse funding sources
- That addresses economic challenges such as economically disadvantaged communities, economically challenged groups, economic diversification of local economy, business and/or resident attraction, or retention considerations
- That are located in creative districts, historic districts, main streets, and commercial centers
- That include a mix of uses and align with community goals and priorities
- That include energy efficiency measures

Grant funds are intended for statewide distribution. Program Managers and the review panel will have the discretion to approve projects to ensure the geographic diversity of funds. The review panel may request local government prioritization if multiple applications are submitted from a single jurisdiction or community.

ONLINE APPLICATION SUBMISSION

Pre-applications will be open on a rolling bases. Pre-applications that are approved will be provided with a timeline and instructions on how to submit a full application. Full applications will be accepted until funds are fully expended.

This document contains program guidelines only. **New users will need to register for an account on the CCI Grants Portal (<https://co-cci.smapply.org>).**

All users are required to log into the portal and complete the online application. All support materials are uploaded into the online system. No hard copies or emailed copies of the application or support materials will be accepted. We recommend that applicants register in the portal and review the online grant system with plenty of time before the deadline to allow staff proper time to assist with any questions or issues. Each organization has a Primary Administrator for their organization's portal



account. This is the only person who can add members to the organization's account. (See APPENDIX C - GRANT PORTAL).

For additional help on using the online grant system, contact Marcie Gantz at 720-703-2476 or marcie.gantz@state.co.us.

PRE-APPLICATION

The pre-application will require the following information:

- Name of organization intending to apply for grant funding
- Name of individual serving as the primary point of contact for the organization
- Description of the project elements and uses
- Description of any project partners and funders
- Description of community engagement process and how the project meets community goals and objectives
- Estimated timeline for project completion
- Confirmation that the design and engineering phases of the project have been completed
- Project cost and estimated gap funding needed to cross the finish line

NARRATIVE QUESTIONS

Each narrative question in the pre-application and full application allows for 500 words. Here are examples of narrative questions that will be included in the application:

- Applicants will provide a detailed project description
- Applicants will describe the need for this funding
- Applicants will describe the community engagement process undertaken to ensure the project meets community needs and goals
- Applicant is required to provide a timeline for project commencement and completion including key project benchmarks

(See APPENDIX B - NARRATIVE QUESTIONS)

FINANCIAL & SUPPORT MATERIALS (FULL APPLICATION ONLY)

Applicants are required to submit financial information and support materials as described below.

Omission of any required support materials will make your application ineligible for review.

- **REQUIRED:** Detailed financial information about secured and unsecured sources of funds for the project including permanent, long-term, short-term, and temporary and/or restricted sources or any funding, applications, and request for funding that are pending or planned
- **REQUIRED:** Must provide documentation for secured funding sources
- **REQUIRED:** Letter of support from a representative of local government organization in which the project is geographically located (**local governments are exempt from this requirement**)
- **REQUIRED:** Resolution adopted by the Board of County Commissioners, City Council, or Town Board (**local governments only**)
- **REQUIRED:** Architectural drawings, building plans, or some other visual representation of the project plans

GRANTEE REPORTING REQUIREMENTS & GRANT CANCELLATIONS



Grantees will be required to provide any requested information by OEDIT-CCI for reporting to state legislature on the use of funds by way of an annual final report to be completed in the final grant report.

Grantees will be required to submit project status reports on the use of the grant funding as stipulated in the award letter.

A Land Use Restriction Agreement (LURA) may be required of private developers.

Applicants must return funds if the project is unable to proceed due to funding restrictions or other factors that prevent the project from being completed.

OTHER CONDITIONS OF FUNDING

As a condition of the grant, Colorado Creative Industries requires the recipient of public funds to comply with all state laws and regulations. Those terms and conditions can be found here: state terms and grant terms.

During a period of ten (10) years following the date of closeout of the Grant by the State, the Grantee may not change the USE or planned use of the property. If the Grantee decides to change the use of the property to a use which the State determines does not qualify in meeting the original intent of the Grant, the Grantee must reimburse to the State an amount equal to the current fair market value of the property, less any portion of the value attributable to expenditures of non-grant funds for acquisition of, and improvements to, the property. At the end of the ten (10) year period following the date of completion and thereafter, no State restrictions on use of the property shall be in effect, unless stated in LURA.

Any material submitted regarding application for grant funds becomes property of the State of Colorado and is subject to the terms of [Colorado Revised Statutes 24-72-201 through 24-72-206](#), Public Open Records. The State of Colorado has the right to use any or all information/material presented in reply to the Announcement, subject to limitations for proprietary or confidential information. Disqualification or denial of the application does not eliminate this right. Any restrictions on the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. The contents of the application will become contractual obligations if the project is funded.

ABOUT COLORADO CREATIVE INDUSTRIES

[Colorado Creative Industries](#) is a division of the Colorado Office of Economic Development and International Trade. Established to capitalize on the immense potential for our creative sector to enhance economic growth in Colorado, the mission of Colorado Creative Industries is to promote, support and expand the creative industries to drive Colorado's economy, grow jobs and enhance our quality of life in communities and neighborhoods across the state. Colorado is a magnet for creative enterprises and creative workers. Indeed with more than 8,000 businesses and 186,000 jobs, the creative sector comprises the state's 3rd largest employment cluster. Colorado ranks #1 in the nation for the percentage of adults engaged in creative pursuits.



ABOUT DEPARTMENT OF LOCAL AFFAIRS

Created in 1966, DOLA's [Division of Local Government \(DLG\)](#) has been a strong voice for local governments and believes that strong local communities create a strong Colorado. DLG advocates for self-reliance, local empowerment, resilient practices, and strong local leadership. DLG provides strategic expertise, advocacy, and funding. The division promotes local problem solving, informs decision making, and invests in communities.