



## 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 a capped match reimbursement for materials cost incurred through in-town vendors for upcoming 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 items and maximum reimbursements awards.

### **SECTION 1: TARGETED PROJECTS**

The following list of improvements qualify for reimbursement under the Property Revitalization and Enhancement Program (PREP). Items such as flashing, hardware, paint supplies and caulk are ineligible for reimbursement under this program.

Project Description	Items Eligible for Reimbursement	Maximum Reimbursement
Demolition of abandoned or blighted property	Labor (asbestos contractor must be licensed with State of Colorado)	\$5,000.00
Exterior siding replacement	Cost of Siding	\$2,500.00
Sidewalk Restoration	Cost of Concrete Mix	\$750.00
Exterior painting	Cost of Paint	\$500.00
Replacement or painting of windows, front door, or garage door(s)	Cost of Paint, Window(s), Front door, or Garage door(s)	\$1,000.00
Tree Trimming	Labor (contractor must be licensed with State of Colorado)	\$500.00
Emergency Tree Removal*	Labor (contractor must be licensed with State of Colorado)	\$2,000.00

\*Emergency tree removal is to be used for an eligible project per the Colorado Inflation Reduction Act (IRA) Urban & Community Forestry (UCF) Grant Program. Upon fund or grant expiration, these funds will not be available.

### **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 become eligible for reimbursement:

- Applicant must be legal owner of subject property
- Subject property must fall within City Limits
- Property tax must be current. Provide Certificate of Taxes Paid by Yuma County Treasurer.
- Participants must have no outstanding debts to the City of Wray
- Applicant must be able to provide materials quotes, and receipt of payment for all purchased materials.
- Applicant must utilize a contractor licensed with the State of Colorado when applying for labor reimbursement.

### **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.



**Property Revitalization & Enhancement Program  
Program Application**

Office Use Only

Application No: \_\_\_\_\_

**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 (Materials Cost) 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 A" with application. See attached.

**SECTION 4: ELIGIBILITY DISCLOSURES**

Initial below to verify:

\_\_\_\_ I am the legal owner of the property located at \_\_\_\_\_, (Address) identified as \_\_\_\_\_, (Parcel Number) located in the City of Wray, Yuma County, Colorado.

\_\_\_\_ 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.

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Applicant Signature

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Date

### **PROPERTY REVITALIZATION AND ENHANCEMENT PROGRAM ATTACHMENT LIST:**

#### **Exhibits to Return:**

\_\_\_\_ EXHIBIT B: Current Condition Photo Log  
\_\_\_\_ Current Property Tax Certificate (Presented from Yuma County Treasurer)  
\_\_\_\_ EXHIBIT C: Project Closeout & Request for Reimbursement  
\_\_\_\_ EXHIBIT D: Completed Project Photo Log

#### **Exhibits for Reference:**

\_\_\_\_ EXHIBIT A: 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 \_\_\_\_\_



**P**roperty **R**evitalization & **E**nhancement **P**rogram  
Exhibit A: Corridor Priority List

**PRIORITY 1**

Highway Corridor – Zone 1

- Dexter Street
- 3<sup>rd</sup> Street

**PRIORITY 2**

City Corridor – Zone 2

- Main Street
- 4<sup>th</sup> Street
- 5<sup>th</sup> Street
- 7<sup>th</sup> 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.



**P**roperty **R**evitalization & **E**nhancement **P**rogram  
Exhibit B: Current Condition Photo Log

Attach current condition photos here:





**P**roperty **R**evitalization & **E**nhancement **P**rogram  
Exhibit C: 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:**

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**Submitted by:**

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Signature

Date

**Approved by:**

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Signature

Date



**P**roperty **R**evitalization & **E**nancement **P**rogram  
Exhibit D: Completed Project Photo Log

Attach completed project photos here:



*Project labor costs are ineligible for reimbursement through this program except when applying for demolition reimbursement or tree trimming. Projects in which an insurance claim have been filed on are also ineligible for reimbursement.*

Applications will be reviewed twice per year: February 15<sup>th</sup> and August 15<sup>th</sup>. 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. During review of applications, the City will determine the total amount of eligible reimbursement for each project element based upon materials quotes provided and the scoring rubric/project funding calculation included in **SECTION 6: SCORING RUBRIC** of the program overview.

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. Additionally, projects completed prior to receipt of Conditional Letter of Approval are ineligible for reimbursement.

## **SECTION 5: APPLICATION AND PROGRAM PROCESS**

### **1. Submit Program Application with the following attachments:**

- Exhibit B: Current Condition Photo Log
- Property Tax Certificate
- Materials Quotes

### **2. Application Review (occurs twice per year: February 15<sup>th</sup> and August 15<sup>th</sup>)**

Applicant will be notified within 30 days of conditional approval or disapproval, and the total amount of eligible reimbursement that qualifies for the project.

### **3. Complete Project**

Submit City Building Permit and complete scope of work.

### **4. Submit Closeout Documents**

Submit Exhibit C: Project Closeout & Request for Reimbursement document. Include the following:

- Exhibit D: 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 Program Application.

All Property Revitalization and Enhancement Program forms are available at City Hall or on the City website at [www.cityofwray.org](http://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				Score Parameters	Eligible Reimbursement Percentage
Rubric Components	Point Scale			Score	
	2	4	6		
Age of Property	≤20 Years Old	20-50 Years Old	50+ Years Old	0-6	50% (\$0.50/\$1.00)
Location Priority	Residential - Zone 3 (Reference Exhibit F)	City Corridor - Zone 2 (Reference Exhibit F)	HWY Corridor - Zone 1 (Reference Exhibit F)	7-12	75% (\$0.75/\$1.00)
Project Impact	· Tree Trimming · Replacement of windows, front door, or garage · Painting of windows, front door, or garage door · Exterior Painting	· Demolition of abandoned property · Exterior siding replacement · Sidewalk restoration		13-17	85% (\$0.85/\$1.00)
			Component Score	18	100% (\$1.00/\$1.00)