



**HISTORIC RENOVATION
GRANT PROGRAM**
Letter of Intent

Indiana Office of Community and Rural Affairs
One North Capitol, Suite 600
Indianapolis, Indiana 46204
(317) 232-8333, (800) 824-2476

April 2016

(COVER SHEET)

PROPERTY NAME:
PROPERTY ADDRESS:
CITY: COUNTY:
ZIP+4:

- Property is listed individually on the Indiana Register of Historic Sites and Structures
Date listed:
Historic name of property:
- Property is located in a Historic District listed in the Indiana Register of Historic Sites & Structures
Name of Historic District:
- Property is eligible for listing in the Indiana Register of Historic Sites & Structures.

PROPERTY OWNER:
PROPERTY OWNER ADDRESS:
CITY: COUNTY:
ZIP+4:
PHONE: FAX:
E-MAIL:
FEDERAL I.D. /TAX NUMBER:

- Property is currently occupied by someone other than the property owner

TENANT'S NAME:
PHONE: FAX:
E-MAIL:

What actions have been taken to notify tenant of proposed project and the potential, if any, for loss of business or displacement that may arise during the projects proposed work?

PROPERTY CONTACT (NAME):
CONTACT ADDRESS:
CITY: COUNTY:
ZIP+4:
PHONE: FAX:
E-MAIL:

Check all that apply:

- Property is in a designated Stellar Community for the current program year
- Property is in a designated Indiana Main Street city or town
- Property is in a non-entitlement community in accordance with HUD listing

BRIEF TITLE OF REHABILITATION PROJECT:
PROJECT FUNDING SOURCES

	<u>Amount</u>
Grant Request	
Lead Applicant Match	
Other Private Sources	
List sources:	
TOTAL MATCH	
TOTAL PROJECT COST	

LETTER OF INTENT

Indiana Office of Community and Rural Affairs
One North Capitol, Suite 600
Indianapolis, Indiana 46204
Attention: Adam Moschell

Re: Notice of Intent to Submit HISTORIC RENOVATION GRANT PROGRAM Application

Office of Community and Rural Affairs (OCRA),

I/we am/are seeking the assistance of your office prior to submittal of a Historic Renovation Grant Program application. The project area includes (**include geographic description of area**). The project includes the following work items: (**summarize the scope of work**).

I/we am/are requesting a site visit prior to beginning the application process for this project.

The total estimated cost of the project is \$ (**estimated cost**), which includes \$ (**grant request amount**) of HISTORIC RENOVATION GRANT PROGRAM OCRA funds and \$ (**local match amount**) in local match. The local match source is (**describe local match package**).

Sincerely,

(**Property Owner(s)**)

PROJECT DESCRIPTION

(LIMITED TO FOUR (4) PAGES TOTAL)

- 1) Describe the current property. What are the current and proposed uses? Will any persons or businesses be displaced during the timeframe of the project?
- 2) What planning has been completed? Provide a detailed description of all construction, demolition, landscaping, earthmoving, rehabilitation, and installation activities (i.e., scope of work).
- 3) Provide a detailed explanation of how, and to what extent, land, buildings, structures, or objects, in or adjacent to the project area, could be physically altered or visually modified or obscured. If so, how will the applicant work with other properties on issues that may arise?
- 4) If an historic site or historic structure will be altered, demolished, or removed as part of the project, then identify any alternatives that were, or reasonably could be, considered that would not have as great an impact on the historic site or structure. Discuss the advantages and disadvantages of those alternatives and their feasibility. If there are no feasible alternatives, please explain.
- 5) State the known or approximate dates of construction of structures and any other historical information known about the land and structures within the project area. It may be necessary to consult a local history text, the interim report of a local historic sites and structures inventory, the county historian, or a local historical or historic preservation organization for this information.
- 6) Since original construction, is the current site known to have been disturbed by construction, excavation, grading, or filling, and, if so, indicate the part or parts of the project area that have been disturbed and the nature of the disturbance.
- 7) What is the proposed plan for the use of this property over the course of the next five (5) years? What plans are in place to maintain current ownership?
- 8) How is this project important to the long term community and economic development activities of the area? If the project is in a designated Indiana Main Street community, how is this project part of the group's overall strategy?

OPTIONAL ATTACHMENTS

(Maximum of five pages)

Proof of Eligibility: Attach documentation to verify the property meets the requirement of one of the following: listed individually on the Indiana Register of Historic Sites and Structures, located in a Historic District listed in the Indiana Register of Historic Sites & Structures, or is eligible for listing in the Indiana Register of Historic Sites & Structures. Verification of DNR eligibility can be found at ([include link from DNR](#))

Maps: Attach color maps identifying the location of the project and showing the relevant portion of the city or town, county,

Photographs: Attach recent photographs (exterior and, if possible, interior) of any structures that may be fifty (50) years old or older and that could be impacted in any way by the project. Pictures must have captions.

Site Plan: Provide a site plan for the project showing the footprint of existing buildings or structures with the location of all construction, changes in right-of-way or earthmoving activities.

**** If there are other properties within or adjacent to the project area that are or may be at least fifty (50) years of age, then they should be identified on the map, site plans, and photographs so as to adequately show their relation to the project area and possible impacts of the project to that property.**