

Downtown Building Preservation Grant Program Guidelines

Program Overview:

The Downtown Building Preservation Grant Program is designed to provide financial assistance to property owners in the downtown district to support efforts in maintaining and restoring buildings. The program will help meet needs related to the preservation of structures, contributing to the revitalization of the downtown area (C-4 zoning district) while ensuring the area's economic and heritage integrity is maintained.

Annual Funding Available:

Up to \$50,000

Eligibility Requirements:

1. **Property Ownership/Good Standing:** Applicants must be the property owner of a building located within the designated downtown district and not be delinquent on any property taxes and be in good standing as a City of Winfield utility customer on any account within the City of Winfield electric utility service area boundaries.
2. **Use of Funds:** The grant is to be used for eligible preservation or restoration work that addresses specific needs that the property owner cannot otherwise meet through regular funding sources. Funds are for future work as approved by application.
3. **Completion Timeline:** Projects must be completed within 12 months of receiving the grant award unless otherwise agreed upon.
4. **Business Growth:** The property must have an occupying business within six months of project completion.

Eligible Uses of Grant Funds: Grant funds may be used for, but are not limited to:

1. **Exterior Restorations and Repairs:** Repointing brickwork, repairing masonry, restoring windows, doors, and facades, and any necessary work that preserves, secures or restores the exterior from weather intrusion.
2. **Structural Repairs:** Addressing underlying structural issues, including foundation stabilization, bearing wall and roof repairs, that threaten the long-term stability and preservation of the building.
3. **Interior Preservation:** Restoring and preserving interior elements such as flooring and staircases.
4. **Accessibility Improvements:** Enhancing accessibility.
5. **Emergency Repairs:** Addressing immediate preservation needs due to unforeseen damage, such as storm damage, fire restoration, or urgent safety issues.
6. **Code Compliance:** Addressing issues related to safety or building codes that are necessary to maintain the building's functionality or ability to contribute to the economy.

Ineligible Uses:

1. Routine maintenance or non-preservation related repairs (e.g., painting (except for certain envelope preservation), landscaping, additions). New construction or major alterations that are incompatible with the building's functional integrity.
2. Purely cosmetic updates that do not contribute to the preservation or restoration of the building's elements.

Grant Award Amounts:

- Maximum Grant Award: \$25,000 per year per applicant.
- The grant amount will be determined based on the scope of the project and the demonstrated need. Projects requiring a higher financial commitment may receive additional funding upon review. Other funding sources, including those of financial institutions have weight in review.

Application Process:

1. **Application Form:** Property owners must complete and submit an official application form. The form will request:
 - Property information and description of the building's significance.
 - Detailed project scope, budget, and timeline.
 - A description of the need and how the grant will assist in meeting that need. Other funding sources for the project and effort to acquire other funding (i.e. grants, loans).
 - Photographs of the building and any damage or conditions that require attention.
 - A minimum of two cost estimates from qualified contractors.
 - Architectural or engineering requirements of the City.
2. **Review:** Priority will be given to projects that:
 - Significantly contribute to the preservation and economic impact of the district.
 - Address critical repairs or preservation needs.
 - Demonstrate a clear financial need that cannot be met through other funding options.

Reporting and Final Approval:

1. **Progress Reports:** Recipients will be required to submit periodic progress reports during the project (at 3-month intervals) to track progress and use of funds.
2. **Final Report:** A final report, along with photographic documentation of the completed work, must be submitted upon completion of the project. Failure to submit the final report may impact eligibility for future funding.

3. **On-Site Inspection:** An on-site inspection may be conducted to ensure that the work aligns with the approved project plan and all other applicable codes.
4. **Clawback and Termination of Agreement:** City may require certain provisions for security of, termination of and clawback of the grant dollars should applicant not meet terms of Funding Agreement.

Program Timelines:

- **Application Period:** Applications are accepted annually, with deadlines typically in the spring.
- **Grant Award Notifications:** Typically, 60 days after the application deadline.
- **Project Completion:** All projects must be completed by the end of the calendar year in which the grant was awarded, unless an extension is granted.

Selection Criteria: Applications will be reviewed and awarded based (but not limited to) on the following criteria:

1. **Economic Significance:** Projects that demonstrate a significant economic impact.
2. **Impact on Downtown Revitalization:** How the project contributes to the overall improvement of the downtown district.
3. **Financial Need:** Demonstration of the property owner's inability to meet the preservation need through other means (e.g., personal funding, insurance, other grants, financial instruction loans).
4. **Feasibility and Budget:** Clear, realistic scope, budget, and timeline for completion.
5. **Community Support:** Letters of support or endorsements from local organizations, neighbors, or downtown business owners.

Funding Disbursement:

- Funds will be dispersed on a reimbursement basis, upon submission of paid invoices or receipts, after the work has been completed to the City's satisfaction and the terms of a funding agreement.

The City of Winfield reserves the right to make award at its discretion and to reject any or all proposals. Funding of this program is not guaranteed in any fiscal year.