

# FACADE IMPROVEMENT GRANT PROGRAM

## Step by Step Process

1. Fill out application, including the application checklist. This is available for download on our website or printed paper copy at Town Hall.
2. Return completed application to Town Hall – Planning Department. You can also email it to the department at either [khassett@town.pendleton.in.us](mailto:khassett@town.pendleton.in.us) or [hurbanski@town.pendleton.in.us](mailto:hurbanski@town.pendleton.in.us) with subject line as “Façade Grant Application”.
3. The planning team will review all your documents and application to ensure it is complete, and then it will be put on the agenda for the next Historic Planning Commission meeting (2<sup>nd</sup> Tuesday of the month @ 6pm). The deadline for getting in before the next month’s meeting is 15 days prior, as this gives the board ample time to review documents, so keep this in mind when submitting that if it is too close to the meeting date, it may not be on the agenda until the following month’s meeting. \*\*PLEASE NOTE: All applications must have a Certificate of Appropriateness (COA) prior to applying.
4. The HPC will then review your project, and at the meeting, will determine whether or not to fund the project and exactly how much will be allocated. You will have to attend this meeting to present your project and answer any possible questions the board may have.
5. If approved, you will then be required to fill out an “Agreement of Participation” form, which is included in the back of the application.
6. You will then receive 1/3 of your funding, halfway through you will be required to schedule an inspection to receive another 1/3 of the funding, and after completion, your last 1/3 will be disbursed.
7. After your project is completed in its entirety, you will be required to submit a “Final Report Checklist”, also included in the application packet, that must be submitted within 45 days of project completion. This can be submitted to the Planning staff to forward to the HPC members.



## **HISTORIC PRESERVATION COMMISSION FACADE IMPROVEMENT GRANT PROGRAM GUIDELINES**

The Town of Pendleton and the Pendleton Historic Preservation Commission have established the Historic Preservation Commission Facade Improvement Grant Program. The Program is designed to stimulate downtown investment, maintain and expand the economic contribution of the Downtown Business District, promote architectural appreciation, and initiate aesthetic improvements in downtown Pendleton. The Downtown Business Zoning District in Pendleton is part of the National Register of Historic Places, a distinction granted by the National Parks Service for places in the United States that are worthy of preservation for their historical significance. The District is also part of a local historic district managed by the Pendleton Historic Preservation Commission.

### PROGRAM DESCRIPTION

This grant provides exterior or structural rehabilitation assistance to encourage private property owners or business owners to maintain, repair, and appropriately rehabilitate their historic structure(s). A proper rehabilitation is one that maintains, preserves and protects as much of the original or historic fabric as possible. The proposed project must abide by the Secretary of the Interior's Standards for Treatment of Historic Structures as well as the Pendleton Historic Preservation District Design Guidelines. Copies are available on the Town of Pendleton website or in the Planning Department at Pendleton Town Hall.

### FUNDING LIMITS

The Pendleton Facade Improvement Grant Program is a matching grant program which will match up to 50% of the costs up to \$50,000. For example, an applicant could apply for \$30,000 towards a \$60,000 project.

### APPLICANT ELIGIBILITY

Persons, corporations, or non-profits holding a fee simple title of properties located in the Downtown Business Zoning District and the local historic preservation district are eligible to apply. Property taxes must be current and there shall be no current tax liens against the property nor current litigation between the Town of Pendleton and the applicant. Properties which previously received Facade Improvement Grant Program Funds are not eligible for one year following the previous grant's final disbursement of funds.

### APPLICATION REVIEW AND APPROVAL

1. Complete applications are due by the filing deadlines set by the Historic Preservation Commission to appear on the meeting agenda. The Historic Preservation Commission Staff will determine if the applications are complete.
2. A Certificate of Appropriateness (COA) must be granted by the Pendleton Historic Preservation Commission prior to the grant application process, but within twelve (12) months of the time of application. Applications missing elements will not be considered for funding. The applicant is responsible for ensuring the application is complete.
3. The Historic Preservation Commission will review completed applications prior to the Historic Preservation Commission Meeting. At the meeting, the applicant shall present the project and answer any questions the Historic Preservation Commission may have. The Historic Preservation Committee may approve, approve for an alternative amount, deny, or table the application. Natural disasters and other force majeure causes of delay in construction will not be treated as a breach of contract.

### ELIGIBLE WORK

This grant provides exterior rehabilitation assistance so property owners in the Downtown Business District and Pendleton Local Preservation District can maintain, repair, and appropriately rehabilitate their historic structure(s). Interior projects shall not be funded. Examples of eligible uses of grant funds include, but are not limited to:

- Repair of existing historic elements (excludes normal maintenance)
- Reversal of previous inappropriate alterations
- Reconstruction of original architectural elements based on documentation or evidence
- Exterior wall repairs
- Repairs to historic slate or standing seam roofs and historic roof elements visible from the street.

