

If you are requesting the IHCD Affordable Housing and Community Development Fund (Development Fund), then the following information and instructions for historic review apply to your project. For all projects funded in whole or in part by State funds (e.g. Development Fund) a review process separate from the Section 106 review is triggered by Indiana Code [IC 14-21-1-18]. This statute requires that any historic site or historic structure owned by the state or historic site or historic structure listed on the state or national register may not be altered, demolished, or removed by a project funded, in whole or in part, by the state unless the review board has granted a Certificate of Approval (CofA).

Projects Funded with Only State Funds

Consultation occurs between the Indiana State Historic Preservation Office (SHPO), IHCD, and the applicants to determine if listed properties will be altered, demolished or removed by the proposed project. If it is determined that historic resources listed on the state or national registers will be adversely impacted, the applicant will need a CofA from the State Historic Review Board. The CofA review takes at least 30 days to be reviewed once it is submitted to SHPO, and IHCD staff will submit the application on behalf of the applicant.

Projects Funded with State and Federal Funds

Consultation occurs between the Indiana SHPO, the funding agency, and the applicants to understand the impact of developments on historic resources. To expedite reviews and eliminate redundancy, if a project is receiving both State funds (Development Fund) and Federal funds (HOME, HOME-ARP, NHTF), then the Indiana SHPO will perform both the CofA review and the Federal Section 106 concurrently. If it is determined that any sites or structures listed on the state or national registers will be adversely impacted, the project will require a Memorandum of Agreement (MOA) between all parties agreeing to terms of remediation. The applicant may not close on any IHCD loans or receive any IHCD grant funding until all State and Federal requirements are met.

For further information on this Dual Review process, please reach out to IHCD's Placemaking and Environmental Review Manager.

Steps to the Historic Review Process

At time of application:

All applications for IHCD Development Fund must include a map of the project site showing the Area of Potential Effect (APE) the project may have on any historic resources in the vicinity of the construction area.

1. Visit DNR's [DHQA IHBBC Public Application Tool](#) to look up the site of the proposed project. A search bar will appear in the left hand corner—enter in the address.
2. In the upper right-hand corner, select the four boxes and click on “imagery”—this will show an aerial satellite view of the property (preferred to basic base map).

