

**BOULDER COUNTY  
HISTORIC LANDMARK REHABILITATION  
GRANT PROGRAM**

**2009 INFORMATION FOR APPLICANTS**

# GRANT GUIDELINES

## STAFF CONTACT

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## Please submit all applications to:

Historic Preservation Advisory Board  
Boulder County Land Use Department  
PO Box 471  
Boulder, CO 80306

## APPLICATION DEADLINES

Applications may be submitted at any time.

## GRANT AMOUNTS

The maximum grant amount for any project is \$10,000. There is no minimum grant amount. There is no application fee. Depending on the demand for grants, the selection process could be competitive and not all projects will necessarily receive funding. In certain instances, funded projects may receive less than the amount requested.

## MATCHING FUND REQUIREMENTS

It is very important that applicants share in the cost of their project. At minimum an **equal match** to the grant request is expected from all applicants, and a larger match will improve the chances of being funded. Funds provided by other organizations, such as the State Historical Society, can be used to match the County grant funds. If matching funds provided by other organizations are not available after rehabilitation work is complete, the applicant is expected to make up the match shortfall. The owner's labor, donated labor and donated materials can count towards the match if acceptable written estimates and follow up documentation are provided.

## ELIGIBLE STRUCTURES

Any residential or non-residential structure in the unincorporated area of the County that has been designated a local historic landmark is eligible for the grant funding. County landmarks within municipalities that are covered by intergovernmental agreements that maintain their protection are also eligible. Local landmarks are buildings that have been designated for protection through a landmarking process by the Boulder County Commissioners. Properties must be designated before the application deadline. The designation process can take several weeks. Please contact Denise Grimm at (303) 441-3930 for more information.

## **ELIGIBLE APPLICANTS**

The owner (or someone with a contract to purchase) of a designated historic landmark, whether an individual or an organization, may apply for funding. The owner may also designate a contact person who will receive phone calls or mailings.

## **PROJECT REQUIREMENTS**

- Projects must involve the physical preservation, restoration or rehabilitation of the structure's **exterior** and must preserve the historic character of the property. (In a few cases, where the interior of a building has specifically been designated as part of the landmark, the interior may be part of the eligible work.)
- All work will be reviewed for compliance with the Secretary of Interior's Standards for the Treatment of Historic Properties. *A copy of the detailed version of these standards is attached as Appendix A.* The applicant is responsible for meeting these requirements. If you have any questions feel free to contact staff.

Rehabilitation for the purpose of these awards means that an effort is being made not only to maintain an historic property in reasonable repair, but to improve, reclaim and restore historic architectural characteristics that are threatened or have been lost through wear, alteration, or neglect.

## **ELIGIBLE COSTS AND IMPROVEMENTS**

Eligible costs include hard costs associated with the physical preservation of a historic property. Labor costs are eligible if the work is to be done by someone other than the applicant/owner (whose labor can only be used for matching purposes with an acceptable written estimate).

Some eligible elements include:

- cornices
- demolition of non-historic elements
- doors
- exterior structural elements such as foundation work
- gutters
- masonry such as chimney tuckpointing
- porches
- roof repair/replacement with approved materials
- siding
- steps and stairways
- trim
- windows
- paint (if part of a more extensive project containing at least one other element)
- acquisition costs
- moving a threatened building
- repair or replacement of historic signage

Some additional project elements are eligible under the property owner's match *only* if they are part of a larger rehabilitation project that includes at least one of the eligible features and improvements listed above. These match elements include:

- new foundation
- *necessary* repairs of interior *structural* elements
- materials analysis
- donated labor and materials

