

**CITY OF LAS CRUCES**  
**RENOVATE MAIN STREET PROGRAM**  
**APPLICATION**  
**Renovate Main Street**

The City of Las Cruces is now accepting applications for Renovate Main Street grants to encourage businesses and property owners in the downtown to upgrade and improve their buildings. This is a building improvement matching grant program to incentivise private investment in downtown and encourage economic development growth. The Program will provide financial reimbursement for the improvement and rehabilitation of Main Street properties intended as storefronts of retail, restaurant and entertainment for-profit businesses. The Renovate Main Street program will reimburse half of the costs for eligible projects up to \$25,000 per project. City Council's strategic plan makes downtown an area of focus for business growth. City Council approved a total of \$250,000 for this incentive program at the November 6, 2017 City Council meeting. The Economic Development Department is now accepting applications for the Renovate Main Street Program. The application period is open while funds last.

Eligible improvements include:

**Interior Improvements**

- Accessibility improvements
- Energy conservation improvements
- Electrical work
- Fire alarm system
- Fire sprinkler system installation or upgrade, including any needed water service improvements
- Heating, ventilation, or air conditioning
- Lighting
- Painting
- Plumbing
- Restoration of building such as ceilings, light fixtures, and floors
- Utility services upgrades, including water and sewer
- Other infrastructure improvements, as approved, with a significant impact on the building owner's ability to attract highest and best use of tenants and/or increase sales for current tenant

**Exterior Improvements**

- Repair and restoration of architectural detail, including façade improvements
- Material costs
- Window repair
- Masonry work
- Repair and replacement of signs and awnings
- Roof repair
- Green Infrastructure
- Other infrastructure improvements, as approved, with a significant impact on the building owner's ability to attract highest and best use of tenants and/or increase sales for current tenant

## **CHECKLIST**

Complete this checklist to ensure all required documents are included. Incomplete applications will not be considered.

<input type="checkbox"/>	<b>Complete Renovate Main Street Application</b>
<input type="checkbox"/>	<b>Personal Background Exhibits</b>
<input type="checkbox"/>	<b>Owner's Signature on Application</b> - Required if Applicant is not the owner of the property.
<input type="checkbox"/>	<b>List of All Tenants and Businesses in the Building</b>
<input type="checkbox"/>	<b>Copy of Applicant's City Business Registration.</b> Check here if not applicable.
<input type="checkbox"/>	<b>Statement of Project Description</b> A written statement of what the project will involve. Provide as much detail as possible.
<input type="checkbox"/>	<b>Photographs of Existing Facade</b> Submit several photos of your building in its current condition. Be sure to label each photo and indicate what improvements you are proposing to make in each. Photos must be submitted electronically in JPEG format.
<input type="checkbox"/>	<b>Drawings of Proposed Facade Improvements</b> Include a concept drawing of what the site will look like after work is completed. For larger projects involving a major scope of work, this will include copies of your renovation plan containing elevations and site plans. For smaller projects, a simple sketch may be appropriate at the City's sole discretion.
<input type="checkbox"/>	<b>Detailed Cost Estimate Bids for Proposed Improvements</b> You must submit a minimum of two cost estimates from qualified contractors. Estimates should include all details of approved scope of work.
<input type="checkbox"/>	Other:

E-mail all completed applications with all required attachments to:  
[downtown@lascruces.gov](mailto:downtown@lascruces.gov)

## PROJECT INFORMATION

<b>Applicant Information</b>
Name: Phone:
Building Address for the Program:
Email:
Federal Tax ID#:

### **Property Owner Information**

Name:	Years Owned:	
Address:	Phone:	
City:	State:	Zip:
Email:		
Type of Ownership:		
Property Owner's Signature - Improvements		Approved:

### **Business Owner Information**

Name of Business:	Project Owner's Name:	
Address:	Phone:	
City:	State:	Zip:
Email:		
Type of Business:		
Business Owner's Signature - Improvements		Approved:





## GENERAL CONDITIONS

- The applicant is solely responsible for all safety conditions and compliance with all municipal, county, state and federal safety regulations, building codes, ordinances, labor and wage laws, and other applicable regulations.
- If property is under a lease agreement, written consent from tenant on project and timeline of completion
- Work completed prior to final grant approval is not eligible for funding. The applicant will not seek to hold the City of Las Cruces and/or its agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Renovate Main Street Program.
- The applicant agrees to maintain the property and improvements for a minimum of 5 years.
- The applicants are required to submit before and after photos during the project completion presentation done before the EDIC.
- The applicant understands the City of Las Cruces reserves the right to make changes in conditions of the Renovate Main Street Program as warranted.
- The Applicant will attend preliminary presentation meeting and a post completion meeting with the EDIC members.
- If plans change, revised plans must be submitted to POC within two business days of decision to change. Revisions must be approved before undertaking project changes.
- If approved, an agreement for the Renovate Main Street grant shall be signed by Applicant, Contractor, and the City of Las Cruces.

## APPLICATION CERTIFICATION

Please read the statements below and certify that you understand:

I/we certify that the building owner is the owner of the property.

I/we certify that there are no current code enforcement actions pending against this property\*.

I/we have attached a copy of all current leases.

I/we have attached relevant photos of the building facade(s) to be included in this program.

I/we have reviewed the program overview and guidelines, have familiarity with responsibilities of each party and understand that:

- The Renovate Main Street is paid to the contractor as reimbursement of paid invoices.
- All services to be performed by contractors shall be the subject of agreement between applicant and contractor(s).
- The Agency shall not assume any liability for such agreements, except as specifically authorized by the program.

I/we have read and understand the City of Las Cruces program guidelines, accept the qualifications and conditions and through signature(s) below, certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the City of Las Cruces in the implementation of this program. I understand that this is a voluntary program, under which the City of Las Cruces has the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature \_\_\_\_\_ Date

Property Owner's Signature \_\_\_\_\_ Date  
(if separate from applicant)