

# Town of Clarksville: Property Improvement Program

The Town of Clarksville is pleased to announce the Property Improvement Program. The aim of this program is to make safety, valuation, and aesthetic improvements to the Town of Clarksville by improving the exteriors of residential and commercial properties. The Town of Clarksville will annually dedicate \$100,000 for this project through the Town's Economic Development Income Tax (EDIT) fund. Half of the grant funding will be allocated for residential projects and half will be allocated for commercial projects. Project applications will be accepted and reviewed on a first-come, first-serve basis until all funds are depleted for the year.

## **1. For Residential Properties:**

Residential properties may be eligible to receive \$500 to \$5,000 in reimbursement for eligible projects. The Town will not grant awards for less than \$500. Residential property owners requesting more than \$5,000 in funds will need to request and attend a public meeting to seek approval from the Clarksville Town Council.

### **Step 1: Determining Eligibility**

Eligibility will be determined by a three member board consisting of the Redevelopment Director, Planning Director, and Building Commissioner, a simple majority will determine whether or not a project is eligible for funding. If a voting member is absent, then the Town Manager may serve as a tie breaker if needed.

Improvements must be consistent with the residential character of the neighborhood. The majority of a project's costs must go towards repairing, improving, and/or adding to the exterior of the property's primary structure. In other words, the program is designed to help fix homes, not sheds. Applicants must also allow for interior inspections of their property to ensure it is up to code and in safe condition. The Town will not contribute funds to exterior improvements while hazardous and potentially life-threatening interior conditions are present.

### **The following exterior improvements are eligible:**

- Restoring the building to its original constructed materials, restoration to original building materials, historic character improvements, adding or replacing architecturally appropriate design elements or lighting, especially where period-appropriate materials are used
- Repairing, replacing and/or adding architecturally appropriate entrances, doors, windows, porches, and siding
- Removal of false façade (front), repair to building façade (all exterior sides)
- Exterior Painting (colors must be approved)
- Repointing of mortar joints, masonry repair, and approach sidewalks extending and connecting to public ROW sidewalks
- Interior improvements are ineligible except in rare cases when life is at risk due to the following: a) hazardous conditions presenting immediate danger; and b) an inability to fund repairs

### **The following exterior improvements are ineligible:**

- Exterior improvements that do not match the architectural style of the home or that remove historic elements
- Landscaping
- Purchase of furnishings, equipment, or other personal property that does not become part of the real estate

## Step 2: Determining Match Percentage

Once deemed eligible, the next step is to determine the project’s match eligibility which is based on an applicant’s household income. All applicants are eligible for at least a 20% match. The table below makes use of the United States Department of Housing and Urban Development’s (HUD) 2019 Louisville, KY-IN HUD Metro FMR Area. These federally based household income brackets help determine increased match percentages for this program.

For example, all households are eligible for at least a 20% match. However, a family of 4 with a household income of \$40,000 would be eligible for a 60% match for their project, up to \$5,000. A family of 4 with a household income equal to or less than \$22,920 would be eligible for a 100% match, up to \$5,000.

Another example: A single-person household with income greater than \$42,800 would be eligible for a 20% match, but if a single-person household’s income was \$25,000 then that particular project would be eligible for an 80% match. If the same single-person household earned \$16,050 or less then the entire project would be eligible for 100% funding, up to \$5,000.

### Match Percentage Chart

Household Income (by household size)				
<u>Match %</u>	<b>1-person</b>	<b>2-person</b>	<b>3-person</b>	<b>4-person</b>
<b>20%</b>	all households	all households	all households	all households
<b>40%</b>	\$32,101 - \$42,800	\$36,721 - \$48,960	\$41,281 - \$55,040	\$45,841 - \$61,120
<b>60%</b>	\$26,751 - \$32,100	\$30,601 - \$36,720	\$34,401 - \$41,280	\$38,201 - \$45,840
<b>80%</b>	\$16,051 - \$26,750	\$18,361 - \$30,600	\$20,641 - \$34,400	\$22,920 - \$38,200
<b>100%</b>	\$16,050 and less	\$18,360 and less	\$20,640 and less	\$22,920 and less
<u>Match %</u>	<b>5-person</b>	<b>6-person</b>	<b>7-person</b>	<b>8-person</b>
<b>20%</b>	all households	all households	all households	all households
<b>40%</b>	\$49,561 - \$66,080	\$53,221 - \$70,960	\$56,881 - \$75,840	\$60,541 - \$80,720
<b>60%</b>	\$41,301 - \$49,560	\$44,351 - \$53,220	\$47,401 - \$56,880	\$50,451 - \$60,540
<b>80%</b>	\$24,781 - \$41,300	\$26,611 - \$44,350	\$28,441 - \$47,400	\$30,271 - \$50,450
<b>100%</b>	\$24,780 and less	\$26,610 and less	\$28,440 and less	\$30,270 and less

## **2. For Commercial Properties:**

Commercial properties and multi-tenant residential structures may be eligible to receive \$2,500 to \$15,000 in 50% matching reimbursement. Projects will be approved by a three member board consisting of the Redevelopment Director, Planning Director, and Building Commissioner, a simple majority will determine whether or not a project is eligible for funding. Commercial and multi-tenant property owners requesting more than \$15,000 in matching funds will need to attend a public meeting and seek approval from the Clarksville Town Council.

