

ELIGIBLE PROJECTS & GRANT REQUIREMENTS

CITY OF ALBANY 2011

RESIDENTIAL REHABILITATION MATCHING GRANTS

The City of Albany is pleased to be able to continue the residential rehabilitation grant program that started in 2005. Grant projects have averaged a total investment of approximately \$3 for every \$1 awarded in grant funds.

The grant is available to residential property owners for restoration, rehabilitation, and/or repair of historic properties on the National Register of Historic Places.

Grant applications are available online at <http://www.cityofalbany.net/comdev/historic/grants.php> and in the Community Development Department on the second floor of City Hall. Applications are **due Monday, April 25th, 2011 by 5:00 p.m.** Grant recipients will be notified of their grant award. **Grants must be complete** and final paperwork submitted by **5:00 p.m., Monday, August 15th, 2011.**

Eligibility Requirements. The following standards must be met to be eligible for the matching grant:

1. The building must be constructed before 1946 and in one of Albany's National Register Historic Districts or listed in the National Register individually.
2. The building must be in non-commercial use.
3. Projects must be on the exterior, but excludes new construction/additions. Examples of eligible projects follow.

Eligible Projects and Funding Priority.

- **First Priority:**

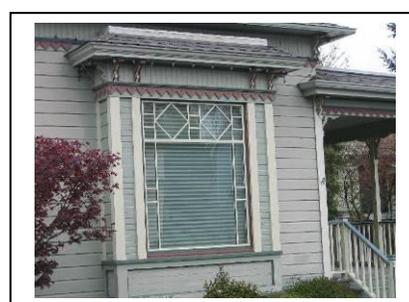
- window repair/restoration on facades visible from the street,
- projects that restore integrity to the architectural style by removing incompatible features, alterations or additions visible from the street,
- restoring missing or altered historic features on the front façade.



Original



Altered



Reconstructed

- **Second Priority:** Projects that restore missing or altered historic features on the side facades.
- **Third Priority:** Projects that repair or replace in kind deteriorated historic features visible from the street OR maintenance projects that preserve the integrity, safety, and stability of portions of the house. Examples of projects 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, paint, and chimneys.
- **Priority will also be given to a project that:**
 - repairs or restores historic windows;
 - has a particularly positive influence on other threatened or poorly maintained historic properties in the Hackleman Historic District; or
 - helps restore some of Albany's most unique and oldest historic resources, which are those that are eligible for the National Register individually.

Grant Requirements.

1. **Minimum Match:** Window repair and restoration projects will receive priority and require a 25% match. All other grant projects require a 50% match.
2. 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.
3. Projects must meet the [Secretary of Interior's Standards for Rehabilitation](#). Copies of the Standards are available on the City's website: <http://www.cityofalbany.net/comdev/historic/grants.php> and at the Community Development Department.
4. Projects that require **historic review** must submit applications for approval (either by the Landmarks Advisory Commission, LAC, or staff, depending on the project).
5. **Before and after digital photographs** must be submitted documenting the project. Photographs may be emailed to anne.catlin@cityofalbany.net or put onto a CD and **must be in electronic format** for reproduction purposes.
6. All necessary building permits must be obtained.
7. Any contractor performing work on the project must be licensed and bonded for the type of work planned.
8. A **project sign** identifying grant support must be displayed in a prominent location at each project site while project work is in progress. (The sign will be provided by the City of Albany.)
9. If necessary, an inspection of your property by the City and or an LAC member will be made to understand the proposed work and determine eligibility.
10. If the scope of the project warrants it, a covenant and preservation agreement must be executed to ensure that after the grant-assisted work is completed, the owner(s) will maintain the premises for a minimum of 5 years so as to preserve the historical significance and integrity of the features, materials, appearance, workmanship, and environment that made the property eligible for listing in the National Register of Historic Places.
11. **All receipts and documentation of expenditures must be submitted with photographs of the completed project by 5:00 p.m., Monday, August 15, 2011.** Submit information in person or mail to: Anne Catlin, Community Development Department, 333 Broadalbin Street SW, Albany OR 97321.



CITY OF ALBANY
HISTORIC PRESERVATION RESIDENTIAL REHABILITATION GRANT
2011 APPLICATION – DUE APRIL 25, 2011, by 5:00 p.m.

PROPERTY ADDRESS: _____

HISTORIC DISTRICT (circle one): Hackleman Monteith Downtown On Nat'l Reg Individually

HISTORIC STYLE: _____ EST. CONST. DATE _____

PROJECT WORK PLAN – Please describe the project for which you are requesting grant funding. Note the condition and location of missing and/or deteriorated features. **YOU MUST** include A CD OR EMAIL DIGITAL PICTURES to anne.catlin@cityofalbany.net DOCUMENTING CURRENT CONDITIONS, or your grant application will not be considered complete.