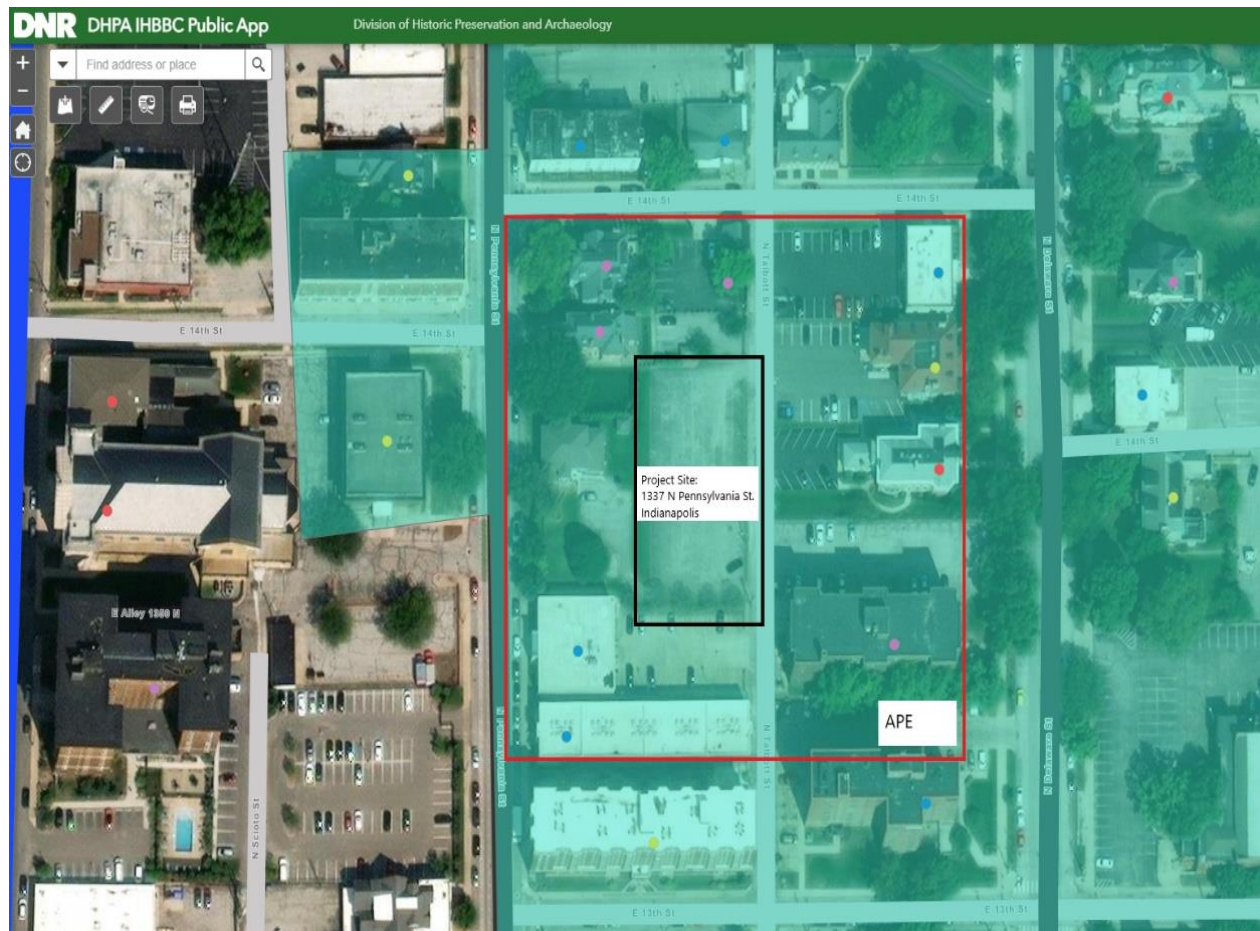


3. First, screen shot the project site as well as the surrounding areas. Show where the project site is located and specify on the map what the address is. This is shown in the map below with the black outline. If the project is scattered site, you will need to provide a map for every address.



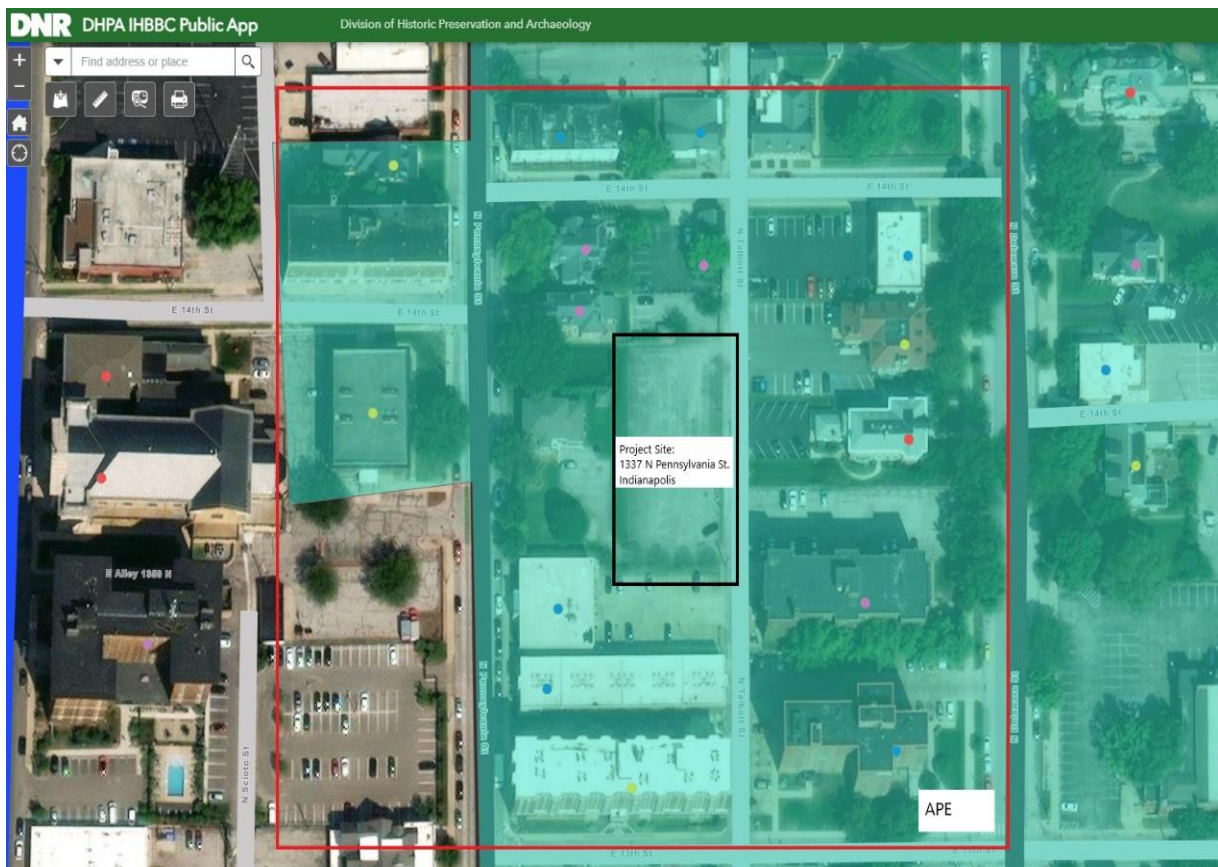
4. Next, you will need to draw a box around the site to show the Area of Potential Effect (APE). This is shown as the red outline in the two examples below and can be drawn using Microsoft Paint or another application. An APE should consider the height of the proposed property and if it will have a potential visual effect on the surrounding area. A typical APE will include the properties directly adjacent in all directions, but can spread further outward depending on the possible effects and size of the project.

