



## Springfield Historic Commission

# Historic Property Rehabilitation Grant Program

The City of Springfield is pleased to announce a historic property rehabilitation grant program! This new program is managed by the City of Springfield through its Historic Commission and is funded in part by the Certified Local Government program of the Oregon State Historic Preservation Office and the National Park Service.

## Eligibility

### Properties

- Must be on the National Register of Historic Places or be considered 'contributing' to the nationally listed Washburne Historic District<sup>1</sup>.
- Must be in residential or non-profit use.

### Projects

- Must be on the exterior façade of the building.
- Must be within view of the street.
- Must meet the Secretary of Interior's Standards for Rehabilitation<sup>2</sup>.
- Must be submitted to the City for Historic Review approval.
- Cannot include new construction or additions.
- Cannot include completed or partially completed projects.

### Project Types

- Projects that restore integrity to the architectural style of the building by removing incompatible features, alterations or additions; and/or projects that restore missing or altered historic features. *Examples include, but are not limited to: replacing documented missing features, such as porch newel posts, balusters, or eave brackets; replacing inappropriate windows or doors (aluminum, vinyl, non-wood) with wood windows or doors compatible to the house style; removing siding not original to the house and restoring the original siding.*
- Projects that repair or replace in kind deteriorated historic features. *Examples include, but are not limited to: decorative features; porch parts; columns; stairs; balusters/handrails; newel posts; porch flooring and porch roofs; windows; doors; siding; foundations; and chimneys.*

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<sup>1</sup> 'Contributing' buildings in the Washburne Historic District are generally those homes built prior to 1940 that have not been severely altered. Please call the Planning Division at 541-726-3753 to find out if your property is considered 'contributing.'

<sup>2</sup> The Secretary of Interior's Standards for Rehabilitation can be found online at <http://www.nps.gov/hps/tps/tax/rhb/index.htm>.

## Deadlines

- Applications are due on a first-come first-served basis.
- Work must be completed and reported by January 31, 2011.

## Grant Conditions

- Grant amount may not exceed \$500.
- A match of at least 50% of the cost of the project is required. For example, if the entire cost of your project is \$1,000 or more, then you may apply for up to \$500. Sweat equity may count towards your match only and will be credited at the current minimum wage (unless you are a licensed contractor). The cost of tools may not count towards the project budget.
- Awarded property owners must sign a Historic Property Rehabilitation Grant Funding Contract with the City agreeing to adhere to the requirements of the grant program.
- Awarded property owners must sign a Preservation & Maintenance Agreement with the State Historic Preservation Office committing to maintain the preservation of the property for a five-year period.
- Awarded property owners must complete the Historic Review process and, if applicable, obtain all necessary building permits.
- A project sign identifying grant support must be displayed in a prominent location at the project site while work is in progress (sign to be provided by the City of Springfield). The project sign must be returned to the City of Springfield once the project is completed and the City conducts a final inspection of the project.
- Grantee understands any grant funds received from the City is considered taxable income, and the City will furnish an IRS 1099 as required by law.

## Grant Process

- Applications will be accepted on a first-come, first-served basis starting May 1, 2010. Applications are available by calling the Planning Division at 541-726-3753 or online at: <http://www.ci.springfield.or.us/dsd/Planning/hcommission/index.htm>.
- City staff reviews the application to determine application completeness, conformance, and eligibility. A site visit may be arranged by the City if it is necessary to understand the proposed work and determine eligibility.
- The State Historic Preservation Office reviews applications for conformance with State and Federal requirements.
- The Springfield Historic Commission makes its Historic Review and grant application recommendations simultaneously at the next Historic Commission meetings (Historic Commission meetings are held on the fourth (4<sup>th</sup>) Tuesday of every month).
- Grant recipients are notified of their grant award, if any, following the meeting at which the application was reviewed.

- Awarded property owners sign the required contract and preservation agreement.
- Awarded property owners complete the Historic Review process and if, applicable, obtain all necessary building permits.
- A project sign is displayed on the project site, and project work commences.
- All receipts and documentation of expenditures must be submitted with electronic photographs of the completed project by January 31, 2011.
- Grant money will be dispersed after a site inspection of the approved work is completed and the City-provided project sign is returned to the City.

### **Payment for Work**

- Only after the City has made a final inspection of the project and the City-provided project sign is returned to the City will the grant payment be made.
- The City will furnish payment request forms, which must be submitted along with copies of materials receipts and/or contractor billing forms/invoices.
- Payment requests for hired labor must show the number of hours worked, the rate of pay, and deductions for taxes. Funds are distributed to the property owner, not the contractor.
- An owner cannot be reimbursed for purchase of tools or uninstalled materials.
- Matching funds and labor contributed by the owner must be spent prior to the City disbursing its grant funds.

### **Failure to Comply**

Failure to comply with any applicable grant criteria or Federal requirements will constitute a breach of the grant contract. Such a breach will result in loss of grant funds.

### **Public Record Statute**

Records maintained by the City concerning grant applications, including information submitted by or on behalf of the applicant, are subject to Oregon's Public Records Statute (ORS 192.410 et seq). This law provides for disclosure of public records unless specifically exempted by statute or, in some cases, by the City's determination. The City will maintain confidentiality of the grant application materials unless disclosure is necessary for a bona fide public purpose.

### **Questions?**

For questions about the grant program, please contact one of the following Development Services Department staff: Tara Jones (541-736-1003, [tjones@ci.springfield.or.us](mailto:tjones@ci.springfield.or.us)) or Molly Markarian (541-726-4611, [mmarkarian@ci.springfield.or.us](mailto:mmarkarian@ci.springfield.or.us)).

*Springfield Historic Commission*

## Historic Property Rehabilitation Grant Program

### 2010 Application

Applications will be accepted on a first-come, first-served basis starting May 1, 2010.

Submit applications electronically to [mmarkarian@ci.springfield.or.us](mailto:mmarkarian@ci.springfield.or.us) or mail/deliver to Molly Markarian, Development Services Department, at 225 Fifth Street, Springfield, OR 97477.

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Historic Property Name & Estimated Construction Date: \_\_\_\_\_

Historic Style: \_\_\_\_\_ Tax Assessor Map & Parcel # \_\_\_\_\_

**Photographs:** Submit a “before” photo documenting the project. Note: an “after” photograph is required upon completion of the project. Photographs must be in electronic format and may be submitted on a CD or emailed along with the completed application form.

**Project Timeline:** Outline the project timeline. *Note: Projects must be initiated within 90 days of the scheduled beginning date (unless a time extension is approved by the City), and projects must be completed by January 31, 2011.*

**Project Cost:** Please attach copies of any bids, material list w/cost, explanation of labor match, etc.

Total Project Cost: \_\_\_\_\_

Grant Request: \_\_\_\_\_ *Note: Maximum is \$500. Cannot exceed 50% of total project costs*

Match: Materials \_\_\_\_\_ Labor \_\_\_\_\_

**Project Description:** Briefly explain the proposed work and the materials to be used.

**Preservation Significance:** Describe how the project will restore integrity to the architectural style of the building by removing incompatible features, alterations or additions and/or restore missing or altered historic features and/or repair or replace in kind deteriorated historic features. *Please attach copies of original plans or photographs that substantiate the proposed repair and/or restoration of missing or altered historic features as being accurately representing visual qualities of the feature.*

*I have read and understand the conditions of this grant program. I acknowledge that the information in this application is correct and accurate.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_