TOTAL PROJECT BUDGET: _____ MATERIALS: _____ LABOR: _____

GRANT REQUEST: _____ (no grant can exceed 50% of costs.)

DESCRIBE ESTIMATES FOR LABOR AND MATERIALS AND ATTACH BIDS and/or MATERIALS LIST & COSTS. (Note: Please attach copies of any bids.)

PROJECT TIMELINE –Please describe the project timeline. (Projects must be completed by **August 15, 2011**):

PROPERTY OWNER NAME (Please print): _____

PROPERTY OWNER SIGNATURE: _____

DATE: _____ PHONE # _____

EMAIL ADDRESS: _____

Deliver, mail, or email grants by 5:00 p.m., Monday, April 25th, 2011 to: Anne Catlin, City of Albany, 333 Broadalbin St. SW, Albany, OR 97321 Albany; City Hall, Second Floor, anne.catlin@cityofalbany.net.

GRANT PROCESS

The following is a summary of the steps in processing the grant applications. (NOTE: Please see the *Eligible Projects and Grant Requirements* handout for more information on the grant criteria and conditions.)

1. Applicants are encouraged to turn their applications **in early** incase additional information is needed. **Make sure to include “before” digital photos on a cd or by email.** If changes are proposed to the exterior, a Historic Review of Exterior Alterations Application should also be submitted. (See the list of online forms at <http://www.cityofalbany.net/comdev/applications/forms/>)
2. City staff reviews the application to determine application completeness, conformance and eligibility. A site visit may be arranged by the City if it is needed to understand the proposed work.
3. The Landmarks Advisory Commission (LAC) will review grant requests at their May meeting and will make decisions on grant awards. (If for some reason there is still funding after the first round, then the LAC will evaluate applications in the order they are received.)
4. Grant recipients will be notified by the City if they received the grant. If approved, the City of Albany will prepare a grant contract and covenant and maintenance agreement that must be signed before beginning work. A covenant and maintenance agreement may be required for your project and will be recorded by the City at the Linn County Courthouse.
5. Grant recipients will receive a **sign** from the City of Albany that must be placed to be visible from the street during the project’s duration.
6. **All receipts and documentation of expenditures** must be submitted with **digital photographs (emailed or put on a CD)** of the completed project by **Monday, August 15, 2011 at 5:00 p.m.** at the City of Albany Community Development Department. The City may also arrange an inspection of the completed project. You will NOT be reimbursed until digital pictures are received.
7. Grant money will be dispersed after a site inspection of the approved work.

Payment for Work

Grant funds will be disbursed only when the project is completed. Copies of materials receipts and contractor billing forms or invoices must be submitted. Matching funds and labor contributed by the owner must be spent prior to the City disbursing its loan funds. Grantee understands any grant funds received from the City is considered taxable income. City shall furnish a 1099 as required by law.

The City will furnish payment request forms. Payment requests must be supported by receipts and/or invoices. Payment requests for hired labor must show the number of hours worked, the rate of pay, and deductions for taxes. An owner cannot be reimbursed for purchase of tools or uninstalled materials.

Only after the City has made a final inspection of the project will the grant payment be made.

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.



HISTORIC REVIEW BOARD

HISTORIC PRESERVATION GRANT PROGRAM

2010-2011

The Oregon City Historic Review Board's renovation grant program makes funds available to property owners of [Locally Designated](#)¹ historic buildings desiring to make *exterior* rehabilitation or renovation improvements; *structural improvements*² to preserve the integrity of the structure may also qualify. The conditions of this program require that all improvements and projects be in keeping with the architectural integrity of the structure. Applicants should attend the meeting to respond to any questions. Contact Christina Robertson Gardiner, Preservation Planner at crobertson@orc.org or (503) 496-1564 to schedule a time to review your project.

The Board reviews applications on the fourth Tuesday of each month at their regularly scheduled board meeting. (City Hall Commission Chambers -6:00PM) Complete applications received by the 2nd Monday of each month can be processed during that same month.

EXPLANATION OF PROGRAM

WINDOW REPAIR AND REPLACEMENT OF HISTORIC AND NON-HISTORIC WINDOWS

Grant money can be used to pay for a wide range of window repair issues: from reglazing, to re-hanging weights to rebuilding sashes. Staff has a list of [repair contractors](#) that specialize in historic windows, though you are not limited to the list. The grant can also pay to replace vinyl and aluminum sliders windows with more appropriate wood windows. Original wood windows are important architectural features in any historic building. They are the "eyes" of the structure and they convey a sense of handcraftsmanship and detail that cannot be achieved with substitute materials. The Historic Review Board maintains that original windows should be retained and repaired whenever possible and replacement of windows should be with in kind materials and should match the design detail of the original windows. If you are new to window repair and want to get yourself up to speed on the issue- The city has an extensive [window repair page](#) on the planning website for your perusal- Please note that grant money cannot be paid for DIY repair. However, after you learn about the ease of window repair- you may be able to tackle some of the project yourself for overall project savings!

