

Westfield Façade Improvement Grant Program Guidelines

Program Purpose

An investment in Downtown Westfield (the “Downtown”) is an investment in the economic growth, prosperity, and overall quality-of life of the entire community.

The Westfield Façade Improvement Grant Program (the “Program”) is designed to enhance the development of Downtown Westfield; and increase economic development by assisting owners in making quality real estate improvements fostering a sense of place. It is understood and anticipated the Program will increase the overall beauty of Downtown by:

- Increasing pedestrian traffic;
- Increasing tourism;
- Promoting an attractive environment for new investment and business activity;
- Preserving and increasing the quality of life of Westfield residents and visitors; and
- Providing Downtown businesses and property owners a higher return on their investment.

The intersection of the Monon and Midland Trace Trails in Downtown is the Grand Junction with the renovation of the surrounding areas being coined the Grand Junction project (the “Grand Junction”). The goal of the Grand Junction over the next twenty-five years is to create a sustainable and compelling Downtown. The Grand Junction will be the unequivocal centerplace of community life in Westfield and have significant regional appeal.

Program Administrator

The Program Administrator (the “Administrator”) will be the Director of Community Development or its designee. The Administrator will serve as the liaison between the Façade Improvement Grant Committee (the “Committee”) and the City of Westfield. The Administrator is the point of contact for general Program questions and the processing of Façade Improvement Grant Applications (the “Applications”).

Committee

The Committee reviews and approves Applications upon a majority consensus. The decision of the Committee shall be final. The Committee is comprised of five members:

- Director of the Community Development Department or its designee.
- Mayor of Westfield or its designee.
- Member of the Westfield City Council.
- Executive Director of the Downtown Westfield Neighborhood Association or its designee.
- Member of the Grand Junction Task Group or its designee.

Records associated with the operation of the Program shall be maintained by the City of Westfield and shall be available for public inspection and review by the Indiana State Board of Accounts.

Eligibility Requirements

- All eligible properties must wholly reside in the program area (the “Program Area”) defined under Program Boundaries (below).
- More than fifty percent of the total square footage of the structure located on the eligible property must be used for non-residential purposes.
- The owner of the property must consent in writing to any improvements covered in the Application. Signing the Application fulfills this requirement.
- Current or prospective use of eligible properties must not be in violation of Westfield ordinances.
- The owner and/or applicant must be current on all tax payments and accounts with Westfield Department of Public Works.

Program Boundaries

Eligible properties must be located in the Area as identified in Exhibit I. The Program Area includes properties within the following boundaries:

Hoover Street on the north, South Street on the south, United States Highway 31 on the west, and Gurley Street on the east

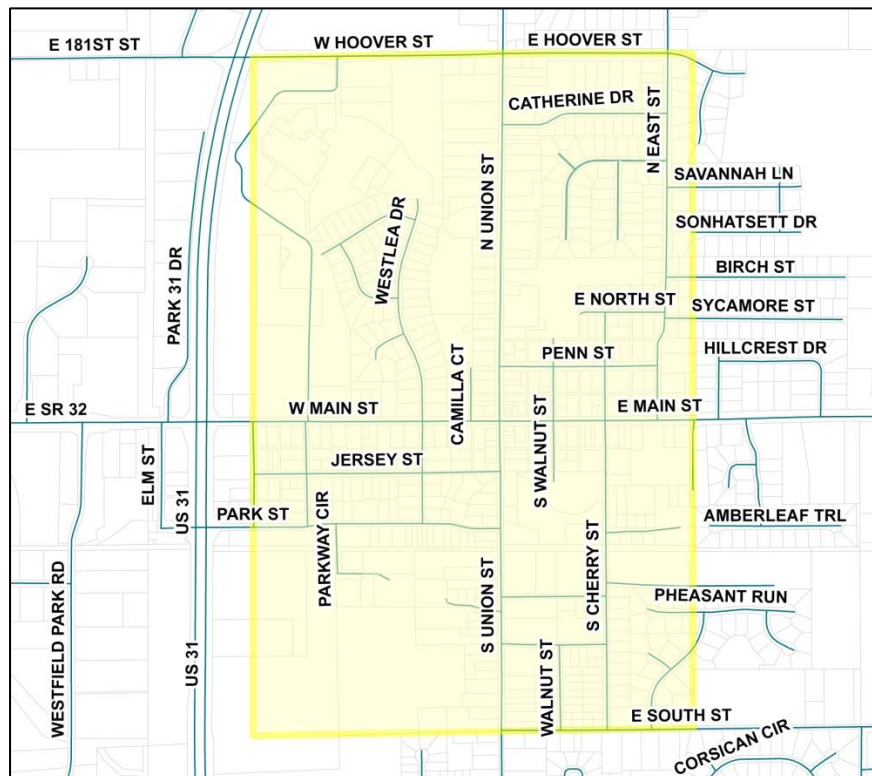


Exhibit I. A detailed map is also available at www.westfield.in.gov.

