

CITY OF MADISON



PACE

PRESERVATION & COMMUNITY ENHANCEMENT

PROGRAM GUIDELINES

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I. Background

The City of Madison is a recipient of a distributive share of a county economic development income tax (EDIT) that was enacted by Jefferson County in 2004. The City is required to submit to the County a Capital Improvement Plan to receive its share of the tax. Since the adoption of EDIT, the City submitted three (3) year plans with the latest expiring in 2016. In preparing the three year plan for the years 2017-2019, it was determined by the Mayor that a Grant Program for the City's historic district would be beneficial for maintaining and improving the streetscape of the historic commercial district as well as aiding historic residential property owners in restoring their buildings. This could help insure that the historic district properties of the City be maintained as well as continuing to support the City's tourism efforts in promoting its historic district.

The three year plan allows for \$50,000.00 per year to be placed in this program and the City Council approved the budget that appropriated \$50,000.00 for the 2017 calendar year. Following the creation and the acceptance of the guidelines to administer and control this program, the Council will enact an Ordinance establishing a nonreverting fund for the purpose of distributing the monies granted and depositing other funds that may be obtained for the P.A.C.E. Program.

II. P.A.C.E. Program Summary

The City of Madison's P.A.C.E. Program provides exterior or structural rehabilitation assistance to encourage private property owners within the Madison, Indiana local historic district to maintain, repair, and appropriately rehabilitate their historic structure(s). The program provides at maximum, a 100% match contribution up to \$7,500.

III. Program Goals and Principles

The primary goal of the P.A.C.E. Program is to promote economic development through encouraging proper exterior historic rehabilitation and preservation to both residential and commercial properties located within the local Madison Historic District boundaries. This program provides eligible private-property owners with funds to aid in their exterior rehabilitation or preservation projects.

A proper rehabilitation is one that maintains, preserves, and protects as much of the original or historic fabric as possible. Where possible, it is always preferred that historic materials are repaired rather than replaced. Historic architectural elements should only be replaced when they are either missing or deteriorated or damaged beyond repair. If an exterior architectural element is missing, reconstruction is recommended. Adequate historic documentation, such as pictures, should be used, when possible, to accurately reproduce missing exterior architectural elements.

Please review the Madison Residential Design Guidelines and the Madison Commercial Design Guidelines for further guidance on how to properly preserve your historic property. Copies may be found online at <http://www.madison-in.gov/Index.aspx?NID=169> or in the Historic Preservation Office at City Hall.

IV. Funding Limits

The program provides at maximum, a 100% grant match of the applicant's contribution to the maximum limit of \$7,500. Proceeds from insurance settlements do not constitute a match. Once an individual or organization has been granted funding by the Board of Public works, they may not apply for funding again for 2 years.

Applications are accepted on a rolling basis but are only reviewed approximately every 90 days. The application deadline will be the first Monday of the quarter. Please see the city website for the current deadlines. The application will be reviewed at least five (5) weeks after the application deadline.

V. Committee Criteria

The P.A.C.E. Review Committee shall consist of five (5) members and all members shall be residents of the City of Madison. All members should have a strong understanding of preservation and be knowledgeable of the City of Madison's Historic District Guidelines.

The Committee shall be composed of five (5) appointed members. Three (3) of the members shall be appointed by the Mayor and two (2) of the members shall be appointed by the Common Council. For the initial appointments, the Mayor shall appoint one (1) member to serve for one (1) year, one (1) member to serve for two (2) years and one (1) member to serve for three years. The Common Council shall appoint one (1) member to serve for one (1) year and one (1) member to serve for two (2) years. Except for the initial appointments, each member shall serve for three (3) year terms and may be reappointed for one (1) additional three (3) year term. The initial appointments of one (1) and two (2) year terms may serve for two (2) full three (3) year terms in addition to their initial term. After completion of serving the maximum terms allowed, a former member may be reappointed to additional terms, but shall have a least a one (1) year break in service to be eligible to serve any additional terms.

