



Property Revitalization and Enhancement Program (PREP) Program Overview

PROGRAM OVERVIEW

This program is intended to provide an incentive to existing business and/or residential property owners to encourage total demolition, or renovation and rehabilitation of the exterior of buildings within the City of Wray, furthermore positively impacting the marketability and first impression of the Wray community. Thus, the Property Revitalization and Enhancement Program consists of an up to one-dollar to one-dollar capped reimbursement for materials cost incurred through in-town vendors for exterior façade improvements. Materials purchased through out-of-town vendors are NOT eligible for reimbursement through this program. Incentives will be awarded for demolition, or façade improvements that restore, rehabilitate, enhance, or beautify a structure. Reference the below “Targeted Projects” section for a list of eligible projects and maximum reimbursements awards.

SECTION 1: TARGETED PROJECTS

The following list of improvements qualify for reimbursement under the Property Revitalization and Enhancement Program (PREP).

Project Description	Maximum Reimbursement
Demolition of abandoned or blighted property	\$5,000.00
Exterior siding replacement	\$2,500.00
Sidewalk Restoration	\$750.00
Exterior painting	\$500.00
Replacement or painting of windows, front door, or garage door(s)	\$1,000.00
Tree Trimming	\$500.00

SECTION 2: INELIGIBLE PROJECTS

The following projects do not qualify for this program.

- Fencing
- Roofing
- Landscaping
- New Construction
- Expansion of existing structure (alteration of square footage of structure)
- Projects in which a homeowners insurance policy claim has been awarded.

SECTION 3: APPLICANT ELIGIBILITY

The applicant must meet all of the following requirements to be eligible for reimbursement:

- Property in question must fall within City Limits
- Property tax must be current
- Participants must have no outstanding debts to the City of Wray
- Must be able to provide receipt of payment for cost and/or all purchased materials.

SECTION 4: FUNDING AVAILABILITY AND ELIGIBILITY

The Property Revitalization and Enhancement Program (PREP) is administered through the City Manager’s office will be annually evaluated by City Council with a maximum annual budget established and appropriated by City Council. The maximum annual budget is subject to change year to year. Funding for this program is made available through the City of Wray’s annual budget process and City Council approval. The City reserves the right to terminate or modify this program at any time prior to approval, based on financial availability.

Projects will be funded based on the scoring rubric and project funding calculation provided in **SECTION 6: SCORING RUBRIC** of the program overview.

The PREP Program consists of an up to one-dollar to one-dollar capped reimbursement for materials cost incurred through in-town vendors only. *Project labor costs are ineligible for reimbursement through this program except*

when applying for demolition reimbursement. Projects in which an insurance claim have been filed on are also ineligible for reimbursement.

Applications will be reviewed twice per year: February 15th and August 15th. During review of applications, the City will determine the total amount of eligible reimbursement based upon the scoring rubric and project funding calculation included in **SECTION 6: SCORING RUBRIC** of the program overview. Applications submitted to the city prior to these dates, or in between these dates after applications have been reviewed will be held until the next review cycle. All applications received after the annual budget for the year has been expended are ineligible for reimbursement, but may be resubmitted for consideration the following budget year.

All applications approved shall expire and be of no force and effect one (1) year from date of issuance. Retroactive applications for projects completed prior to program inception will not be accepted.

SECTION 5: APPLICATION AND PROGRAM PROCESS

- 1. Submit Exhibit A: Program Application with the following attachments:**
 - Exhibit B: current Condition Photo Log
 - Exhibit C: Property Owner Consent Form (if applicable)
 - Property Tax Certificate
- 2. Application Review (occurs twice per year: February 15th and August 15th)**
 Applicant will be notified of conditional approval or disapproval, and the total amount of reimbursement that qualifies for the project.
- 3. Complete Project**
 Submit City Building Permit and complete scope of work.
- 4. Submit Closeout Documents**
 Submit Exhibit D: Project Closeout & Request for Reimbursement. Include the following:
 - Exhibit E: Completed Project Photo Log
 - All applicable receipts
- 5. Closeout Review**
 City will verify project completion pending completion of all construction. Site visit may be required.
- 6. Collect Reimbursement**
 Reimbursement may take up to 30 days to process post closeout and will be mailed to the address indicated on Exhibit A.

All Property Revitalization and Enhancement Program forms are available at City Hall or on the City website at www.cityofwray.org.

SECTION 6: SCORING RUBRIC

Prior to submitting a formal application, parties may inquire as to the eligibility for the program based on the following rubric. This initial response shall in no way represent definite findings or be construed as an expression of intent or obligation of the City of Wray for approval of reimbursement. The pre-application eligibility inquire shall be deemed to be proprietary information and shall be kept confidential. The City will only consider incentives for businesses or residents that submit a complete formal application, City building permit, and provide all information as may be reasonably requested. Total amount of reimbursement will be calculated on the following:

Property Revitalization Program Scoring Rubric				
Rubric Components	Point Scale			Project Score
	2	4	6	
Age of Property	≤ 20 Years Old	20-50 Years Old	50+ Years Old	
Location Priority	Residential - Zone 3 (Reference Exhibit F)	City Corridor - Zone 2 (Reference Exhibit F)	HWY Corridor - Zone 1 (Reference Exhibit F)	
Project Impact	·Tree Trimming	·Replacement or painting of windows, front door, or garage door ·Exterior Painting	·Demolition of abandoned property ·Exterior siding replacement ·Sidewalk restoration	
			Total Score	

Project Funding Calculation				
Score Parameters	Score	Project Cost	Percentage Calculation	Eligible Reimbursement
0-6			50% (\$0.50/\$1.00)	
7-12			75% (\$0.75/\$1.00)	
13-17			85% (\$0.85/\$1.00)	
18			100% (\$1.00/\$1.00)	



