



City of Billings  
Expanded North 27th Street  
Urban Renewal District

# Façade Incentive Grant

## Information & Application

Updated 2/25/2022

Applications must be submitted to the DBP and  
approved by the City prior to the start of  
construction

Downtown Billings Partnership, Inc.  
116 N. 29<sup>th</sup> St, Billings, MT 59101 - Tel. 406-294-5060  
[www.downtownbillings.com](http://www.downtownbillings.com)

## Façade Incentive Grant

### Purpose:

The purpose of this program is to provide financial and practical assistance to encourage rehabilitation, enhancement, restoration, and preservation of façades in downtown Billings as a catalyst to: (i) attract new customers and businesses to downtown Billings; (ii) stimulate new, private investment and economic development; (iii) positively impact the marketability and perception of downtown Billings; and (iv) promote commercial revitalization. Incentive monies are available to developers, owners, and tenants to *encourage a higher level of quality and design in the downtown environment*. **Funding is available for façade improvement projects based upon three factors and awards are cumulative. A match of 3:1 is required.**

Façade projects must support the goals of the Downtown Billings Strategic Plan and the Urban Renewal Plan of the North 27<sup>th</sup> St. TIFD. Applicants are encouraged to consider the design aesthetic of the surrounding neighborhood when submitting a design for review.

Applicants are reminded that grant awards made by the Downtown Billings Partnership (DBP) are discretionary in nature and should not be considered an entitlement by the applicant. All grant criteria contained herein are guidelines for awards and successful applicants may receive any amount up to the maximum award. Should an applicant meet all grant criteria, a grant may or may not be awarded at the DBP and Billings City Council's discretion due to funding limitation, competing applications, and/or competing priorities of the DBP.

### Timeframe and application process:

Applications will be accepted and reviewed quarterly. Applications must be received by the 15<sup>th</sup> day of the first month of each quarter. Each complete application will be reviewed by the DBP staff, Development Committee, and the DBP Board of Directors and, if recommended, will go in front of the Billings City Council for final approval within each quarterly grant cycle.

Application Due to DBP	Application Reviewed by Development Committee and DBP Board	Application Presented to City Council for Final Approval
July 1	2 <sup>nd</sup> Thursday of August – Dev. Com 4 <sup>th</sup> Friday of August – DBP Board	September Council Business Meeting
October 1	2 <sup>nd</sup> Thursday of November – Dev. Com 4 <sup>th</sup> Friday of November – DBP Board	December Council Business Meeting
January 1	2 <sup>nd</sup> Thursday of February – Dev. Com 4 <sup>th</sup> Friday of February – DBP Board	March Council Business Meeting
April 1	2 <sup>nd</sup> Thursday of May – Dev. Com 4 <sup>th</sup> Friday of May – DBP Board	June Council Business Meeting
<b>Every effort will be made to facilitate every complete application through the entire process within each quarterly grant cycle. Incomplete applications may extend the process</b>		

## Funding Policy:

Funding for eligible façade projects will be determined by the following criteria:

- **Building Frontage** – the length of the face of the building along a public street. Building frontage is the only measurement that is considered, regardless of the position of interior or common walls.
- **Building Height** – the number of stories of the building (stories are defined by the current building code).
- **Architectural Significance** – Historic buildings, or buildings in a historic district that have been deemed eligible for the National Register and have successfully completed a Part One application for the National Register. Please note that incentive funds may not be used for the purpose of pursuing a historic designation.

**Please note that these amounts are the maximum grand awards that may be made per property under the same ownership in any 2-calendar-year period.**

Factor (Nominal Measurement)	Incentive Amount up to \$	Required Match
Less than 55' Frontage	\$15,000	3:1
55'-110' Frontage	\$25,000	3:1
Greater than 110' Frontage	\$35,000	3:1
3 Stories and Taller	Additional \$10,000	3:1
Qualifying Historic Property	Additional \$5,000	3:1

Eligible façade improvements include: cleaning, prepping and painting, window replacement/repairs, door replacement, foyer repairs, exterior lighting, façade restoration/rehabilitation, new façade, architecture/design fees, landscaping/hardscape improvements, building permits/planning fees, and other façade improvements deemed eligible by the DBP Board of Directors.

At the sole discretion of the DBP Board of Directors, applicants are required to seek endorsement from the TIF Development Committee, which shall consist of design professionals, business or property owners, community members with an interest in downtown vitality, and members of the DBP Board. Applications will be reviewed by the DBP staff under supervision of the Development Committee. The DBP shall review applications on a first come, first served basis for the duration of funding availability. Quarterly, all projects that are recommended for approval by the Committee shall be submitted to the DBP Board of Directors for recommendation to Billings City Council for final approval or disapproval of funding the project.

All applicants will be apprised of the status of their application by written communication from the DBP staff. Award recipients shall receive a Development Agreement indicating the amount of the incentive funds awarded and any conditions deemed necessary by the DBP Board for receipt of the award. Applicants are required to return a signed copy of the Development Agreement to the DBP staff before funds will be committed to the project.

**Release of Funds:**

It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the DBP by the award recipient. The project must be completed essentially as presented to the Committee and Board in order to receive payment.

Incentive funds will be paid out according to the following criteria:

1. Applicants must submit copies of all required building permits.
2. Payment documentation must be submitted to the DBP office at 116 N 29<sup>th</sup> St.
3. Incentive awards will be paid upon completion of the project.

**Acceptable documentation is defined as PAID invoices, statements, or schedule of values from vendors, contractors, or consultants clearly detailing the work completed for the project.**

**Encumbrance Policy:**

Applicants receiving funding under this program during the course of a given fiscal year (July 1 through June 30) are eligible to carry forward/encumber unexpended funds for a **maximum of one additional fiscal year** if all effort has been made to begin the project in the initial year; and/or when circumstances related to weather, construction season, etc. prohibit the completion of the project. Applicants must advise the DBP by June 1<sup>st</sup> if they will be requesting an extension of their project schedule.

**Disclaimer:**

The Downtown Billings Partnership, Inc., its committees, partners and or affiliates are not responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Urban Renewal Project Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

## Façade Program Application

Project Location	
Property Address	
Assessor Parcel Number(s)	
Name of Business(es) in Project	

Applicant Information	
Name	
Address	
Phone	Email
Do you <input type="checkbox"/> Own <input type="checkbox"/> Lease the subject property	

Description of Proposed Improvements
<b>Identify ways in which the project supports the Strategic Plan and Urban Renewal Plan</b>

<b>Submittals – Applications <u>must</u> include the following materials, if applicable, for consideration. Applications lacking sufficient materials to describe the project will not be reviewed.</b>
<ul style="list-style-type: none"> <li>a) Current photos of the proposed project site – Before and after photos will be requested</li> <li>b) Rendering or sketch of proposed improvements</li> <li>c) Architectural plans, including dimensions/measurements</li> <li>d) Color and materials samples for paint, awnings, signs, etc. (if applicable)</li> <li>e) Sign plans (if applicable)</li> <li>f) Awning design (if applicable)</li> </ul>

Estimated Costs and Schedule – Applications lacking sufficient cost estimates will not be reviewed	
Design Work	
Permits	
Window Replacement/Repair	
Door Replacement/Entry Repair	
Façade Restoration/Repair/New	
Landscape/Hardscape	
Exterior Lighting	
Other proposed Improvements	
<b>Project Cost Total</b>	
Estimated Days/Months for Completion	

**Complete applications are due no later than noon on the 1<sup>st</sup> day of the first month of the quarter.**

Signatures	
Project Applicant(s)	
Property Owner (if applicable)	