



CITY OF MADISON, INDIANA
FINAL REPORT for P.A.C.E. PROGRAM GRANT
Preservation and Community Enhancement Program

FINAL REPORT CHECKLIST

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

ONE (1) COMPLETE SET OF THE FINAL REPORT FORM AND RELATED DOCUMENTS ARE REQUIRED FOR SUBMITTAL

- _____ **Original Final Report Form**
- _____ **Detailed Project Description** (This description should include as much detail about the project and the work that is to be conducted as possible)
- _____ **Detailed Project Budget Worksheet** (This should list all materials and labor costs)
- _____ **Copies of invoices and receipts for the project** (For all work)
- _____ **Photographs of Finished Project** (Includes at least eight (8) photos: a picture of each façade of the building and four (4) detailed pictures of the area(s) being affected by the project.)



CITY OF MADISON, INDIANA
FINAL REPORT for P.A.C.E. PROGRAM GRANT
Preservation and Community Enhancement Program

FINAL REPORT FORM

Applicant's Name _____
(Last) (First) (MI)

Property Physical Address _____, Madison, IN 47250

Business Name (If applicable) _____

Mailing Address _____

Date: (mm/dd/year) _____ Phone _____

E-mail _____ Fax _____

Project Overview:

Amount of P.A.C.E Grant: _____

Total Cost of Project: (Line 13 of Detailed Project Budget Worksheet) _____

Date of Completed Work: _____

Detailed Project Description: (On attached sheet(s) describe your project: provide as much detail about the project and the work that was conducted as possible.)

Please check that the following related documents are included with the Final Report Form:

- Detailed Project Description**
 - Detailed Project Budget Worksheet**
 - Copies of invoices and receipts for the project**
 - Photographs of existing conditions of Property** (Minimum of 8 photographs)
-

I certify that all required documents are included in my final report packet.

Recipient(s) Signature

Date



CITY OF MADISON, INDIANA
FINAL REPORT for P.A.C.E. PROGRAM GRANT
 Preservation and Community Enhancement Program

STEPS FOR FINAL REPORT FOR A P.A.C.E. PROGRAM GRANT

1. Notify the Preservation Coordinator once 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 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.
2. No later than 45 days following the inspection and approved completion of the project, the grant recipient is required to submit a Final Report Form and all related documents as listed on the Final Report Checklist.
3. The Preservation Coordinator will review final report form and submitted related documents.
4. The Preservation Coordinator will approve the completion of Final Report and submit project for payment before the Board of Public Works for final and official approval.
5. The Board of Public Works approves or denies the payment for the project.

RETURN COMPLETE APPLICATION TO:

City of Madison, Office of Historic Preservation
 101 W. Main Street, Madison, IN 47250
 (812) 274-2750

For Staff use:

Process/Step	Date	Staff Initial
Recipient notified Preservation Coordinator about completion of project		
Preservation Coordinator completed final inspection of the completed project		
Complete Final Report received by Office of Historic Preservation prior to 45 days after final inspection was completed		
Contact applicant with status of payment		



CITY OF MADISON, INDIANA
 FINAL REPORT for P.A.C.E. PROGRAM GRANT
 Preservation and Community Enhancement Program

FINAL REPORT - DETAILED PROJECT BUDGET WORKSHEET

This is a required attachment for the P.A.C.E Program Grant Application

Attach additional sheets as needed

Description of Work and/or Material Please Reference Appropriate Quote	Category (Circle One)	Dollar Amount	
SAMPLE: 1" Pine Wood Plug – 250 Ct	Materials	\$58.00	
	Labor		
	Other		
	Materials		Line 1
	Labor		
	Other		
	Materials		Line 2
	Labor		
	Other		
	Materials		Line 3
	Labor		
	Other		
	Materials		Line 4
	Labor		
	Other		
	Materials		Line 5
	Labor		
	Other		
	Materials		Line 6
	Labor		
	Other		
	Materials		Line 7
	Labor		
	Other		
	Materials		Line 8
	Labor		
	Other		
	Materials		Line 9
	Labor		
	Other		
Total Lines 1 through 9			Line 10
Divide Line 10 By 2			Line 11
Maximum Allowed		\$7,500.00	Line 12
Enter lesser of Line 11 and Line 12			Line 13

I certify that the amount listed in Line 10 above is the cost of the work completed at _____ Madison, IN 47250 and that all receipts show labor and material costs related to this project.

Signed by Contractor and/or person who completed work

Date