All members shall serve until a successor is appointed and qualified. The member's term will end on December 31st in the year his/her term is completed. At the first meeting of each year, the Committee will choose a Chairperson to conduct their meetings. If a vacancy occurs, a successor shall be appointed in the same manner as the departed member, and the successor shall serve the remainder of the vacated term. The appointing authority may, at any time, remove a member appointed by him, her, or them from office.

An individual interested in serving on the P.A.C.E. Review Committee should submit a letter of intent and application. For application please see appendix G. Once accepted as a member of the P.A.C.E. Review Committee, the member must sign a confidentiality statement as well as a conflict of interest agreement.

VI. Eligible for Participation

Persons, corporations or associations* holding a fee simple title of any contributing or potentially contributing historic property within Madison's local historic district as designated by the Historic Ordinance, are eligible to apply.

In order to be considered for funding, applicants must provide legal documentation stating that they either own the property to be rehabilitated or that they have received permission from the owner for the applicant to apply for funding. All property taxes must be current, no current liens against the property, and no current litigation between the City of Madison and the applicant. The applicant must provide willingness to execute all legal agreements.

*No active elected official of the City of Madison, department heads, member of the Board of Public Works and Safety, member of the Historic District Board of Review or member of the Historic District Grant Program Review Committee or their direct relatives are eligible to receive funds from the P.A.C.E. Program. A relative is defined as the spouse, parent, father-in-law, mother-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, or niece and whose relationship is the result of birth, marriage, or adoption. If any of the above listed ineligible individuals is a business associate of the applicant in another business enterprise, then the applicant would also be prohibited from receiving a grant. A business associate is defined as a person or that person's relative as listed above that has a financial interest with the applicant in another business.

VII. Eligible Improvements

The City of Madison's P.A.C.E. Program provides funds strictly for structural stability work or exterior work but is not for normal maintenance. It does not fund interior projects. The proposed project must abide by the Secretary of the Interior Standards for Treatment of Historic Structures as well as the Madison Local Historic District Ordinance and Design Guidelines. The Madison Local Historic District Design Guidelines may be found at the following link: <http://www.madison-in.gov/index.aspx?nid=139>

Examples of Eligible exterior work include:

- Repair of existing historic elements (excludes normal maintenance)
- Reversal of previous inappropriate alterations
- Demolition of non-historic additions
- Reconstruction of original architectural elements based on documentation or evidence
- Historic garage, guest house, or carport rehabilitation
- Exterior wall repairs

VIII. Application Process*

1. Applicants must meet with the City's Preservation Coordinator at least 10 days prior to the quarterly filing deadline.

2. If applicable, the applicant must submit an application to bring proposed project to the next Historic District Board of Review (HDBR) meeting.
3. If applicable, a Certificate of Appropriateness (COA) must be granted by the HDBR in order to continue on with the P.A.C.E. Program Application.
4. **All materials must be received by 4:00 PM on the grant application due date. This includes the original and one complete copy (a total of two (2) complete sets) of the application. Applications missing crucial elements or without sufficient copies of all materials, will not be considered for funding. The applicant is responsible for ensuring that the application is complete**
5. Once the completed application has been submitted to the Preservation Coordinator, the Preservation Coordinator emails the application to local organization representatives with experience in historic preservation and rehabilitation work. These representatives may give the P.A.C.E. Review Committee recommendations or notes on each application which are strictly considered as professional advice.
6. The Preservation Coordinator forwards completed application and any letters of recommendation or notes given by the local organization representatives to the P.A.C.E. Review Committee.
7. Approximately every 90 days, the P.A.C.E. Review Committee will review applications for the P.A.C.E. Program. The quarterly P.A.C.E. Review Committee meeting will take place, unless otherwise noted, on the second Monday of the second month of the current quarter at 5:30pm in City Hall. There will always be at least 5 weeks between the application deadline and the P.A.C.E. Review Committee meeting.
8. The P.A.C.E. Review Committee approves or denies the application. The P.A.C.E. Review Committee is not obligated to approve any of the applications.
9. The P.A.C.E. Review Committee sends the applications they approve to the Mayor of the City of Madison, IN.
10. The Mayor brings the approved applications before the Board of Public Works for final and official approval.
11. The Board of Public Works approves or denies the applications.

