



ENHANCE BROOMFIELD

Overview

The intent of the Enhance Broomfield program is to assist new and existing businesses with projects that will benefit the residents and economy of the City and County of Broomfield through:

- Expanding capacity of their existing operations
- Facilitating the creation of additional jobs within the City and County of Broomfield
- Increasing economic activity and revenue generation
- Encouraging businesses to invest in the long term sustainability and economic vitality of their business

For 2026, the Enhance Broomfield program will have one application period, which will be open from February 16th to April 17th 11:59 p.m. MST. Applications will be reviewed during May and June, with awards being announced in July. **Projects must be completed, and paid invoices must be submitted for reimbursement, by November 30, 2026. Any projects completed and paid invoices submitted after this date will not be eligible for reimbursement.**

Applications will be reviewed on a competitive basis, therefore **a submitted application does not guarantee an award**. The City and County may award up to 50% of the funds prior to the round being closed if staff find that a project warrants an earlier release of funds. This would be determined on a case by case basis using the evaluation criteria identified below, as well as the timeliness of the project. Applications may be evaluated by Broomfield's Economic Vitality staff for completeness and eligibility. Applicants are responsible for ensuring the completeness and context of their application for review by City Staff and the Review Committee. Applicants may seek assistance from staff regarding their application, but that does not guarantee an outcome in the review process. Applications are then reviewed by a committee composed of staff using the scoring methods outlined under "Review & Approval Process." Following scoring by the committee, the City and County Manager may approve or deny the recommendations made for awards. Any applicants with qualifying projects who do not receive an award are allowed to apply for future rounds.

Use of Funds

The Funds obtained through the Enhance Broomfield Program may be used for expansion activities, working capital, operating efficiencies, capital costs, equipment purchases, and interest payments on investments for the same.

Examples of eligible uses of the funds include (this list is neither exhaustive nor exclusive):

- Remodeling worker or customer spaces to increase capacity or activity
- Architectural services
- Marketing activities
- Working capital which may be utilized for all operating expenses of business including rent and wages
- Purchase or lease of equipment, fixtures and furniture
- Modifications to make the business more competitive/increase business traffic

- Website or app creation/functionality updates to be more competitive/increase sales and traffic
- Loan interest payments for the activities listed above, the interest rate on the loan may not exceed 10% (this rate maximum is subject to change by the City and County of Broomfield based on market rates)
- Expansion of the business to a new location if the new location is within Broomfield.

Projects submitted will be reviewed on a case by case basis for eligibility and completeness by the Economic Vitality Department staff. Participation in this program and the approval of any investment is at the sole discretion of the City and County of Broomfield. Project funds may be approved for work that is in the planning stage or has already commenced.

Any physical updates or upgrades made by a business to an industrial or commercial space must comply with the Americans with Disabilities Act (ADA) and must be completed with proper permits issued by the City and County of Broomfield.

Ineligible Use of Funds

The following are examples of ineligible uses of funds under the Enhance Broomfield Program:

- Legal Fees
- Building Purchase
- Refinancing
- Use Taxes and Permitting Fees
- Taxes or Fines
- Debt Repayment - Pre-application Debt and Principal Payments
- Self-Provided Goods and Services
- Hiring Incentives
- Already Completed Work

Projects submitted will be reviewed on a case by case basis for eligibility and completeness by the Economic Vitality Department staff.

Eligibility

To be eligible, businesses must be located within the City and County of Broomfield, or locating to the City and County of Broomfield. The business shall have no more than three locations, one of which must be within the City and County of Broomfield. Businesses are allowed to be part of a larger franchise structure, but the franchisee may have no more than 3 locations and must show that the parent company is unable to provide financial assistance for the project. The business shall not exceed 50 employees. Businesses with a sole employee may apply, but must have one of the uses of the funds for hiring at least one employee. The business shall be in good standing with the City and County of Broomfield and the Colorado Secretary of State. **Home based businesses are ineligible** unless such business is using the funds to expand to a commercial or industrial space for the purposes set out in the "Use of Funds" section. If so, the business must show evidence that they have secured a site within the City and County of Broomfield. **Marijuana retailers are ineligible for the Enhance Broomfield Program.** The project must comply with all City and County of Broomfield codes upon completion of work, meet Federal ADA standards, and not discriminate on the basis of age, sex, sexual orientation or

identity, race, marital status. Awards will be evaluated by a Review Committee and approved by the Broomfield City and County Manager.

In order for a project to be eligible when the funds requested are for relocating to Broomfield, the business must show evidence that they have secured a site within the City and County of Broomfield.

Applicants will be limited to one award per calendar year up to \$25,000. Businesses may receive two awards with an award value of up to \$50,000. Once an applicant has reached this limit of two awards, they will be unable to receive another award for a period of six years. The six-year period begins on the date of the final award disbursement for the second award.

Employees of the City and County of Broomfield and their immediate family, as well as the City Council members of the City and County of Broomfield, members of appointed boards and commissions and their immediate family are not eligible to participate in the Enhance Broomfield Program.

Matching Funds

Every project funded through the Enhance Broomfield program shall require a minimum matching investment at a ratio of \$1 to \$1 of grant funds. The City and County of Broomfield reserves the right to require a higher minimum match of private funds for projects requesting awards nearer to the maximum award of \$25,000.