The Town will not grant awards for less than \$2,500. Total project costs must be at least \$5,000.00. Preference is given to locally-owned commercial properties. Improvements must be consistent with nearby commercial properties. At least 75% of project costs must go towards repairing, improving, and/or adding to the property's primary structure. Applicants must grant access for interior inspections to ensure property is up to code and in a safe and habitable condition.

### **The following exterior improvements are eligible for up to 50% match reimbursement:**

- Restoring the building to its original constructed materials, restoration to original building materials, historic character improvements, and adding or replacing architecturally appropriate design elements, especially where period-appropriate materials are used
- Repairing, replacing and/or adding architecturally appropriate entrances, doors, windows, porches, siding, chimneys, parapets, cornices, bulkheads, stairs and railings, shutters, fascia, canopies, lighting, and signage.
- Removal of false façade (front), repair to building façade (all exterior sides)
- Exterior Painting (colors must be approved), sealing, wall cleanings, and wall coverings
- Repointing of mortar joints, masonry repair, and repairing approach sidewalks extending and connecting to public ROW sidewalks
- Implementing master landscaping plans

### **The following exterior improvements are ineligible:**

- Normal and/or routine maintenance activities
- Parking lots
- Sprinkler systems
- Storm or sanitary sewers
- Wiring, plumbing, heating or air conditioning
- Resurfacing, resealing, and restriping of parking lots

## **Applicant Requirements: All Applicants**

1. All Applicants: commercial and residential applicants must own the property
2. All Applicants: Town of Clarksville full-time employees and their immediate families (parents, siblings, and children) are not eligible for this program. Part-time and seasonal employees (and their families) are eligible.
3. All Applicants: commercial and residential applicants must sign an affidavit stating the they have no pending arrests, warrants, liens, etc. (against themselves, their business, or their property).
4. All Applicants: the Town will not be held liable for any damages, injuries, or deaths that may occur during construction. Applicants will be responsible for providing and verifying insurance for all property, liability, and construction work occurring on the site.

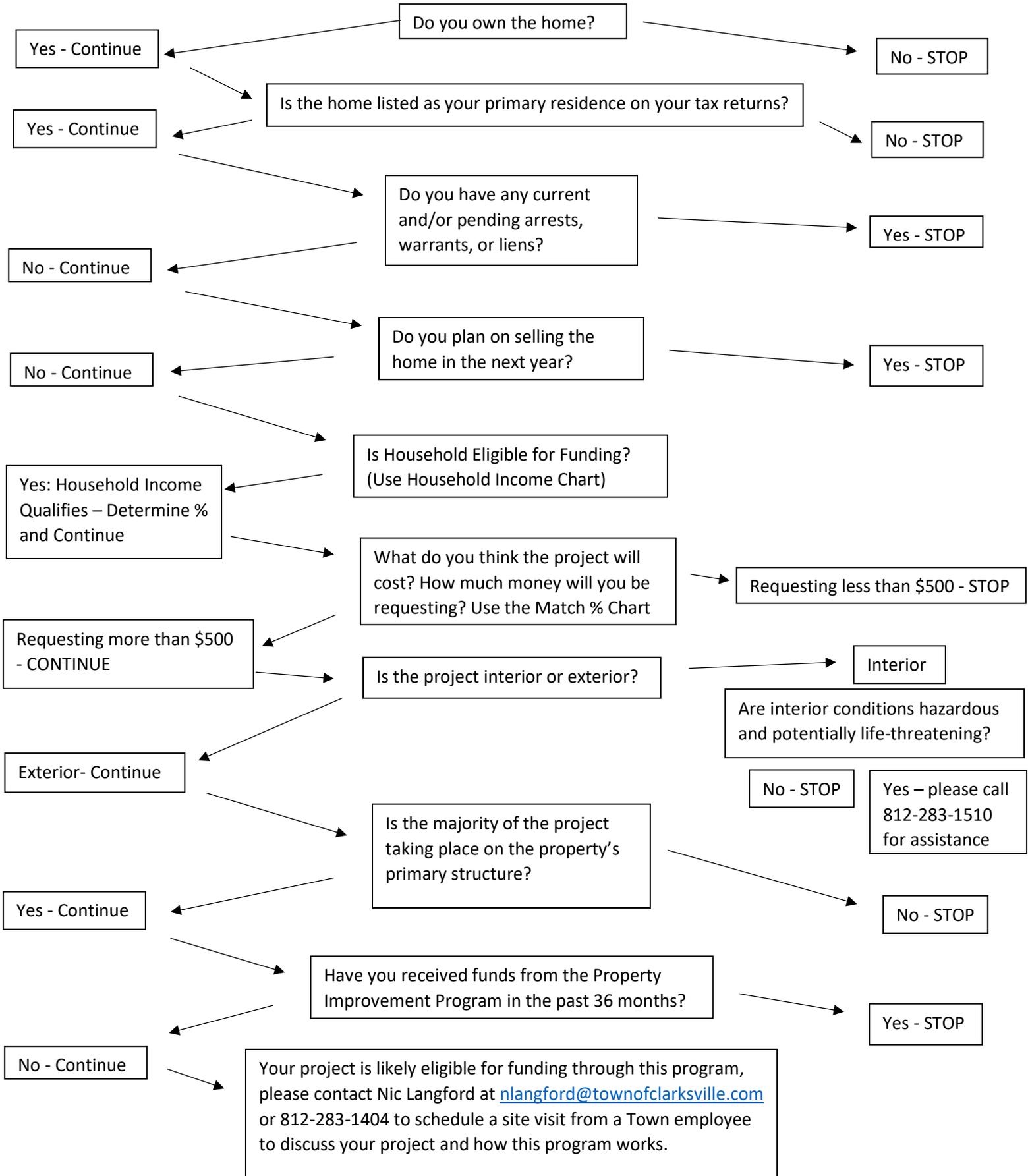
### **Residential Applicant Requirements:**