Funding

The Program will issue grants for 50% of the eligible expenses (the “Project”) up to \$5,000 and as established in the Westfield Façade Improvement Grant Program Agreement (the “Agreement”).

Guidelines

- All Projects must comply with Westfield Ordinances.
- Private and non-profit organizations are eligible to apply to the Program. Government-owned properties are not eligible.
- Program applicants (the “Applicants”) must submit a current photograph of the property to be improved. All photos submitted become the property of the City of Westfield.
- Applicants must provide at least two itemized cost estimates from a professional contractor other than the applicant or property owner for eligible expenses, for which funding is being requested. Projects approved for funding will be based on the lowest of the cost estimates.
- Expenses incurred prior to the receipt by the Administrator of a signed Agreement do not qualify as matching funds and are not eligible for the Program.
- Applicants must obtain all necessary permits prior to beginning the Project.
- Changes to Project plans not previously approved may void the Agreement and result in nonpayment of the Grant. If the Applicant chooses to change the Project after approval they must immediately contact the Administrator.
- The Project must be completed within six months the signed Agreement.
- The Applicant must submit “after” photos, paid invoices and/or copies of receipts itemizing all eligible expenses, and copies of cancelled checks to the Administrator within thirty days of completion of project. All photos submitted become the property of the City of Westfield.
- The Committee reserves the right to request additional information from the applicant.

Eligible Expenses

For the purposes of the Program, improvements must be made to an existing building or site including, but not limited to, the following eligible expenses:

- Repair to or renovation of building exteriors;
- Masonry repair;
- Exterior lighting;
- Exterior painting;
- Repairing or replacing cornices, entrances, doors, windows, decorative detail, awnings;
- Sign removal, repair, or replacement*; and
- Other repairs that may improve the aesthetic quality of the building.

*Most signs require a sign permit. Please contact the City at (317) 804-3170 or see www.westfield.in.gov/development for additional information.

Ineligible Expenses

Ineligible expenses include, but are not limited to, the following:

- Interior improvements;
- Security systems;
- Sidewalks and sidewalk repairs in public rights-of-way;
- Electrical work except as related to signage or exterior lighting;
- Purchase of furnishings, equipment, or other personal property which does not become a part of the real estate;
- Infrastructure improvements including water and sewer upgrades;
- Acquisition of real estate property;
- Permits, fines, fees, and taxes;
- Additions to existing structures and/or new construction; and
- Improvements completed or in progress prior to the receipt of a signed Agreement.

Application Deadline

Applications are accepted annually at any time and may be emailed to community@westfield.in.gov or sent via U.S. Mail to:

City of Westfield
Community Development Department
Attn: Administrator
2728 East 171st Street
Westfield, IN 46074

Application Process

Applicant must submit a completed Application to the Administrator and include the following:

- Current photograph of property to be improved. All photos submitted become the property of the City of Westfield.
- Project plans and specifications including a written description of improvements, materials, and colors.
- At least two itemized cost estimates from a professional contractor other than the applicant or property owner for the same scope of work. Cost estimates must itemize improvements for which funding is being requested.
- Application must be signed by the property owner.
- The owner and/or applicant must be current on all tax payments and accounts with Westfield Public Works. As part of the review, the Administrator will verify that the property is in good standing before the Committee proceeds with consideration of the Application.

Timeline

- Applications are reviewed by the Committee. The Committee may grant funds for all or part of the project detailed in the Application.
- Applicants of approved Projects will be notified (the “Notification”) via U.S. Mail and/or e-mail within forty-five (45) days of receipt of a completed Application.
- The Applicant is to sign the Agreement and the original copy is returned to the Administrator not more than fifteen days after the Notification. The Agreement is between the City of Westfield and the Applicant and details the Project, Grant amount, and commitment of Applicant.
- Improvements must be inspected by the Committee or its designee prior to grant issuance to verify work has been completed in accordance with the Agreement.
- Approved improvements must be completed within six months of the signed Agreement.
- Applicant must submit “after” photos, paid invoices and/or copies of receipts itemizing all eligible expenses, and copies of cancelled checks to the Administrator for verification prior to Grant issuance. All documents and photos must be submitted for Grant issuance within thirty days of the completion of the Project. The Grant will only be issued after the completion of the Project. All photos submitted become the property of the City of Westfield.