

PAUL BRUHN PACE GRANT PROGRAM

Policies and Program Guidelines



MADISON
Indiana

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This program is being supported in part by a Paul Bruhn Historic revitalization Grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.

Paul Bruhn PACE Grant Program Introduction

In 2022 the City of Madison announced it has been awarded a \$325,000 National Park Service (NPS) Paul Bruhn Historic Revitalization Grant to support the city's PACE Grant Program. The Paul Bruhn PACE Grant Program was created to administer the awarded funds and disburse them to eligible projects.

Program Description

The primary goal of the Paul Bruhn PACE Grant Program is to encourage proper exterior historic rehabilitation and preservation to both residential and commercial properties located within the City of Madison's Historic District.

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.

Projects funded by the Paul Bruhn PACE Grant Program must be in compliance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. If the historic property is not currently protected by a preservation easement, a 5-year preservation agreement will be required that meets the minimum federal preservation requirements set by the National Park Service.

Funding Areas

The City of Madison's Paul Bruhn PACE Grant Program provides for neighborhood revitalization by providing grants for exterior rehabilitation, structural rehabilitation assistance, or for rehabilitation of dilapidated structures. Project must be located within the city's historic district and the subject property must contribute to the district or be eligible for individual listing on the National Register of Historic Places.

Funding Limits

The Paul Bruhn PACE Grant Program is broken into two grant types. The Paul Bruhn Rehabilitation Grant provides a grant up to a maximum limit of \$20,000.00 for exterior rehabilitation project. The Paul Bruhn Dilapidated Structures Grant provides a grant up to a maximum limit of \$50,000 for a dilapidated structure.

Applications are accepted on a rolling basis. Please see the city website for the current deadlines. The application will be reviewed within five (5) weeks after the application deadline.

Application Review and Approval

1. If applicable, a Certificate of Appropriateness (COA) must be granted by the HDBR prior to work included Grant Program grant application begins.
2. **All materials must be received by 4:00 PM on the grant application due date. Applications missing crucial elements will not be considered for funding. The applicant is responsible for ensuring that the application is complete.**
3. The Paul Bruhn PACE Grant Program Committee meeting will take place as needed in City Hall. All meeting dates will be available on the city's website. **The applicant or a representative must be present at the meeting. If a representative for the application is not present, the application will be denied.**
4. The Paul Bruhn PACE Grant Program makes recommendations to the City of Madison Board of Public Works and Safety on which applications should receive funding. The Paul Bruhn PACE Grant Program is not obligated to recommend funding for all of the applications.
5. The Paul Bruhn PACE Grant Program sends the recommended applications to the City of Madison Board of Public Works and Safety for final and official approval.
6. The City of Madison Board of Public Works and Safety approves or denies the applications.

Grant Applicant Eligibility

The intent of the Paul Bruhn PACE Grant Program is to assist low-to-moderate income property owners complete exterior rehabilitation, structural rehabilitation assistance, or for rehabilitation of dilapidated structures located within the Madison Historic District. Properties must contribute to the district.

In order to be considered for funding, applicants must provide legal documentation stating that they own the property to be rehabilitated. All property taxes must be current, no current tax liens against the property, and no current litigation between the City of Madison and the applicant. The applicant, who must be the property owner, will be required to execute all legal agreements including a preservation agreement.

Income verification will be completed using the Section 8 definition of income calculation. The household's income is a 12-month projection of expected income.

All income and employment must be verified to ensure accuracy and to document eligibility in the program. Income verifications are valid for a period of six (6) months. If more than six (6) months pass between income verification and contract execution, a new income verification will be completed. The maximum income allowed by household size will be determined by the table published annually by the Housing and Urban Development (HUD).

The 2023 table which will be used as the standard in 2024 is listed below.

Household Size	Income Limits
1-person	at or below \$44,200.00
2-person	at or below \$50,500.00
3-person	at or below \$56,800.00
4-person	at or below \$63,100.00
5-person	at or below \$68,150.00
6-person	at or below \$73,200.00
7-person	at or below \$78,250.00
8-person	at or below \$83,300.00

No active elected official of the City of Madison Government or of the Jefferson County Government are eligible to receive funds from the Paul Bruhn PACE Grant Program. No active member of the City of Madison’s Board of Public Works and Safety or member of the Paul Bruhn PACE Grant Program Review Committee are eligible to receive funds from the Paul Bruhn PACE Grant Program. If a direct relative of an active member of the City of Madison’s Board of Public Works and Safety or member of the Paul Bruhn PACE Grant Review Committee applies, that member shall recuse themselves from the conversation and vote. 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.

Eligible Improvements

Paul Bruhn Rehabilitation Grant

This grant 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 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.