### INELIGIBLE WORK

Examples of ineligible uses of grant funds include, but are not limited to:

- Interior elements
- New construction of elements without documentation or evidence of historic existence on structure
- Landscaping
- Plumbing or electrical work inside the structure
- Sidewalks and driveways
- Complete roof replacement
- Paint without repair of existing historic elements
- Signage

### PROJECT SELECTION CRITERIA

The Pendleton Historic Preservation Commission will be rating and selecting projects based on project value, quality, and overall impact on historic preservation efforts in the Town of Pendleton. The scoring matrix is as follows:

| <b>Criteria</b>   | <b>Score</b>   | <b>Weight</b> | <b>Total</b> |
|---|--|---------------|--------------|
| Will the project preserve any original architectural features which remain?                             | 3 = Preserves major original architectural features iconic to Pendleton.<br>2 = Preserves major original architectural features.<br>1 = Preserves original architectural features.<br>0 = Does not preserve any original architectural features.   |               |              |
| Will the project reverse any previous, incompatible work?   | 3 = Reverses major and highly noticeable incompatible work.<br>2 = Reverses major noticeable incompatible work.<br>1 = Reverses incompatible work.<br>0 = Does not reverse incompatible work.  |               |              |
| Will the improvements use new materials in ways which do not obscure the building's original character? | 3 = Improvements use new materials in a highly appropriate way that enhances the building's original character.<br>2 = Improvements use new materials in a highly appropriate way that does not obscure the building's original character.<br>1 = Improvements use new materials in an appropriate way that does not obscure the building's original character.<br>0 = Question does not apply to project. |               |              |
| Will street-level storefronts be retail use?  | 5 = Yes<br>0 = No  |               |              |
| Will the project transition a building use from non-retail to retail?                                   | 5 = Yes<br>0 = No  |               |              |
| Does the applicant provide more personal investment than 50%?   | 5 = Applicant provides 75+% match.<br>3 = Applicant provides 51-74% match.<br>0 = Applicant provides 50% match.  |               |              |
| <b>Total</b>  |  |               |              |

## AWARD NOTIFICATION

Applicants selected to receive funding must enter into a formal Funding Agreement with the Town of Pendleton. The Agreement specifies the dollar amount awarded, scope of work, agreed project budget, contract duration, and the terms of funding. Prior to execution of the Agreement, the project budget should be verified by an executed construction contract or other suitable documentation. Any work included in the project description must not begin until the Agreement is signed. Any work completed prior to an approved Agreement will not be eligible for matching funds.

The recipient is responsible for timely payments to its contractors or vendors. Upon approval of the Funding Agreement by the Pendleton Historic Preservation Commission, funds will be appropriated for the project. At final project completion and closeout, any remaining unspent funds shall be returned to the reserves of the Historic Preservation Commission Facade Improvement Grant Program.

## TIME LIMITS

Projects must begin with 90 days following award notification. If work does not begin within 90 days, recipients forfeit their grant funds. Projects must be completed within twelve (12) months following award notification. In extreme circumstances where the project cannot be completed within twelve (12) months, an extension request can be made to the Pendleton Historic Preservation Commission before the original twelve (12) months expire. If approved, the extension can be for a period of time not to exceed twelve (12) months.

If the project is not completed within the original twelve (12) months (along with any approved extensions approved by the Pendleton Historic Preservation Commission), then all funds previously provided to the recipient shall be returned to the Town of Pendleton. All projects will be reviewed upon completion to ensure the work was completed according to the grant agreement. Failure to complete any project may result in the Town placing a lien on the property.

## PUBLICITY

Grant recipients must post a sign in either the front yard or front window acknowledging the Historic Preservation Commission Facade Improvement Grant Program. The sign must remain displayed in a prominent location through the duration of the project.

## DISBURSEMENT OF FUNDS

Once the Funding Agreement is approved by the Pendleton Historic Preservation Commission, one-third of the funds will be provided to the recipient. Halfway through the project, one-third of the funds will be provided to the recipient, and the remaining one-third of the funds will be disbursed to the recipient after the project is completed.

When approximately half of the project is complete, the recipient shall notify the Historic Preservation Commission Staff and a site inspection will be completed. After the Historic Preservation Commission Staff member verifies the work is meeting requirements, the recipient shall receive the second one-third installment of project funds.