1. Residential Applicants: verify income with two most recent tax returns, w-2, or other means if necessary.
2. Residential Applicants: provide two or more bids from qualified contractors for all project elements over \$1,000. Contractors must be licensed by the Town of Clarksville Building Commissioner. Unless requested, residential applicants do not have to provide project renderings.
3. Residential Applicants: sign affidavit stating an intent to occupy the property as a primary residence for at least one year after project completion, if property is sold earlier the Town may seek to retrieve funds from applicant.
4. Residential Applicants: only eligible for one awarded project per 36-month period.
5. Residential Applicants: applicants who qualify for 100% project funding do not have to pay for Town permit fees as they will be included as part of the project. Applicants who do not qualify for 100% project funding must pay for necessary permit fees, permit fees will not be considered as part of the matching contribution.
6. Residential Applicants: pay \$40 application fee (only if project is selected). Applicants who qualify for 100% project funding do not have to pay \$40 application fee.

### **Commercial Applicant Requirements:**

1. Commercial Applicants: pay \$100 application fee (only if project is selected)
2. Commercial Applicants: provide two or more bids from qualified contractors for all project elements over \$1,000. Contractors must be licensed by the Town of Clarksville Building Commissioner.
3. Commercial Applicants: must provide a rendering of proposed project/scope of work to be completed.
4. Commercial Applicants: if awarded more than \$15,000 in matching funds, commercial applicants must sign affidavit committing to own and maintain property for at least two years after project completion, if property is sold earlier the Town may seek to retrieve funds from applicant.
5. Commercial Applicants: only eligible for one awarded project per 24-month period, the Town will not fund multiple ongoing projects.

# Residential Applicants – Program Eligibility



## Property Improvement Program – Residential Instructions and Timeline

**Step 1:** Submit Application with photos of current structure (and any historic photos), also submit any plans, designs, or drawing of the proposed project if they are readily available.

Email documents (preferred): [nlangford@townofclarksville.com](mailto:nlangford@townofclarksville.com)

Mail documents: Clarksville Town Hall, 2000 Broadway, suite 208, Clarksville, IN 47129

Drop off documents: Clarksville Town Hall, 2000 Broadway, suite 208, Clarksville, IN 4712  
(open M-F 8:30 to 4:30)

**Step 2:** Wait. Allow Town staff two to three weeks to come to a decision. Staff may wish to visit your home at this time to gain clarity on the project or take pictures.

**Step 3:** If you are informed your project qualifies, then the Town will need to verify your household income in order to determine the Town's contribution towards your project. A Town employee will verify your household income bracket in-person (either at Town Hall or at your residence), afterwards the Town employee and yourself will sign an affidavit verifying your household income and also determining the Town's contribution towards the project. You can use tax returns, w-2s, and social security statements to help verify your income. The Town will not make digital or hard copies of your personal information, please do not send or provide copies of your personal information. If you do not wish to provide household income information, your project will still be eligible for a 20% match.

**Step 4:** Contact at least two qualified contractors to provide bids, all project elements over \$1,000 must receive at least two bids. Provide the bids to the Town for approval. The Town will inform you of any permits that must be pulled prior to proceeding with the work. The Town will also call to discuss how you would like to handle payment to the contractor at this time. The Town will need to verify work has been completed before issuing payment. Payment can be handled in a few ways:

- The Town can pay the contractor directly after verifying the contractor received partial payment
- The Town can reimburse the applicant after receiving proof of full payment for the project
- In the rare case of 100% project contribution, the Town will handle payment entirely

**Step 5:** After acquiring any necessary permits, the Town will issue a Notice-to-Proceed (NTP) to yourself and/or your contractor. Work can only commence after an NTP has been issued, all work started/completed prior to the NTP will be considered invalid for project funding.

**Step 6:** After work is complete, you will submit a copy of all contracts, invoices, and evidence of payment to the Town. The Town will inspect the work to verify quality and to ensure the work matches the original application.

**Step 7:** The Town will issue payment and close-out the project.