Examples of eligible exterior work includes:

- Repair of existing historic elements (excludes normal maintenance)
- Exterior wall repairs
- Repairs to historic slate or standing seam roofs

Examples of ineligible work:

- Interior elements
- New construction
- Landscaping
- Complete roof replacement
- Sidewalks and driveways
- Replacement of fence (repair of historic iron fences is eligible)
- Work which does not meet the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation

Paul Bruhn Dilapidated Structures Grant

This grant provides for the rehabilitation of dilapidated buildings within the Madison Historic District. 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. Dilapidated structures include any man-made structure which, by reason of faulty construction or any other cause,

is liable to cause injury or damage by its collapsing or by the collapse or fall of all or any part of such structure or any man-made structure which, because of its condition or because of lack of doors or windows, is available to or frequented by persons who are not lawful occupants of such structure. Eligibility shall be determined by the city's Building Inspector and Paul Bruhn Program Administrator following a site inspection. The site inspection must be completed prior to submission of an application for funding.

Examples of eligible work includes:

- Repair of existing historic elements (excludes normal maintenance)
- Exterior wall repairs
- Interior Structural Elements
- Electrical Service
- Architectural and engineering fees

Examples of ineligible work includes:

- Floor coverings (carpet, laminate, wood, etc.)
- Kitchen or bathroom fixtures or furniture (countertops, cabinets, appliances, fixtures)
- New electrical fixtures
- Interior drywall or paint
- Landscaping
- HVAC/plumbing Service
- Work which does not meet the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation

Application Package Requirements

In preparing the application to Paul Bruhn PACE Grant Program grants, the Applicant shall provide a description of the current condition of the Project, how the funding will be applied and the outcome and measurable results. Additional details are presented below which closely follow the format of the application. Details are listed in a "Checklist" format to facilitate the organization of an application package.

Part A – INTRODUCTION

The Applicant must provide an overview including:

- Name of Applicant (Head of Household).
- Address: provide a full mailing address for the application.
- Contact information for all parties – Owner(s) and Lessees
- Address of the Project

Part B – DESCRIPTION OF THE PROJECT

The Applicant shall provide a description of construction-related activities to be carried out as part of this Project. The applicant will also provide a project schedule to show how the project will be completed in 12 months. The Applicant shall provide supporting documentation including:

- List of all major tasks necessary to complete the proposed Project
- Site Plan,
- Floor Plans,
- Elevations and Sections,
- Photographs of existing conditions with attached notes describing work to be carried out,
- Any additional documentation necessary to describe the scope of the Project may be provided.

Part C – FINANCIAL ELEMENTS

The Applicant shall provide all financial information necessary to evaluate conformance with the financial requirements of the Grant Program:

- List of all members living in the household including their income
- List of current assets

Part D – EMPLOYMENT INFORMATION

The Applicant shall provide all employment information necessary to evaluate conformance with the requirements of the Grant Program:

- Summary of employment information.
- Completed Part I of Request for Verification of Employment

Part E – REQUIRED SUPPORTING DOCUMENTS

- Proof of Ownership (Deed)
- Proof of Insurance
- Approved COA (if applicable)

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. A scoring chart for each grant type is included in appendix A.

Award Notification

The Applicant selected to receive grant funding must enter into a formal Funding Agreement (Agreement) with the City of Madison. The Agreement specifies the dollar amount awarded, scope of work, agreed Project budget, how outcomes will be measured, contract duration, the terms of funding and other terms and conditions. Prior to the execution of the Agreement, the City will follow the procurement practices within 2 CFR 200.317-327 for the entire project. Projects shall receive at least three quotes from responsible and responsive offerors. The City reserves the right to reject all quotes.

Total Project Budget should be verified by an executed construction contract or other suitable documentation confirming costs to complete the Project. The contract will be executed between the homeowner, the City of Madison, and the contractor. The City of Madison will solicit and consider multiple proposals on each construction project. The qualifications of the most responsible contractor will be submitted to National Park Service for approval.

The property owner of a property selected to receive grant funding must enter into a formal Preservation Agreement with the City of Madison. This Preservation Agreement shall be in effect for a term of 5 years. The Preservation Agreement will be monitored by the State of Indiana Division of Historic Preservation and Archaeology.

Implementation of the Project

Once the grant funding is awarded, the property shall be available for third party inspections before, during and after the construction process. A list of work items will be written up and submitted for review by the National Park Service. National Park Service will complete a technical review of all project plans and specifications. Projects are required to complete Section 106, Section 110 and NEPA review.

During construction, the homeowner must make the property available for the work to be completed during normal business hours, which would be considered Monday through Friday from 8:00 a.m. to 5:00 p.m., unless otherwise specified by the contractor.

A monthly progress report shall be submitted by the property owner or contractor to the grant administrator by the 15th of each month.

At final project completion and closeout, the Applicant shall complete a Final Report.

