

## Crawfordsville Main Street Program, Inc

### Architectural & Engineering Conditions Assessment Grant Program – Purpose & Process

Please read the following for more information on the CMS Architectural & Engineering (A & E) Grant program.  
<https://www.crawfordsvillemainstreet.com/ae-grant>

#### Purpose of Grant

The primary purpose of the grant is to assist and support improvements to historic properties in Crawfordsville's commercial historic district, through a better understanding of the work required on buildings, and the costs required to action improvements.

The grant specifically pays a portion of a **Professional Engineering Conditions Assessment Report**. This report provides a thorough review of the property and outlines the areas in need of repair, as well as a general guideline on costs to make the repairs. The report is an essential step towards rehabilitating historic downtown properties.

The A & E grant does not cover construction costs or material costs for property rehabilitation.

#### What is a Conditions Assessment Report?

Condition Assessments (CA) are one way to understand how buildings were constructed, used, and maintained. It is a preservation and rehabilitation tool that identifies, describes, and generally evaluates the existing condition of a historic structure, typically a historic building, and its associated environment. It is a detailed accounting of the material elements and components of a historic structure, including its structural system, exterior and interior finishes, architectural ornamentation, and features at the particular point in time the report is completed. Building MEP systems (Mechanical, Electrical, Plumbing) may also be reviewed in a CA to capture the type, age, capacity and anticipated remaining life of those systems (**check with the selected engineering firm on the scope of their MEP review**). If the property owner gives future plans for the building, the CA report may advise on the ability of the existing systems to meet future needs.

The CA has 2 primary objectives: to identify materials and features and to evaluate their condition. **CA content will vary by A & E firm and property, and property owners should guide contracted firms to the areas of greatest focus.**

#### Qualifying Criteria for Properties

Property criteria to qualify for the grant is as follows:

- The property must be located in the designated Crawfordsville Commercial Historic District
- The property must be at least 50 years old
- The property must be owned by a private individual, a private business, or a non-profit organization
- The property must be used currently (or planned to be used) as commercial, or commercial + residential mixed-use property, places of worship or other qualifying non-profit uses
- Properties that are currently condemned or dilapidated will still qualify as grant candidates

Priority will be given to historic properties in immediate need of stabilization.

The grant is for standing properties, and it will not be applied to outside landscaping, hardscaping spaces, parking lots or alleyways.

Property owners may appoint a proxy contact to act on their behalf throughout the grant process. The property owners will still hold primary responsibility for the grant funds, completing the assessment and paying the A & E firm.

## Grant Funds Distribution

Grants are designed to support property owners in their goals of improving their properties. Crawfordsville Main Street (CMS) will award 60% of the assessment cost (up to \$6,000), while the owner provides the remaining 40%. This model allows CMS to give substantial support to interested historic property owners, while working alongside invested property owners.

CMS grant program funding will be distributed on a first-come first-serve basis, until all available funds are distributed.

### A & E Grant Program process (Please read carefully):

1. After an A & E Grant Application is received, CMS will contact the Applicant to acknowledge receipt. The CMS grant review team will review the application, then contact the Applicant if more info is needed, or to let the Applicant know if their application is conditionally approved to proceed.
2. If approved to proceed, the Applicant is emailed notification that they have ***Conditional Approval*** from the CMS grant review team and will be provided with Next Steps for final approval. If however the Applicant is denied approval, CMS will send an email notifying the Applicant. Subsequent steps below would not apply, but the Applicant may be encouraged to reapply for the grant program.
3. **Applicants receiving *Conditional Approval* are sent a Grant Agreement** which includes a short list of required documentation to be submitted for full approval. All information on the Grant Agreement and accompanying documents need to be submitted **before** starting the Conditions Assessment
4. Applicant obtains a Conditions Assessment quote from one of our three vetted engineering firms. Applicants may obtain quotes from more than one of these firms – then select their firm of choice. All three vetted firms have agreed to provide free quotes for CMS A & E grant applicants.
5. Applicant signs the **Grant Agreement** and submits all required documentation to CMS within ninety (90) days of receiving notification of their pending approval status
  - a. When a CMS representative signs the Grant Agreement and returns a copy of the same to the Applicant, the Applicant is now a **Grantee** – and may schedule the Conditions Assessment work with their selected engineering firm
  - b. **Grantee** then has another ninety (90) days to complete the Conditions Assessment and submit a full copy of the completed Conditions Assessment Report to CMS

### Grant funds will be awarded and disbursed as follows:

1. Grant awards are paid directly to the property owner in one installment after the assessment is completed by the approved A & E firm and their final report is received by CMS.
2. It is the property owner's responsibility to ensure the contracted firm is paid in a timely manner and the Conditions Assessment is completed

### Grant Funding EXAMPLE:

- a. Applicant obtains \$7,000 quote from A & E firm for a Conditions Assessment
  - A & E Grant covers 60%: \$4,200
  - Property owner is responsible for 40%: \$2,800
- b. Grantor (CMS) payout activated when we receive a copy of the Conditions Assessment Report: \$4,200 to property owner
- c. Grantee/Property owner pays their 40% share of the cost (\$2,800) to the A & E firm
- d. Grantee/Property owner ensures A & E firm receives the full payment of \$7,000 for the Conditions Assessment

## Common Terminology of Grant and Historic Preservation Community

**Historic Property** - As referenced in this grant, a historic property is a property that is at least 50 years old.

**Historic District** - Historic preservation ordinances allow local municipalities to protect culturally or historically significant properties by designating them as Local Historic Districts (Local HD). Design guidelines and a public review process ensure that any exterior changes are sympathetic to the historic character of the property. Local Historic Districts can be made up of single or multiple sites and structures. Locally, districts are designated by recommendation of the Crawfordsville Historic Preservation Commission and voted on by the City Council.

**Preservation** - The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials, and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

**Rehabilitation** - The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

**Restoration** - The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

**Reconstruction** - The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

**Mixed Use** - Buildings or areas that have multiple uses, such as commercial with upper story residential

**Adaptive Reuse** - Adaptive reuse (also called building reuse) refers to the repurposing of an existing structure for new use. For example, converting an old church into a restaurant, an old train station into an office space, or an old windmill into a home.

Questions? Let us know! [grantinfo@crawfordsvillemainstreet.com](mailto:grantinfo@crawfordsvillemainstreet.com)

CRAWFORDSVILLE MAIN STREET

Fusion 54 Building | 101 W. Main St | Suite 415 | Crawfordsville, IN 47933