STORM WINDOWS

The Historic Review Board (HRB) will provide financial incentives to preserve original historic windows instead of window replacements. The HRB will therefore assist in the addition of wood-frame storm windows on houses *locally designated*. The goal of the HRB is to use a financial incentive to persuade the homeowner to keep the original windows instead of replacing them. Since storm windows are not part of a home's renovation but rather are energy and comfort upgrades, the grant

¹ A list of locally designated buildings can be found on Planning page of the city's website www.orcity.org

² Such as a failing foundation or repair of failing beams or walls

will be less than the standard renovation grant of 50% of the project's cost. For glass wood-frame storm window grant requests, the HRB shall grant no more than 25% of the costs. Because of the limited energy savings, Plexiglas™ or similar materials instead of glass do not qualify under this program.

*****The Greenest Window Is Often the One That Is Already On Your House*****

EXTERIOR RESTORATION

40% of each year's grant monies are dedicated to helping historic property owners repair or restore historic elements on their buildings. These items can range from the restoration of porch details to replacing damaged wood siding with new wood siding that matches the original. The Historic Review Board will be reviewing your request based on how it affects the significance of your building. That is, projects that give "the most bang for your buck" will be rated higher than smaller more detailed projects. While not always possible, projects that affect public elevations will be viewed more favorably than those that affect a side of the house not seen by the public.

STEPS TO APPROVAL

1. Complete the Preservation Grant Application and submit it to the Community Development Department. *Include copies of at least two bids* with the application, or provide a written explanation of why only a single bid was warranted.
2. A copy of your building's [inventory form](#) (found online at www.orcity.org).
3. A copy of the Oregon City [property zoning report](#) for your property (found online at www.orcity.org).
4. Fill out a Window Survey Form for each window being repaired or replaced (attached to packet), which provides a determination of the window's architectural significance and condition. (if applicable)
5. Provide detailed specifications of the proposed window replacement or storm window. (if applicable)
6. Provide a detailed bid sheet for the proposed repair work.

**Grants are awarded each month on a first come first serve basis based on the funding available. (provided you meet the requirements of the grant program)
The 2009-2010 Grant Program has \$15,000 to award and begins September 2009**



REVIEW CRITERIA FOR ALL PROJECTS:

The Board will review and approve projects that are in keeping with the historic integrity of the structure, subject to the following conditions:

- i. Projects of up to \$2,000 are eligible to receive up to a \$1,000 grant or 50% of the project cost, whichever is the lesser amount.
- ii. Projects in excess of \$2,000 are eligible to receive 50% of the cost for the initial \$2,000 project value, plus 25% of the project value over \$2,000, up to a maximum grant of \$3,000.
- iii. For glass wood-frame storm window grant requests, the HRB shall grant no more than **25%** of the costs up to 3,000 dollars
- iv. Applicants are limited to \$3,000 of grant funds every two years. You may phase your project within the two year time period (Phase I=\$1,500 Phase II= \$1,000 Phase III= \$500). **For the 2010-2011 grant cycle, the grant award is limited to \$1,000 dollars. New applicants may apply starting September 1, 2010. Applicants who have already received grant funding in previous cycles must wait till January 1, 2011 to apply for the grant program.**
- v. Historical restoration and renovation projects will be given priority over periodic historically appropriate maintenance-type projects. For example, a project to restore architectural details such as porch railings or removing contemporary siding will be given priority over the installation of gutters. Conditions of approval may be applied to a project.
- vi. Any property receiving a grant must remain locally designated for at least five full years following completion of the project. If the property is removed from designation, the grant must be repaid in full. (note de-designation is evaluated on the merits of the building, not the desire of the property owner to be removed from regulation)
- vii. In the Canemah National Historic District, all *Historic Contributing* structures are eligible. Owners of *Historic Non-Contributing* properties are required to submit a complete renovation plan, including the scope of the work to be completed and the timeframe. The Board will consider awarding funds for the final phase of the renovation, so that, upon completion, the structure would then be eligible for *Historic Contributing* status (contact preservation staff to determine what category your house falls into).
- viii. Grant recipients are required to display a sign (available from the Community Development Department upon grant approval) identifying the project as having received grant funding.
- ix. Projects must be completed within 180 days of when the grant is awarded. Funds are distributed to the owner (not the contractor) upon completion of the project. If you believe that you need an extension, please contact staff as soon as possible to get on the next agenda to request the extension.
- x. Grants are considered taxable income and must be reported on your income tax return as required by law.
- xi. *Grants are not awarded for materials already purchased, or for work already in progress or completed.*
- xii. The Historic Review Board reserves the right to grant approval of any application above the 3,000 dollar limit and on a first come first serve basis if it can be determined that waiting for approval through the competitive process may affect the integrity of the building and/or it can be found that proposed project and historic resource are of city-wide importance and should be reviewed outside of the prescribed process or if left-over grant funds are available.