Upon project completion, the recipient shall notify the Historic Preservation Commission Staff and submit the Final Report. The property shall be inspected to ensure the project meets the requirements of the Funding Agreement. If the work does not meet the requirements, the recipient must correct the work. If the work is not corrected, the recipient must surrender the full amount of the grant funds back to the Town of Pendleton.

## FINAL REPORT

The recipient must notify and submit a final report to the Historic Preservation Commission Staff within 45 days of project completion.

## CONTRACTUAL REQUIREMENTS

The following documents must be completed prior to the start of work:

1. Consent Agreement: The consent agreement is part of the application and acknowledges that the applicant understands the rules, regulations, and guidelines for the Historic Preservation Commission Facade Improvement Grant Program and if awarded funding, will abide by all legal contracts signed.

2. Historic Preservation Commission Facade Improvement Grant Program Agreement: The Pendleton Historic Preservation District/Downtown Business District Facade Improvement Grant Program is signed upon the approval of the grant by the Pendleton Historic Preservation Commission. This document is signed by the President of the Pendleton Historic Preservation Commission and the grant recipient.



## HISTORIC PRESERVATION COMMISSION FACADE IMPROVEMENT GRANT PROGRAM APPLICATION CHECKLIST

All items on the checklist are required to submit your application. Incomplete applications will not be considered for funding.

\_\_\_\_\_ **Applicant Information**

\_\_\_\_\_ **Property Owner Information**

\_\_\_\_\_ **Property Information**

\_\_\_\_\_ **Description of Project**

\_\_\_\_\_ Attachment: Photos of Current Condition

\_\_\_\_\_ Attachment: Project Plans (site plan, floor plans, elevations, etc.)

\_\_\_\_\_ **Description of Project Budget**

\_\_\_\_\_ Attachment: Copies of Construction Quotes

\_\_\_\_\_ **Required Supporting Documents (Attachments)**

\_\_\_\_\_ Certificate of Incorporation (if organization/business)

\_\_\_\_\_ Proof of Property Insurance

\_\_\_\_\_ Proof of Ownership (deed)

\_\_\_\_\_ Certificate of Appropriateness (COA)

### **Completed applications can be submitted to:**

Pendleton Planning Department  
100 W State Street  
PO Box 230  
Pendleton, IN 46064  
(765) 778-8370



## HISTORIC PRESERVATION COMMISSION FACADE IMPROVEMENT GRANT PROGRAM APPLICATION

### 1. APPLICANT INFORMATION (if applying as a business/organization, please attach Certificate of Incorporation)

Name of Applicant

Applicant Home Address

Applicant Phone Number

Applicant Email Address

### 2. PROPERTY OWNER INFORMATION (attach proof of ownership, such as a deed, and proof of property insurance)

Name of Property Owner

Property Owner Address

Property Owner Phone Number

Property Owner Email Address

### 3. PROPERTY INFORMATION (attach Certificate of Appropriateness for proposed project)

Building/Business Name

Building/Business Physical Address

Total Cost of Project

Amount of Grant Requested

Estimated Date of Completion of Work

**4. DESCRIPTION OF THE PROJECT**

Please provide a written overview of the property's current condition and a description of the proposed project and project timeline. Please attach photos of the current condition and proposed project plans (such as a site plan, floor plans, elevations, etc.).



**5. DESCRIPTION OF PROJECT BUDGET**

List all major tasks necessary to complete the proposed project, the total budget, and the matching grant amount requested. Please separate materials from labor. Attach supporting documentation such as quotes.

| <b>Task #</b> | <b>Description of Work and/or Material</b> | <b>Total Task Budget</b> | <b>Amount of Grant Funds (50% Max.)</b> |
|---------------|--|--------------------------|---|
|               | SAMPLE: New exterior door                  | \$1,000                  | \$500                                   |
| 1             |  |                          |   |
| 2             |  |                          |   |
| 3             |  |                          |   |
| 4             |  |                          |   |
| 5             |  |                          |   |
| 6             |  |                          |   |
| 7             |  |                          |   |
| 8             |  |                          |   |
| 9             |  |                          |   |
| 10            |  |                          |   |
| 11            |  |                          |   |
| 12            |  |                          |   |
| 13            |  |                          |   |
| 14            |  |                          |   |
| 15            |  |                          |   |
|               | TOTALS                                     |                          |   |

**6. CONSENT AGREEMENT**

Applicant must read and **initial** the following:

\_\_\_\_\_ I understand that grant funds must be used only for the project described in this application. The work must be completed in twelve (12) months of the date that the grant is awarded. If a project is not completed, the Recipient may request an extension from the Pendleton Historic Preservation Commission.

