

## WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY 2026 MICRO-GRANT PROGRAM

This document was promulgated and approved by the Board of Directors (“**Board**”) of the City of Woodland Park (“**City**”) Downtown Development Authority (“**DDA**”).

This document is intended to educate and inform the public and potential applicants concerning the DDA’s priorities, objectives, and logistics related to the DDA’s 2026 Micro-Grant Program (the “**Program**”). The guidelines herein are not binding and do not require the Board to reach a particular conclusion concerning any individual grant application.

### 1. DDA OBJECTIVES & PURPOSE

The DDA was established to promote the safety, prosperity, security, and general welfare of the downtown area in the City of Woodland Park (“**District**”) and its inhabitants; to prevent deterioration of property values and structures within the District; to improve the overall appearance, condition, and function of the District; to encourage pedestrian traffic and security in the District; to maintain and enhance the District as a regional center for commercial, financial, governmental, social, recreational, and cultural activities; to discourage the growth of blight; to encourage private restoration, rehabilitation, and development within the District through assistance to private business so as to prevent deterioration of existing structures and property values; to improve the visual attractiveness of the District by, but not limited to, placing visually integrated street furniture, lighting systems, and landscaping within the District; to improve the usefulness and accessibility of business sites, thereby promoting the growth of the District and impeding economic, physical, and social decline in the District.

*(Source: The Foundation Plan of the DDA.)*

### 2. ABOUT THE 2026 MICRO-GRANT PROGRAM

The Program will promote multiple of the DDA’s priorities in the DDA’s Foundation Plan, including, but not limited to, improving the variety and attractiveness of the District by encouraging and promoting private projects that enhance the natural environment within the District through beautification of buildings, structures, fixtures, and landscaping within the District, and providing assistance to owners, businesses, and residents that benefits and promotes the health, safety, prosperity, security and general welfare of the public and prevents deterioration of property values and the growth of blighted areas in the District.

The Program is designed to provide financial assistance for eligible projects that meet the Program’s Eligibility Requirements, as provided below (“**Project**”). The max grant amount for a Project is up-to Five Thousand Dollars (\$5,000.00) (“**Grant**”). Grants are provided on a reimbursement basis after a Project is completed and a Final Report is submitted to the DDA.

It is the intent of the DDA that the Program enable or assist qualifying applicants with Projects that, for example, but without limitation, enhance building design, aesthetics, and public experience with higher quality materials, lighting, signage, and façade elements; improve public safety around buildings; add new public realm enhancements, such as landscaping or seating; include pedestrian enhancements;

meet building code compliance; and further the objectives and purposes of the DDA within the District, such as stimulating economic vitality therein.

### **3. DDA GRANT FUNDING AUTHORIZATION AND SOURCE**

The DDA is authorized to utilize the following financial sources to finance the objectives and purposes of the DDA: (1) contributions and donations; (2) grants and other funds made available by public agencies and other entities; (3) proceeds of loans to the DDA; (4) bonds; (5) property tax increment financing as defined in C.R.S. § 31-25-807(3); and (6) all such other sources and methods as may be authorized by law from time to time.

*(Source: The Foundation Plan of the DDA; and Section 4, Article VI, of the DDA's Bylaws adopted February 7, 2023.)*

### **4. ELIGIBILITY REQUIREMENTS**

#### **A. Applicant(s)**

Private individuals and entities that are owners or lessees of residential or commercial real property or business in the District may submit an application for a Grant; however, the record title owner(s) of the land on which a Project is proposed must sign the Grant Application and execute the Grant Agreement (*provided by the DDA*) along with the applicant if the applicant is not the landowner.

A natural person applicant must be 21 years or older.

An entity applicant must designate a authorized representative to apply for a Grant on behalf of the entity. Said designation must be made pursuant to the entity's controlling organizational documents and grant the representative the authority to act on behalf of the entity and to enter into agreements that impact the real property owned by the entity pursuant to relevant law.

Properties or businesses that are delinquent on special assessments or taxes are ineligible to apply. The use of the property and the structures thereon that are the subject of the Project must be in compliance with all of the City's zoning, subdivision, and building regulations, including all applicable design criteria requirements, unless the scope of the Project is to bring the property or structures into compliance.

