

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 Planning department at hurbanski@pendleton.in.gov 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 (2nd Tuesday of the month @ 6pm). The deadline for getting on the next month’s meeting agenda 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 OR apply for one along with the grant to be heard concurrently.
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 must 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 will be sent to you by a Plan Dept staff member.
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/completion report filed, your last 1/3 will be disbursed.
7. After your project is completed in its entirety, you will be required to submit a “Final Completion Report Checklist”, included in this 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.

****PLEASE NOTE**:** There is federal tax incentive information at the end of this packet that you may qualify for by rehabilitating a historic structure.



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:

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

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.

Task #	Description of Work and/or Material	Total Task Budget	Amount of Grant Funds (50% Max.)
	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 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).

Task #	Description of Work and/or Material	Total Task Budget	Amount of Grant Funds (50% Max.)
	SAMPLE: New exterior door	\$1,000	\$500
1			
2			
3			
4			
5			
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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

Federal Rehabilitation Investment Tax Credit

for income-producing, National Register listed historic properties

The Federal Historic Rehabilitation Investment Tax Credit, a financial opportunity administered by the National Park Service and the Internal Revenue Service in partnership with the State Historic Preservation Office, offers a significant 20% income tax credit on qualified expenses for rehabilitating historic, income-producing buildings. This credit can potentially lead to substantial savings, making your rehabilitation project more financially feasible.

Eligibility Requirements

- 1) The building must be listed individually or as a contributing property within a listed historic district in the National Register of Historic Places (National Register).
- 2) The property must be income-producing for at least five years following rehabilitation. This may include but is not limited to, proposed uses such as hotels, restaurants or bars, retail, offices, residential rental, industrial, or agricultural. Owner-occupied residential properties do not qualify for this program but may be eligible for the Residential Historic Rehabilitation Tax Credit (see other side of the sheet).
- 3) The project must meet the “substantial rehabilitation test.” The cost of a project must exceed the greater of \$5,000, or the building’s adjusted basis. The National Park Service provides the following formula to calculate the adjusted basis:

$$A - B - C + D = \text{adjusted basis}$$

A = purchase price of the property (building and land)

B = the cost of the land at the time of purchase

C = depreciation taken for an income-producing property

D = cost of any capital improvements made since purchase

Not every expense associated with a rehabilitation project contributes toward the calculations for the credit. In general, only those costs directly related to the repair or improvement of structural and architectural features of the historic building will qualify. The National Park Service lists typical Qualified Rehabilitation Expenses on its website.

- 4) The rehabilitation work must be done according to the Secretary of the Interior’s Standards for the Rehabilitation of Historic Properties (Standards). The National Park Service website provides links to the Standards and other important rehabilitation guidance resources. After the project is complete, all subsequent work within a 5-year period must comply with the Standards and be approved via an amendment by the National Park Service. Not complying with the Standards puts you at risk of having your credits recaptured.

Additional information is available at the following websites:

<https://www.in.gov/dnr/historic-preservation/financial-assistance/historic-tax-credit/>

<https://www.nps.gov/subjects/taxincentives/index.htm>

If you want to use the program, please contact Ashley Thomas, Historic Architecture Specialist, at asthomas@dnr.in.gov or (317) 234-7034.

Residential Historic Rehabilitation Credit

for owner-occupied, state register listed historic properties

An adjusted gross income tax credit is available to rehabilitate historic residential property. The qualified expenditures for preserving or rehabilitating the historic property must exceed \$10,000. The tax credit equals 20 percent of the qualified expenditures that the taxpayer makes to preserve or rehabilitate the historic property.

Eligibility Requirements

- 1) The historic property is located in Indiana, is at least 50 years old, and is owned by the taxpayer.
- 2) The historic property is listed in the Indiana Register of Historic Sites and Structures.
- 3) A proposed preservation or rehabilitation plan complies with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties.
- 4) The preservation or rehabilitation work subject to the credit substantially complies with the preservation or rehabilitation plan, consistent with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties (Standards).
- 5) The preservation or rehabilitation work is completed in not more than two or five years if the preservation or rehabilitation plan indicates that the preservation or rehabilitation is initially planned for completion in phases.
- 6) The historic property is principally used and occupied by the taxpayer as the taxpayer's primary residence.

The qualified expenditures for preserving or rehabilitating the historic property must exceed \$10,000. The tax credit equals 20 percent of the qualified expenditures that the taxpayer makes to preserve or rehabilitate the historic property. The following costs do not count as qualified expenditures:

- Acquiring a property or an interest in a property;
- Paying taxes due on a property;
- Enlarging an existing structure;
- Paying realtor's fees associated with a structure or property;
- Paying paving and landscaping costs;
- Paying sale and marketing costs.

Additional information is available on our website:

<https://www.in.gov/dnr/historic-preservation/financial-assistance/residential-tax-credit/>

If you want to use the program, please contact Ashley Thomas, Historic Architecture Specialist, at asthomas@dnr.in.gov or (317) 234-7034.