*Please see appendix A for the application form

IX. Project Budget and Contractors

A detailed project budget worksheet is a required part of the final application. The exact bid amount must be listed out in the budget. This includes both materials and labor. Building permit fees, if applicable, are the responsibility of the applicant and cannot be included in the project budget. If using hired labor, the budget must be completed by a licensed contractor, subcontractor, vendor, or craftsman. It is the responsibility of the property owner to ensure that the selected contractor has the proper licensing to perform the requested work.

According to the City of Madison, Indiana's City Ordinance #2016-11, all contractors must be registered with the City of Madison. If the applicant decides to change the contractor at any point during the duration of the project, the applicant must notify the Preservation Coordinator. If using a contractor, the contractor must be listed in the application. If the contractor or person doing the work is not listed, the application will be considered incomplete and will not be accepted for submission to the P.A.C.E. Review Committee. For the budget worksheet please see appendix D.

X. Project Selection Criteria

The decision to approve an application will be based on the value and quality of the proposed project and its overall impact on Madison's preservation efforts. Listed below are the priorities of this program and the description of the weight system used in the decision making process.

PRIORITIES:

First Priority Projects:

Projects which score above 15 points according to the PACE Selection Criteria: Scoring and Prioritization Sheet will be eligible for a grant amount up to \$7,500.00

Second Priority Projects:

Projects which score above 12 points and below 15 points according to the PACE Selection Criteria: Scoring and Prioritization Sheet will be eligible for a grant amount up to \$5,000.00

Third Priority Projects:

Projects which score above 2 points and below 12 points according to the PACE Selection Criteria: Scoring and Prioritization Sheet will be eligible for a grant amount up to \$2,500.00

WEIGHT SYSTEM:

Applications will be reviewed and assigned points based on the following criteria. The points will be tallied and used to decide if the application is approved or denied. Please see appendix E.

- Primary Objectives of Grant: A proposed project which meets the primary objectives of the grant will receive a point for each objective which falls under this category. Each

point will then be multiplied by a weight of five (5) which determines the weighted value for the criteria. The primary objectives of grant are: visible from public right of way (ROW), utilizing authentic/preferred materials and application demonstrates proper methods will be used in the project.

- Objectives of Grant: A proposed project which meets the objectives of the grant will receive a point for each objective which falls under this category. Each point will then be multiplied by a weight of three (3) which determines the weighted value for the criteria. The objectives of grant are: legal commercial use of property and removes incompatible features of a structure and restores authenticity.
- Positive Impact on District: A proposed project which makes a Positive Impact on District will receive a point for each objective which falls under this category. Each point will then be multiplied by a weight of two (2) which determines the weighted value for the criteria. The objectives of a Positive Impact on District are: owner operates legal commercial enterprise on site, owner's primary residence is on site, and preserves the integrity, safety, and structural stability (owner must submit letter from easement holder at time of application).

XI. Commencement and Deadlines for Exterior Rehabilitation Work

Any work included in the project description, whether funded by the P.A.C.E. Program or by the applicant, must not begin until the Preservation Coordinator informs the applicant that the Board of Public Works has approved their grant application, all agreements have been signed and all contractual requirements have been turned into the Preservation Coordinator.

If the project will not completed within twelve (12) months following the grant approval by the City of Madison Board of Public Works and Safety, the grantee may request approval by the Board of Public Works and Safety for an extension. The extension request must be made before the original twelve (12) months expire in order to be considered for an extension. The extension, if approved by the Board of Public Works and Safety, can be for a period not to exceed twelve (12) additional months.

