



City of Fort Morgan

Downtown Inventory Program

Purpose:

The Downtown Inventory Program is a reimbursement grant program to provide businesses and property owners in the downtown corridor and surrounding areas up to date “as built” drawings of their property. “As built” drawings are defined as a set of drawings submitted by a contractor, architect, or designer that reflect all changes and current conditions of a property. Drawings show the exact exterior and interior dimensions, geometry, and location of all elements of work completed on a property.

Specifics:

1. Grants may be awarded for **100% of the total cost** of a qualified “as built” drawing completed by a contractor, architect, or designer, with a **maximum grant award of \$3,000**.
 2. Applicant **must submit proper documentation** including receipt of cost for “as built” drawing, certified copy of “as built” drawing, and Downtown Inventory Program application.
 3. All Applicants must currently own or be leasing the property at the time of the application, and have **permission of the owner** (if Applicant is not owner).
 4. Grants will be awarded on a **reimbursement basis** once the Applicant submits all requested documentation.
 5. **Applicant is responsible in contacting the planning and zoning, and building department for applicable permits and inspections.**
 6. Grants **will not** be revised due to changes in cost of “as built” drawings and/or services.
 7. The City of Fort Morgan retains discretionary authority to deny any application.
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Process:

1. The **Applicant will complete the application** and submit to the Economic Development Specialist (EDS).
 2. The EDS will contact the Applicant once the application is received and reviewed. The **EDS will arrange a meeting on site** to discuss the project.
 3. The **EDS will contact the Applicant upon final acceptance/denial of application**. If approved, the EDS will provide a Letter of Commitment specifying amount of grant and time frame in which work must be completed to receive grant.
 4. The **Applicant is responsible** for contacting the EDS once the work is completed to schedule a meeting. At the meeting the **Applicant must provide paid invoice for “as built” drawing and certified copy of “as built” drawing**. The Applicant will receive a check for the specified grant amount, within 30 days.
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Eligible Expenses

1. Interior and exterior renderings of property
 2. Labor (by contractor, architect, or designer)
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Ineligible Expenses

1. All other services or work performed by contractor, architect, or designer that are not required to complete "as built" rendering
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Please submit completed application to:

Sarah Crosthwaite (Economic Development Specialist)
sarah.crosthwaite@cityoffortmorgan.com

If you have any questions, please refer to the webpage www.cityoffortmorgan.com or contact Sarah at **(970) 542-3924**.



City of Fort Morgan

Downtown Inventory Program Application

CONTACT INFORMATION

Name

Street Address

City, State, ZIP Code

Phone

E-Mail Address

PROPERTY/BUSINESS INFORMATION

Name

Street Address

City, State, ZIP Code

Phone

Website

Other Profiles (e.g., Facebook, Instagram)

E-Mail Address

CONTRACTOR, ARCHITECT, OR DESIGNER INFORMATION

Name/Business Name (if applicable)

Street Address

City, State, ZIP Code

Phone

Website

E-Mail Address

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Please reference the "Specifics" and "Eligible Expenses" Sections

Are you in the Historic Downtown corridor or surrounding area? Yes No

Do you currently own/lease the property Yes No

Do you have permission from the owner? Yes No

If you are not the property owner, please provide their contact information: Name _____
Phone _____
Email _____

Have you requested a City grant previously? Yes No

If so, what grant? Was it approved/denied and when? _____

Have you requested a City grant for this property previously? Yes No

If so, what grant? Was it approved/denied and when? _____

Do you matching funds secured? Yes No

How much are you requesting in grant funding? \$ _____

Proposed completion date of "as built" drawings _____