Grant Term

Approved Paul Bruhn PACE Grant Program projects must begin within 90 days following approval by the City of Madison Board of Public Works and Safety. If work does not begin within 90 days, recipients forfeit their grant funds. In extreme circumstances, the City of Madison Board of Public Works may waive this requirement or extend the time period in which the project shall start.

Paul Bruhn PACE Grant Program projects must be completed within twelve (12) months following the grant approval.

In extreme circumstances where the project cannot be completed within twelve (12) months, an extension request can be made to the City of Madison Board of Public Works and Safety before the original twelve (12) months expire. The extension, if approved by the City of Madison Board of Public Works and Safety, can be for a period not to exceed twelve (12) additional months.

All projects will be reviewed upon completion by the Director of Planning to ensure that the work was completed according to the Paul Bruhn PACE Grant Program Agreement.

Project Publicity

Recipients of a Paul Bruhn PACE Grant Program grant must agree to post a sign in either the front yard or a front window acknowledging the Paul Bruhn PACE Grant

Program. The sign must remain displayed in a prominent location during the entirety of the project. If the sign is damaged, the project participants shall notify the Director of Planning so a replacement sign may be delivered.

This program is being supported in part by a Paul Bruhn Historic Revitalization Grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior. A program sign is required by this funding.

Reporting on the Project

The Grantee shall submit to the City written progress reports each month and at completion of the project.

Monthly project reports may be completed by the property owner or contractor. Reports are due by the 15th of each month and should be submitted to the grant administrator. A template report will be provided to the property owner and contractor as part of the grant agreement.

The applicant must notify the Director of Planning of the project completion. The applicant must submit a final report to the Director of Planning within 45 days of the project completion. 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.

Compliance with Laws.

The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required by the City of Madison.

The Grantee certifies by entering into a Paul Bruhn PACE Program Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments.

The Grantee warrants by entering into a Paul Bruhn PACE Program Grant Agreement that it has no current or pending litigation with the City. During the term of a Paul Bruhn PACE Program Grant, the Grantee agrees that the City may suspend funding for the Project if litigation with the City occurs.

The Grantee warrants that the Grantee and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the City.

Failure to do so may be deemed a material breach of the Paul Bruhn PACE Grant Program Agreement and grounds for immediate termination.

Paul Bruhn PACE Review Committee

The P.A.C.E. Grant Review Committee has determined that a subcommittee should be established to review Paul Bruhn grant applications. This subcommittee will consist of 4 members. One member shall be appointed by the P.A.C.E. Grant Review Committee, one member shall have a strong understanding of preservation, and one member shall have a background in helping low-income persons with grant projects. The fourth member shall be the grant administrator for the Paul Bruhn grant.

These members shall serve until the Paul Bruhn program has been completed or expires.

Appendix A

Paul Bruhn Rehabilitation Grant Scoring	Tally		Total (31 minimum)
Will the project preserve any historic architectural features which remain in accordance with the Secretary of Interior Standards for Rehabilitation?	Yes – 2 to 10 points	No features - 1 point	
Will the project eliminate/correct previous remodeling which has covered up historic architectural features in accordance with the Secretary of Interior Standards for Rehabilitation?	Yes – 1 to 10 points	No - 0 points	
Does the project include work which goes beyond maintenance and repair?	Yes – 1 to 10 points	No - 0 points	
Is the project visible from the public right of way?	Yes, Alley – 2 points Yes, Street – 4 points Yes, Street and Alley - 6 points	No - 0 points	
What is the income level of the applicant?	60.1%-80% - 1 point 50.1%-60% - 2 points 40.1%-50% - 3 points 30.1%-40% - 4 points 30% or below - 5 points	Above 80% - 0 points and not eligible for program.	

Note: If score ties with another applicant the person with the lowest percentage annual median income will be chosen first.

Paul Bruhn Dilapidated Structures Grant Scoring	Tally		Total (31 minimum)
Will the project preserve any historic architectural features which remain in accordance with the Secretary of Interior Standards for Rehabilitation?	Yes - 2 to 10 points	No features - 1 point	
Is the project visible from the public right of way?	Yes - 1 point Yes, Alley - 2 points Yes, Street - 4 points Yes, Street and Alley - 6 points	No - 0 points	
How long as the property has been vacant?	5 years or more - 10 points 3-5 years - 7 points under 3 years - 5 points	Occupied - 1 point	
Has the building been deemed unsafe by the city's Building Inspector?	Yes - 10 points	No - 0 points	
What is the income level of the applicant?	60.1%-80% - 1 point 50.1%-60% - 2 points 40.1%-50% - 3 points 30.1%-40% - 4 points 30% or below - 5 points	Above 80% - 0 points and not eligible for program.	

Note: If score ties with another applicant the person with the lowest percentage annual median income will be chosen first.