If the project is not completed within the original twelve (12) months along with any approved extensions by the Board of Public Works and Safety, then all fund previously provided to the recipient shall be returned and placed in the P.A.C.E. Nonreverting Fund for future distribution. All projects will be reviewed upon completion by the Preservation Coordinator to ensure that the work was completed according to the P.A.C.E. Program Agreement. Failure to complete any project may result in the City placing a lien on the property recovering grant monies in the amount of monies received.

XII. Project Sign

Recipients of a P.A.C.E. Program grant must agree to post a sign in either the front yard or a front window acknowledging the P.A.C.E. Program. The sign must remain displayed in a prominent location during the entirety of the project. If the sign is damaged, the project

participants are asked to notify the Preservation Coordinator so a replacement sign may be delivered.

XIII. Final Report

The applicant must submit a final report to the Preservation Coordinator within 45 days of the final inspection completed by the Preservation Coordinator. The final report must include the following:

1. Description of work completed.
2. Detailed description of who completed the work.
3. Final project budget (copies of invoices and receipts must be included).
4. Pictures of the finished project.

Please see appendix F for the final report checklist and form.

XIV. Disbursement of Funds

Once approved by the Board of Public Works, fifty percent (50%) of the funds will be provided to the recipient after fifty percent (50%) of the project is completed and the balance of the grant funds are to be provided to the recipient following the project total completion. The applicant is required to notify the Preservation Coordinator as to the day the project work will begin. The application is required to notify the Preservation Coordinator once fifty percent (50%) of the project is completed. The Preservation Coordinator will inspect the property to ensure that the work meets the requirement of the P.A.C.E. Program Agreement. If approved, fifty percent (50%) of the awarded grant funds will be made available to the applicant. The property will be inspected once more after the completion of the project. If the work does not meet the requirements of the P.A.C.E Program Agreement the applicant must correct the work. If the work is not corrected, and in conjunction with the P.A.C.E. Ordinance Section (F) the applicant must surrender the full amount of the grant funds back to the City of Madison.

Audit: Not later than 45 days following the inspection and approved completion of the project, the grant recipient is required to submit a detailed list of all expenditures that was specific to the approved project. Supporting documents such as vendor invoices, proof of payment, etc. may be required. Should the grant recipient's total approved expenditures meet or exceed the required project cost, and then the project is considered completed. As outlined in Section VII. Funding limits, the program provides a maximum match of funds to 50% of the actual cost of the project, but not to exceed \$ 7,500. Should the expenditure be less than the project estimate, then a repayment and a grant adjustment will be necessary.

For example, the project was approved for a \$ 10,000.00 cost, with a \$5,000.00 match from the PACE Program, but the actual cost of the project was \$ 6,000.00. At \$ 6,000.00, the program's match would have been \$3,000.00. The grant recipient will be required to

reimburse the P.A.C.E. Program \$ 2,000.00. Should the recipient fail to make this restitution within 60 days of notification, the City of Madison, Indiana may place a lien on the property in order to recover grant monies.

XV. Contractual Requirements

The following documents must be included with the final application:

1. Consent Agreement:

The consent agreement, which is part of the official application, acknowledges that the applicant understands the rules, regulations, and guidelines for the P.A.C.E. Program and if awarded funding will abide by all legal contracts signed.

2. Exterior Rehabilitation Program Agreement:

The P.A.C.E. Program Agreement is signed upon the approval of the grant by the Board of Public Works.

3. Proof of Insurance:

The applicant must provide proof of either home insurance for residential properties or commercial building insurance for commercial properties.

4. Business, Organization, or Association Information (If applicable):

If the applicant is a business, organization, or association they must provide the following:

- a. Articles of incorporation.
- b. A certificate of partnership and complete partnership agreement, if the applicant is a partnership.
- c. Bylaws and other organizational documents if the applicant is an association.

XVI. Appendix

- A. P.A.C.E. Program Grant Application
- B. Project Description
- C. Project Questions
- D. Budget Worksheet
- E. Project Scoring Sheet
- F. Final Report
- G. P.A.C.E. Review Committee Application