#### **B. Eligible Projects**

The intent of the Grant is to encourage the completion of ***new*** Projects in the District. A Grant will not be awarded for a Project that is completed or commenced prior to the award of the Grant.

The Project must be for *physical improvements, of a permanent nature, made to eligible real property (residential and commercial) located in the District* (a copy of the District's boundary map is attached hereto). Interior projects must be *accessible or visible to the public or must provide a direct benefit to the public*. Exterior projects must be *in an area that faces or is visible from a public street or public area*. Projects may include, but are not necessarily limited to, the following examples:

- i. Exterior Projects
  - a. Repair or replacement of exterior features or architectural elements.
  - b. Storefront conversion.
  - c. Painting, subject to design controls of the City.
  - d. Installation or repair of awnings, canopies, lighting, and signage.
  - e. Restoration of exterior historic elements.
  - f. Exterior landscaping and beautification projects.
  - g. Addition of permanent exterior seating, railings, and ramps for ADA compliance.
  
- ii. Interior Projects
  - a. Renovations or remodeling, of a permanent nature, that are Customer Facing.
  - b. Renovations or remodeling, of a permanent nature, that will bring the structure into compliance with controlling regulations that benefit the public, such as ADA accessibility.

As used in this Program, “**Customer Facing**” means spaces that the public may generally access, such as reception areas, sales floors, waiting rooms, public restrooms, lobbies, demonstration areas, restaurant seating, etc.; essentially, any area that a customer or client would need to access for business-related purposes; and may include components of systems that benefit Customer Facing spaces, such as a furnace, if there is a reasonable relation between the system component and a public benefit.

A Project may include multiple improvements, but only one Grant per Project per property shall be awarded. (Example: Owner of Restaurant wants to paint the exterior of the restaurant building, install landscaping, and paint the Customer Facing interior sections of the building. The Owner should submit a single application that includes all of the physical improvements as the Project for which the applicant is seeking the Grant. The Owner should not submit three separate applications.)

**Projects must comply with the City’s zoning, subdivision, and building regulations, including applicable design criteria. The applicant is responsible for confirming that all required approvals and permits from governmental entities, such as the City and any special district, are obtained for the Project. The applicant is responsible for contacting the City’s planning and building department to confirm what approvals and permits are required for a Project.**

C. Ineligible Projects

Projects that are not for physical improvements, of a permanent nature, or to residential or commercial property located within the District are not eligible to receive a Grant. Such projects may include, but are not limited to:

- i. Deferred maintenance.
- ii. Interior renovation work to commercial property that is not Customer Facing.
- iii. Interior renovation work to residential property.
- iv. Any Project that does not comply with the City’s regulations.

## 5. THE GRANT

A. Award of Grant

The Board may create a committee (the “**Grant Committee**”) that will have the authority to review and approve or deny all *complete* applications. A decision to approve or deny an application shall be

based on whether or not the application materials that are submitted, including the written statements of the applicant and reports received from City staff, meet the objective criteria set forth in this Grant Program. Complete applications shall be considered in the order that they are submitted to the DDA, as described below in Section 6.

A “match” contribution is not required. The amount of the Grant shall be based on the reasonable estimated cost of the Project, which shall be provided by the applicant with the application materials. However, the amount of the Grant awarded per Project shall not exceed \$5,000.00 or the approved Project’s recoverable costs and expenses, whichever amount is lower. (Example: Grant is awarded in amount of up-to \$4,000 for the Project based on the estimated cost of the Project provided by the applicant. The actual cost of the Project is \$3,500, but only \$3,000 meets the criteria to be “recoverable costs and expenses.” The grant payment shall be \$3,000.)

The total funding available under this Program is \$200,000. Individual Project grant awards are limited to a maximum of \$5,000 per application. Awards will be made on a rolling basis in the order complete applications are received until the Application Deadline (see Section 6 below). Once the total Program funding of \$200,000 has been fully awarded, no additional applications will be approved even if the application is received prior to the Application Deadline.