Property Revitalization & Enhancement Program
Exhibit A: Program Application

Office Use Only
Application No: _____
Score: _____ of <u>18</u>

SECTION 1: APPLICANT INFORMATION

Applicant Name: _____ Phone Number: _____

Address: _____ City/Zip/State: _____

SECTION 2: PROJECT DESCRIPTION

I, _____ (Applicant) am hereby requesting in-town vendor reimbursement of eligible cost for the approximate amount of \$_____ incurred for the scope of work described as:

- | | |
|--|---|
| <input type="checkbox"/> Exterior Painting | <input type="checkbox"/> Sidewalk Restoration |
| <input type="checkbox"/> Exterior Siding Replacement | <input type="checkbox"/> Tree Trimming |
| <input type="checkbox"/> Replacement or Painting of Windows, Front Door, or Garage Door(s) | <input type="checkbox"/> Demolition of Abandoned or Blighted Property |

SECTION 2: VENDOR INFORMATION

Please list all material vendors you intend to use:

1. _____ 2. _____
3. _____ 4. _____

SECTION 3: PHOTO LOG

Complete and return as "Exhibit B" with application. See attached.

SECTION 4: ELIGIBILITY DICLOSURES

Initial below to verify:

_____ I am the legal owner (or) tenant (check one) of the property located at _____, (Address) identified as _____, (Parcel Number) located in the City of Wray, Yuma County, Colorado.

TENANT APPLICATIONS MUST SUBMIT EXHIBIT C: PROPERTY OWNER CONSENT FORM WITH APPLICATION

_____ I hereby certify, to the best of my knowledge that I do not have any outstanding debts to the City of Wray and hereby give my consent to the City of Wray to verify such matter.

_____ I hereby certify, that the property tax for the property listed above are paid for the current year.

SUBMIT PROPERTY TAX CERTIFICATE WITH APPLICATION

_____ I acknowledge that I have read, understand, and agree to follow the terms of the City of Wray Property Revitalization and Enhancement Program outlined in the Program Overview.

Furthermore, I acknowledge and agree to the following:

- The City of Wray Property Revitalization and Enhancement Program is strictly a reimbursement program and I must submit all required documents and applicable materials receipts prior to qualifying for reimbursement.
- I understand that reimbursement may take up to 30 days to process and will be mailed to the address indicated on Exhibit D: Project Closeout & Request for Reimbursement.
- I acknowledge that no incurred labor costs, either contractor or self, qualify for reimbursement under this program except for when applying for demolition reimbursement.

Applicant Signature

Date

PROPERTY REVITALIZATION AND ENHANCEMENT PROGRAM ATTACHMENT LIST:

Exhibits to Return:

_____ EXHIBIT B: Current Condition Photo Log

_____ EXHIBIT C: Property Owner Consent Form

_____ Current Property Tax Certificate (Presented from Yuma County Treasurer)

_____ EXHIBIT D: Project Closeout & Request for Reimbursement

_____ EXHIBIT E: Completed Project Photo Log

Exhibits for Reference:

_____ EXHIBIT F: Corridor Priority List

Office Use Only:

Application Received (Date) _____ Received By (Name) _____

Rubric Score _____ of _____ (Possible Points)

Building Permit Number _____ Building Permit Paid (Date) _____

Completion of Project (Date) _____ Inspection Completed (Date) _____

Employee Signature: _____ Date _____



**Property Revitalization & Enhancement Program
Exhibit B: Current Condition Photo Log**

Attach current condition photos here:



Property **R**evitalization & **E**nhancement **P**rogram
Exhibit C: Owner Consent Form

I _____, (Business/Residential Property Owner Name) do hereby authorize _____, (Applicant Name) to act as an agent on my behalf in applying for the City of Wray Property Revitalization and Enhancement Program. Furthermore, I hereby authorize the parties listed above to make the improvements as described in Section 2.

I agree to abide by all decisions and/or conditions between the representative acting on my behalf and the City of Wray. I also understand I may be contacted at _____ (Phone Number) by the City of Wray prior to application approval.

Signature

Date



**Property Revitalization & Enhancement Program
Exhibit D: Project Closeout & Request for Reimbursement**

REFUND TO:

Name: _____ Application Number: _____

Address: _____ City/Zip/State: _____

REFUND DETAILS:

Initial below to Verify the following documentation has been submitted:

_____ Exhibit E: Completed Project Photo Log

_____ Materials Receipts

Refund Amount: _____

Project Cap: _____

NOTES:

Submitted by:

Signature

Date

Approved by:

Signature

Date



**Property Revitalization & Enhancement Program
Exhibit E: Completed Project Photo Log**

Attach completed project photos here:



Property Revitalization & Enhancement Program
Exhibit F: Corridor Priority List

PRIORITY 1

Highway Corridor – Zone 1

- Dexter Street
- 3rd Street

PRIORITY 2

City Corridor – Zone 2

- Main Street
- 4th Street
- 5th Street
- 7th Street
- Blake Street

PRIORITY 3

Residential Corridor – Zone 3

- Adams Street
- Ash Street
- Birch Street
- Blake Street
- Cactus Court
- Cedar Street, Cedar Court
- Clay Street
- Cottonwood Drive
- Elm Street, Elm Court
- Emerson Street
- Filbert Street
- Franklin Street
- Grant Street
- Grants Way
- Grove Street
- Hale Street
- Hickory Street
- Iliff Street
- Ivy Drive
- Jackson Street
- King Street
- Lincoln Street
- Teri Lane
- Pearl Court
- Paul Street
- 2nd Street
- 6th Street
- 8th Street
- 9th Street
- 10th Street
- 11th Street

**This may not be a complete list of all City residential streets. Property eligibility should be verified with the City of Wray.