Questions about the program or the application should be directed to Associate Planner, Christina Robertson-Gardiner at (503) 496.1564 during regular business hours, or e-mail at crobertson@ci.oregon-city.or.us

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CITY OF OREGON CITY

Historic Review Board

221 MOLALA AVENUE, SUITE 200

OREGON CITY, OREGON 97045

TEL (503) 722-3789

FAX (503) 722-3880

Historic Preservation Renovation Grant Application

Please Print Clearly

Grant Application File # _____ (staff to fill out)

Date: _____ Tax Assessor Map and Parcel Number: _____

Applicant Name: _____ Address: _____

Site Address: _____ Historic Name: _____

Phone Number: _____ E-mail address: _____

Historic Date (if known): _____ Architectural Style: _____

Previous Grant Approval File #'s _____ Total Amount _____

How did you hear about the program?: _____

Treatment (circle one): Preservation Rehabilitation Restoration Reconstruction

(From the *Secretary of the Interior's Standards for the Treatment of Historic Properties*).

PRESERVATION focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.)

REHABILITATION acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

RESTORATION depicts a property at a particular period of time in its history, while removing evidence of other periods.

RECONSTRUCTION re-creates vanished or non-surviving portions of a property for interpretive purposes.

Approximate Project Total: _____

Total grant amount requested: _____

- Projects of up to \$2,000 are eligible to receive up to a \$1,000 grant or 50% of the project cost, whichever is the lesser amount.
- Projects in excess of \$2,000 are eligible to receive 50% of the cost for the initial \$2,000 project value, plus 25% of the project value over \$2,000, up to a maximum grant of \$3,000.
- Applicants are limited to \$3,000 of grant funds every two years. You may phase your project within the two year time period (Phase I=\$1,500 Phase II= \$500 Phase III= \$1,000)

Project Scheduling:

Beginning Date: _____ Completion Date: _____

Since funding is limited, you must contact the Historic Review Board if you cannot start your project within 90 days of the scheduled beginning date to apply for a beginning time extension. Projects must be completed within 180 days of when the grant is awarded.

If you are approved for a Preservation Grant, you must contact the Board when you actually begin the proposed work, and when you finish the project. Preservation Staff will inspect the work when the project is completed.

I have read the Secretary of the Interior's Standards for the Treatment of Historic Properties and the Oregon City Design Guidelines for Exterior Alterations and agree to do the project as submitted and approved within six months of the application. I will notify the Board when I begin the project and when the project is completed.

Signature: _____ Date: _____

This grant program has been funded with the assistance of a matching grant-in-aid from the Oregon State Historic Preservation Office and the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

RENOVATION GRANT CHECK LIST
(to be completed by staff)

_____ Application submitted (Date: _____)

_____ W9 Submitted

_____ Historic eligibility verified

_____ Ownership verified

_____ HRB review of request (date): _____

_____ Letter sent to the applicant of HRB action

_____ Approved

_____ Denied (reason for denial): _____

_____ Additional information requested:

_____ Work begun (date): _____

_____ Work Completed (date): _____

_____ Follow-up inspection. Date: _____

Total cost of project: \$ _____

Grant awarded: \$ _____

Amount due owner: \$ _____ Check sent (Date: _____)

(Not to exceed either the project costs or the grant awarded, whichever is the lesser).

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**WINDOW CONDITION
City of Oregon City
Historic Review Board**

Project Address:

Window # *keyed to site*
map

Window Location:

CONDITON	Excellent	Good	Fair	Poor
1. Overall Condition Of The Window				
2. Condition Of The Paint				
3. Condition Of The Frame And Sill				
4. Condition Of The Sash				
5. Condition of The Rails				
6. Condition of The Stiles				
7. Condition of The Muntins				
8. Condition of Hardware				
9. Glazing Problems				
10. Other:				

PLEASE PROVIDE AN INTERIOR/EXTERIOR OR CONTEXT PHOTO FOR EACH WINDOW

1. Photo Description

2. Photo Description: