

CDBG Planning Grant Minimum Plan Requirements

Historic Preservation Plans

The following are the minimum technical specifications for a Historic Preservation Plan as part of an OCRA CDBG Planning grant. Once the initial draft is completed, a digital copy should be submitted to OCRA for review. Once OCRA has approved the draft plan, it must be submitted to and approved by the local governing body. Once approved by the local governing body, a final digital and paper copy that includes the approval by the local governing body must be submitted to OCRA in order to close-out the grant.

All aspects of the plan must comply with the Secretary of the Interior's *Standards for Rehabilitation* (36 CFR 67.7) and the National Park Service's *Guidelines for Rehabilitating Historic Buildings*. Both can be found in the resources at the end of this document. (Links are provided at the end of this document.)

The plan must include or address all of the following items and relevant content:

Required Items

- Cover Page
- Table of Contents
- Executive Summary (2-4 pages)
- High-quality, colored and captioned maps, photographs, and/or drawings that illustrate the critical elements of the plan
- Concise narratives with minimal use of professional jargon
- Citation of all sources used in both the footnote and the reference page
- Plans must be in color, have page numbers, and be free from unusual formatting.

Required Contents (Plan must be organized in this order and with these headings)

A. Executive Summary

1. Purpose of the plan
2. Scope of the plan
3. Process to develop plan, including public input via hearings, surveys, etc.
4. Plan summary in 2-4 pages
5. Outline of key goals, strategies and desired outcomes

NOTE: Include page references

B. General Background

Provide a brief overview of the demographic, economic and educational profile of the target area (city/town, county, or region), including but not limited to:

1. Key population features (such as age structure, population change, educational attainment, etc.)
2. Economic base (major employers, main industrial activity, etc.)
3. Key anchor institutions in the community/county (such as public library, hospitals/clinics, community centers, museums, public schools, higher education institutions, etc.)

C. Historic Preservation Planning Committee (HPPC)

Provide a summary of the HPPC. This should include:

1. List of the members of the committee and the entity they represent
 - a. This committee should be diverse in terms of representation (such as local government, economic development organizations, business/industry, education, health, nonprofit, faith-based, as well as other appropriate organizations/agencies and demographic groups)
2. Outline of the committee's work in developing the plan including a listing of meetings, summaries of public hearing, and a discussion of how consensus was reached for the plan
3. Describe role of the HPPC which includes, but is not limited to:
 - a. Serving as liaison between the area, OCRA, partners, funders
 - b. Engaging in studying key data indicators related to revitalization
 - c. Being actively involved in developing, with active public input, the Historic Preservation Plan for the targeted area

D. Existing Conditions

Describe the current state of the existing buildings/district. Specifically, provide information on the following:

1. Physical Conditions (Do this separately for each building being preserved)
 - a. Current photos, site maps and details of building
 - b. Adjacent buildings/traffic patterns
 - c. Interior and exterior structural issues
 - d. Architectural items and historic features
 - i. Building materials and finishes
 - e. Mechanical (HVAC), Electrical, Plumbing
 - f. Data/Security
 - g. Floor plans (as applicable)
 - h. Known environmental/Site hazards
 - i. ADA issues
2. Community engagement
 - a. Value of the building to the community as determined through community meetings or surveys
 - b. Brief description of historical significance of the building in the community
 - Identify if the building(s) are either listed or eligible for listing on the National Register of Historic Places
2. Previous historic preservation efforts

E. Preservation Vision and Key Goals

1. Vision of the future state and use of the building/district. The vision must:
 - a. Be future focused (5 to 10 years) and take into consideration foreseeable needs of the community
 - b. Identify how the area will be used with a focus on how the community plans to preserve its historical assets
 - c. Address the economic impact that preservation will have on the community
 - d. Address any service gaps and needs associated with the area's preservation
2. Key goals, along with measurable strategies linked to each goal, that will help sustain the continued maintenance of the preserved building(s)

F. Historic Preservation Implementation Options

1. Prioritized outline of at least three (3) implementation options that include:
 - a. Description of how current assets can be leveraged to implement each option
 - b. Renderings and recommended improvements
 - i. Design – Structural, Architectural
 - ii. Mechanical
 - iii. Other recommendations
 - c. Maps, pictures, or illustrations
 - d. Cost estimates
 - e. Potential uses of the preserved space
 - f. Description of how the options address the *Standards for Rehabilitation* and the *Guidelines for Rehabilitating Historic Buildings*
 - g. Implementation timeline
 - h. List of funding sources both private and public
 - i. Historic tax Credits/Incentives
 - i. List of possible partnerships
2. Proposed revisions and reconnections to existing plans and land use regulations
3. General guidelines for the sustainability of the preserved building(s)

G. Action Items

The purpose of this section is to immediately begin to take action as dictated in the plan. The plan should therefore conclude with a summary of action items that will be taken upon OCRA approval of the plan. The following are recommended action items for this type of plan:

1. Establish a local preservation ordinance in order to protect the character of specific building(s) or the district as a whole
 - Plan must include language for this ordinance
2. Seek external funding from all sources to prepare for future projects included in the plan (fundraising, CDBG Construction grants, federal grants, etc.)
3. Apply for listing on the National Register of Historic Places and/or the Indiana Register of Historic Sites and Structures (if eligible and not already listed)

H. Appendices

For further guidance on how to create a Historic Preservation Plan, see the following resources:

[Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings](#) – National Parks Service (NPS)

[Preservation Briefs](#) – National Parks Service (NPS)

[Preservation Plans](#) – National Alliance of Preservation Commissions (NAPC)

[Guidance for Historic Preservation Planning](#) – Pennsylvania Bureau for Historic Preservation

[Components of Historic Preservation Planning](#) – University of Delaware

[Preparing a Historic Preservation Plan](#) – American Planning Association

[Historic Structure Reports and Preservation Plans: A Preparation Guide, Second Edition](#) – New Jersey
Historic Trust

[Indiana Landmarks and Historic Preservation](#) – Indiana Landmarks