\_\_\_\_\_ I understand that a failure to complete any project may result in the Town of Pendleton placing a lien on the property in order to recover grant monies in the amount of monies received by the applicant.

\_\_\_\_\_ I understand that if any plans to the project change or if the contractor changes, I must notify the Planning Director.

\_\_\_\_\_ I understand I must post a sign that acknowledges the Historic Preservation Commission Facade Improvement Grant Program in the window or front yard. This sign must remain in a prominent location through the duration of the project.

\_\_\_\_\_ I understand that all property taxes must be current and that there cannot be any current tax liens against the property or current litigation between the Town of Pendleton and the Applicant. I understand that if one of these is not true, my application will not be considered for these funds.

\_\_\_\_\_ I understand that within 45 days of project completion, I must notify the Planning Director and submit a Final Project Report.

I certify that I have read the Historic Preservation Commission Facade Improvement Grant Program Guidelines and that all required documents are included in my final application packet.

Applicant Signature

Date

Property Owner Signature

Date

*Office Use Only*  
Date Received

Received By



## HISTORIC PRESERVATION COMMISSION FACADE IMPROVEMENT GRANT PROGRAM AGREEMENT FOR PARTICIPATION

The Town of Pendleton, Indiana, and \_\_\_\_\_, hereinafter referred to as "Recipient(s)," agree to the terms contained in this Agreement for Participation in the Pendleton Historic Preservation District/Downtown Business District Facade Improvement Grant Program (Agreement).

1. The Pendleton Historic Preservation District/Downtown Business District Facade Improvement Grant Program is a matching \$1 for \$1 grant program. The grant amount awarded for this project is: \_\_\_\_\_.
2. Funding will be disbursed in thirds: One-third after approval of the project, one-third half way through after a scheduled inspection, and one-third after project completion.
3. All projects submitted by Recipient(s) that have been approved by the Town of Pendleton Historic Preservation Commission shall be completed within twelve (12) months following the grant approval. The Recipient(s) may request approval by the Pendleton Historic Preservation Commission for an extension period not to exceed twelve (12) additional months.
4. If the project is not completed within the original twelve (12) months along with any approved extension by the Pendleton Historic Preservation Commission, then all funds previously provided to the Recipient(s) shall be returned to the Town of Pendleton.
5. Not later than forty-five ( 45) days following the completion of the project, the Recipient(s) is required to submit a detailed list of all expenditures that was specific to the approved project. Supporting documents, such as vendor invoices and proof of payment, may be required.
6. Should the actual expenditure by Recipient(s) be less than the project estimate, a repayment and/or grant adjustment will be necessary. Should Recipient(s) fail to make this restitution within sixty (60) days of notification, the Town of Pendleton, Indiana may place a lien on the property in order to recover grant monies.
7. Failure to complete any project may result in the Town of Pendleton placing a lien on the property in order to recover grant monies in the amount of monies received by the Recipient(s).

I certify that I have read the agreement above and agree to compete my Historic Preservation Commission Facade Improvement Grant Program within the agreement and according to the guidelines.

Recipient Signature

Date

Pendleton Historic Preservation Commission  
President Signature

Date



## HISTORIC PRESERVATION COMMISSION FACADE IMPROVEMENT GRANT PROGRAM FINAL REPORT CHECKLIST

### 1. RECIPIENT INFORMATION

Name of Recipient

Recipient Home Address

Recipient Phone Number

Recipient Email Address

### 2. PROPERTY INFORMATION

Building/Business Physical Address

Total Cost of Project

Amount of Grant Requested

### 3. DESCRIPTION OF THE PROJECT

Please describe the project elements that were completed.

#### 4. FINAL PROJECT BUDGET

List all the final project expenses and provide supporting materials (such as final bills and proof of payment).

| <b>Task #</b> | <b>Description of Work and/or Material</b> | <b>Total Task Budget</b> | <b>Amount of Grant Funds (50% Max.)</b> |
|---------------|--|--------------------------|---|
|               | SAMPLE: New exterior door                  | \$1,000                  | \$500                                   |
| 1             |  |                          |   |
| 2             |  |                          |   |
| 3             |  |                          |   |
| 4             |  |                          |   |
| 5             |  |                          |   |
| 6             |  |                          |   |
| 7             |  |                          |   |
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| 10            |  |                          |   |
| 11            |  |                          |   |
| 12            |  |                          |   |
| 13            |  |                          |   |
| 14            |  |                          |   |
| 15            |  |                          |   |
|               | TOTALS                                     |                          |   |

#### 5. SIGNATURES

I certify that the project was completed and that all required documents are included in my final report packet.

Applicant Signature

Date

*Office Use Only*

Date Received

Received By