Example 1: The project is the new construction of three townhomes (two-story) within the site highlighted. The APE is drawn on the map below, showing which buildings in the vicinity of the project may be physically or visually impacted by the new construction. A good trick is thinking about where the new construction can be seen from the street. About where the townhomes can no longer be seen is the edge of the APE.



Example 2: The project is the new construction of a 60-unit multifamily housing project with 4 stories. The size/height of the building must be considered in determining the impact on surrounding properties, and this should be compared to the height/size of the buildings around the project. A 4-story building in a residential area with all single or double story homes will have a larger APE than a 4-story building surrounded by 6-story buildings.

As you can see, the APE is larger than Example 1.



5. After the map is created, investigate any historic resources within the APE using the mapping tool.
 - a. Areas shaded in blue are Nationally Registered Historic Districts. If the project area falls partially or totally within a District, click on the shaded area and pull up the District Report (Click for Report). A separate window will pull up the SHAARD report for the district. Save this for inclusion in your application.



- b. Buildings or areas marked with a star are individually listed structures on the National Register. If a star is located within the APE of your project, click on the star and pull up the SHAARD report for the structure. Save this for inclusion in your application.
 - c. Buildings or areas marked with a red dot (considered Outstanding), green dot (considered Notable), or a purple dot (considered Contributing) that fall within the APE of your project should also have their reports downloaded and provided with the application. If the SHAARD reports are unavailable for a particular building, please note this in the application.
6. Lastly, provide the APE Map and any/all relevant SHAARD reports in the Environmental Review folder of your project's application.

IHCDA's Placemaking and Environmental Review Manager will review the provided maps and SHAARD reports during the application and review stage. Should IHCDA staff determine more information is necessary, this communication will be provided in a Threshold Letter.

Following an award of IHCDA Funds:

1. Following an award of IHCDA funding, the Placemaking and Environmental Review Manager will contact all recipients of Development Fund that have a development that will require further historic review. **Any development that a) falls within a State/National Historic District or b) involves an individually registered State/Nationally registered structure will need further historic approvals prior to signing any IHCDA contracts.**

- a. For awardees that have received Development Fund in conjunction with IHCD HOME, HTF, or HOME-ARP funds, IHCD will coordinate the Certificate of Approval Review alongside the Section 106 Review. The awardee will receive further details of this review process from IHCD or IHCD's Environmental Review Consultant SJCA, Inc.
- b. For awardees that have received Development Fund in conjunction with HOME or HOME-ARP funds through a different Participating Jurisdiction (PJ), IHCD will contact the awardee and set up a meeting with the PJ, the developer, and IHCD to talk about next steps.
- c. For awardees that have received Development Fund alone (along with a tax credit award), a Certificate of Approval (CofA) from SHPO will be required prior to the execution of the Development Fund contract.

Certificate of Approval Process

If the project site or the project structure(s) is listed or eligible for listing in the National Register of Historic Places or if it is listed on the State register, then IHCD will submit a Certificate of Approval (CofA) application to SHPO on behalf of the Development Fund recipient.

The recipient will be required to assist with the crafting of the CofA Application, including detailed information about the development location, scope of work, site and building plans, and historic uses of the site. IHCD will assist with historic research on the site and will send in the Certificate of Approval application. SHPO has 30 days to review CofA requests.

Following the review of the application, SHPO will make a determination of "No Historic Properties Effected", "No Adverse Effect", or "Adverse Effect". If SHPO determines the project will have no effect on historic buildings or structures or will have no negative impact, they will grant the project approval. IHCD will provide the approval letter to the recipient and all requirements are then met for the Development Fund allocation.

If SHPO determines the development to have an "Adverse Effect", staff will ask further questions of the project and will take the CofA Request to the [Indiana Historic Preservation Review Board](#). This board meets quarterly (January, April, July and October) to hear and approve Certificates of Approval. All applications for a CofA must be received by SHPO no later than forty (40) days prior to the review board meeting. IHCD will communicate with SHPO to ensure that a development required to appear before the board is added to the schedule, but any development requiring this step may experience delays in closing on funds due to nature of quarterly review meetings. Please plan accordingly.

The developer will be encouraged to attend the Historic Preservation Review Board meeting alongside IHCD's Placemaking and Environmental Review Manager. If a Certificate of Approval is granted by the board, the developer will be responsible for meeting any additional requirements or stipulations of the CofA.

It is imperative that the State Historic Review Process is completed and a CofA obtained, if necessary, before scheduling a loan closing, executing contracts, or entering into any other commitments of the Development



Fund or other funds. Projects may not initiate demolition, rehabilitation, or construction activities prior to a CofA approval. This includes all site preparations and ground disturbing activities including infrastructure, grading, etc. Failure to follow the procedures will likely result in no State or Federal funding from IHCD.