If a complete application is denied, the applicant shall be informed in writing. If the denial is made by a Grant Committee, the applicant may appeal the decision of the Grant Committee to the DDA Board by submitting to the DDA a written notice of appeal within 21 days from the date of the denial. If an appeal is submitted, it will be set on the agenda of the next reasonably available regular meeting of the DDA Board. The Board may request additional information from an applicant before making a final decision on an appeal.

The Grant Committee and the Board may provide partial awards for Projects that include multiple proposed improvements or projects. (Example: Application includes painting exterior of buildings and purchasing of tables for a restaurant. The Board may approve the Grant for the exterior painting and deny Grant funds for the cost of purchasing the tables.)

**B. Recoverable Costs / Expenses**

Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:

- i. Professional service fees (*e.g.*, designer, architect, contractor);
- ii. Labor and materials necessary to complete the Project;
- iii. Eligible system components (must have a reasonable connection to a public benefit within the District); and
- iv. Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City or other local government in connection with required Project approvals, such as permit fees, review fees, etc.).

The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example, and without limitation, Grant

funds shall not be used for working capital; acquisition of real property or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.

C. Pre-Conditions for Distribution of Grant Funds (Payments)

The following conditions must be met before Grant funds will be dispersed:

- i. The Project must be completed and a Final Report, in the form approved by the DDA, must be submitted to the City by **5:00 p.m. on October 30, 2026**. Final Reports must be submitted online through the DDA Micro-Grant Information Center found on the City's website: <https://woodlandpark.gov/520/DDA-Micro-Grant-Information-Center>
- ii. All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City.
- iii. A fully executed Grant Agreement with the DDA in a form approved by the DDA, as may be revised by the DDA's attorney, must be entered by all necessary parties.

The Grant Committee, or a designee thereof, shall have the right to perform a site visit to confirm the Project is completed before approving the Final Report for the distribution of Grant funds.

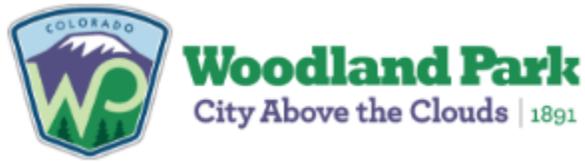
## 6. TO APPLY (APPLICATION PROCEDURES & DEADLINES)

Interested applicants are encouraged to first call Anita Riggle with the City of Woodland Park, (719) 687-9246, to discuss your project and to get information on the documents that you must submit for a complete application.

Complete applications must be electronically submitted through the DDA Micro-Grant Information Center website portal ("**Application Intake**"). The portal can be accessed by going to <https://woodlandpark.gov/520/DDA-Micro-Grant-Information-Center>. Physical applications will not be accepted. If you need assistance with completing an electronic submission of the application, you may contact Anita Riggle at (719) 687-9246.

Applications may be submitted to Application Intake starting on March 06, 2026. Applications must be received by **5:00 PM on Friday, May 01, 2026 ("Application Deadline")**. Application Intake shall review each application to determine technical completeness. Incomplete applications shall be returned to the applicant with notice that the application is incomplete and inform the applicant what information is required to complete the application. The applicant shall have until 5:00 PM on Friday, May 01, 2026, to submit a corrected, complete application.

Complete applications will be reviewed in the order that they are received by Application Intake. Decisions will be sent to the email address provided by the applicant on the Application Form.



### **NOTICE**

**The approval of a Grant application, issuance of any notice of award, and any representation or statement by the Grant Committee, the Board, its members, officers, and agents shall not, in any way, be construed as the applicant's obtaining the required governmental approvals or permits required for the Project. The Grant Committee and the Board will not review Projects for compliance with the City's regulations. The applicant is responsible for obtaining the City's approval and all necessary permits from the City before commencing the Project, which said approvals and permits may be denied by the City if the Project does not comply with the City's regulations. An applicant is acting at the applicant's own risk if the applicant commences work on the Project or expends funds on the Project prior to obtaining the City's approval and all necessary permits because Grant funds will not be paid on Projects that are not approved and permitted by the City.**

### **Attachments**

WPDDA District Boundary Map