Awards and Disbursement of Funds

Awards will depend upon the number of applicants, availability of funds, the score of the project and conditions of the request. Once funds for the program are depleted, the program will be suspended until additional funding is approved.

The City and County of Broomfield reserves the right to make awards different from the amount(s) requested. Funds will be made available to awardees after the project has been completed on a reimbursement basis, and will require submission of paid invoices as well as signed and notarized lien waivers for all eligible costs. All invoices will be verified for project eligibility prior to any program funds being paid by the City and County of Broomfield. This process differs for businesses that receive Community Development Block Grant (CDBG); funds for awards in this category are released prior to completion.

Bidding, Contractors, Codes, and Permits

Only bids from contractors licensed to do work in the City and County of Broomfield, or those that will be licensed prior to the start of work, shall be eligible to receive investment or count toward matching funds.

Permits, if required, must be obtained for any and all work completed as a part of the project stated in the application. Reimbursements will not be processed until all inspections have been completed, and any outstanding code issues have been addressed.

The applicant is responsible for ensuring that any and all contractors that perform work as part of the proposed project obtain the proper permits and undergo the proper inspections as required by the City and County of Broomfield Municipal Code.

If you have questions about what permits may be required and that your project is within all applicable zoning codes, you can contact the following departments:

- Building - 303-438-6370
- Planning - 303-438-6284
- Engineering - 303-438-6380

Ownership/Operation Requirement

Grant Awardees are required to own and continuously operate their business for three years following disbursement of the grant funds. Once the project is completed and all required documentation is submitted, Broomfield will process payment for only those costs committed under the project award notification. Prior to distributing funds for the project, the awardee will be required to sign a three-year promissory note from the City and County of Broomfield for the exact amount of the funds for which they are being reimbursed under the program.

As long as the awardee continuously owns or occupies the premises where the Enhance Broomfield funds are used, or maintains the capital equipment on which the funds were used, on the anniversary date of the note, the loan amount shall be reduced by one-third of the original principal balance. At the end of three years, the full amount of the note shall be forgiven, provided the business has remained operating with its principal location being within the boundaries of the City and County of Broomfield and has otherwise complied with the terms of this note. If the business is sold or closed prior to the full term of the three-year promissory note, then the owner is required to return the pro rata portion of the funds based on the formula above.

Forfeiture of Funds

The City will require applicants and awardees to collateralize business fixtures, furniture, and/or equipment as part of the award agreement in order to guarantee any funds that may require being returned to the City.

Refinancing Requirement

Grant awardees are required to notify the City and County of Broomfield Economic Vitality office if a loan for which the program is paying the interest payments has been refinanced. The City and County of Broomfield reserves the right to reevaluate the award and make necessary adjustments to the award amount due to modifications to the awardee's loan interest payments.

Hardship Exemptions

Applicants who are unable to meet the requirements of the forgivable loan can send a letter or an email to the Economic Vitality Department requesting a hardship exemption. Staff will evaluate the conditions, make a recommendation, and final approval or denial of the hardship exemption will be made by the City Manager.

Application

Applicants must complete a formal application, which is available on the City and County of Broomfield's Economic Vitality website, [Broomfield.org/247/Economic-Vitality](https://broomfield.org/247/Economic-Vitality).

Only complete applications will be accepted, and all submissions will become property of the City and County of Broomfield. Applicants are encouraged to mark any and all information that is to be kept confidential as such.

Review and Approval Process

Application Review

The Economic Vitality Department staff may review the submitted applications for completeness and will follow up with the applicant regarding any questions related to the proposed project.

Committee Review

The Review Committee, comprised of key individuals from the City and County (such as individuals from Planning, Building, Assessor, Finance, and Economic Vitality Departments) may review and score the applications based on the following criteria:

- Financial Ability - Up to 10 points - Does the applicant have the financial ability to start and complete the project in a timely manner? This can be demonstrated through either proof of available funds or commitment from a lender to fund the project.
- Improvement Type(s) - up to 15 points - Points in this category are awarded based on the economic impact of the improvements. Higher scores will be awarded to projects whose improvements will make an impact on quality of life or revenue increases for the City and County of Broomfield. Projects that have a nexus to public improvements are eligible for 5 extra points.
- Employment Impact - up to 15 points - Points are awarded in this category for projects that create jobs in the City and County of Broomfield. Higher scores will be awarded to applicants whose projects create jobs that pay at or above the median income.
- Improvement Impact and Efficiency - up to 10 points - Points in this category are awarded for projects that benefit the community and create long term impacts. Projects that have a nexus to City and County of Broomfield [Community Goals](#), e.g. diversity or sustainability, are eligible for 5 extra points.
- Financial Need - up to 5 points - Points in this category are awarded based on the applicant's need for funding. Higher scores are awarded to projects with applicants who have limited access to other forms of funding.
- Broomfield First - up to 5 points - Points are awarded in this category for projects that utilize Broomfield contractors, suppliers, and manufacturers.
- Women or Minority Owned Businesses - up to 5 points - Points in this category are awarded to projects whose businesses are majority women or minority owned. The City and County of Broomfield retains the right to withdraw points if challenged.

City and County Manager

Broomfield's City and County Manager may review the scoring summaries and project outlines from the Internal Committee, and may approve or deny the application. The City and County Manager may choose to deny applications even though funds are available.

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Version 7 - 1/06/2026