### **INELIGIBLE COSTS AND IMPROVEMENTS**

- Redecorating or any purely cosmetic change that is not part of an overall rehabilitation or that does not enhance the property's character
- Soft costs such as appraisals, architectural, engineering, and interior design fees, legal, accounting and realtor fees, grant fees, sales and marketing, closing, building permit, use and inspection fees, bids, insurance, project signs and phones, temporary power, bid bonds, copying, and rent loss during construction
- New additions or enlargements
- Excavation, grading, paving, landscaping or site work such as improvements to paths or fences unless the feature is part of the landmark designation, except for correcting drainage problems that are damaging the historic resource
- Repairs to additions made to a historic property after the property was officially designated
- Reimbursement for owner/self labor (which can count only towards the matching requirement)
- Interior improvements (*unless the interior is also landmarked*)
- Non-historical decorative elements
- Outbuildings which are not contributing structures to a landmarked site or district
- New signs
- Skylights
- Solar equipment
- Security features

### **APPLICATION REVIEW PROCESS**

Applications will be screened by the Land Use Department staff to verify project eligibility. If any additional information is required, staff will contact the applicant directly. The Historic Preservation Advisory Board will evaluate the applications and will generate project rankings and recommendations. The Board of County Commissioners will finalize project rankings and award the grant funds. Scoring criteria is used to evaluate and rank projects for funding. The criteria are attached as Appendix B.

### **PROJECT REVIEW AND COMPLETION**

Any required design review or building permits must be obtained before beginning work on the project. **Landmarked properties require a Certificate of Appropriateness to be approved by the HPAB for most work.** This review may take a few weeks. You may apply for this before or after grant approval, however if it is not approved the applicant would need to alter the plan or forfeit the grant. Staff requires a walk-through with the applicant and contractor before the

beginning of work. Projects must be completed within one year from the date on which the grant was awarded. In certain cases, an extension can be granted.

### **DISBURSEMENT OF FUNDS**

Projects awarded grant funding are reimbursed **after work has been completed, inspected and approved as consistent with the approved grant application** by the County's historic review staff. The County's approval will not be unreasonably withheld. In planning your project, you should arrange to have adequate funds on hand to pay the final costs of the project if required by your contractor.

**The grants funds will be considered taxable income in the year that the reimbursement occurs.**

## ELIGIBILITY CHECKLIST

- My property is a local historic landmark designated by Boulder County.
- I am planning to **rehabilitate** my property. For the purposes of the grant, rehabilitation means that an effort is being made, not only to maintain an historic property in reasonable repair, but to improve, reclaim and restore historic architectural characteristics that are threatened or have been lost through wear, alteration or neglect.
- The work I'm planning involves the **exterior** of my structure, e.g., windows, doors, porch, siding, roof, steps, or foundation work, or other eligible work.
- I am seeking no more than \$10,000 in grant funding.
- I have secured at least an equal match to the grant request.
- I can complete my project within a year.

# HOW TO COMPLETE THE LANDMARK REHABILITATION GRANT PROGRAM APPLICATION

The Landmark Rehabilitation Grant Program is intended to promote the rehabilitation of locally designated landmarks within the **unincorporated** areas of Boulder County. County landmarks within municipalities that are covered by intergovernmental agreements that maintain their protection are also eligible. A competitive process will be held to provide grant funding for exterior rehabilitation work. A complete application will consist of an application form, photographs or slides, a contractor bid (if applicable) and information on the source of qualifying matching funds.

Applications can be hand delivered or mailed.

Please mail to:

Historic Preservation Advisory Board  
Boulder County Land Use Department  
PO Box 471  
Boulder, CO 80306

1. **OWNER/APPLICANT INFORMATION** (Page 1). If the applicant is different from the owner, please provide information about both. The applicant is the individual with whom correspondence will occur, including notification for meeting times and requests for more information. By signing page 6 "Assurances", the owner acknowledges the applicant's role as the day-to-day contact for the project.
2. **PROPERTY INFORMATION** (Page 1). All properties MUST have been designated as a Boulder County local landmark before applying for a rehabilitation grant. Local Landmark Designation is a separate process from the grant program. Please contact Denise Grimm at (303) 441-3930 for information on the landmark designation process.

Provide the property's address and name of the landmarked property as it is listed with Boulder County. Please contact Denise Grimm if you do not know the name of the landmark.

3. **PROJECT DESCRIPTION** (Page 2). The brief description should contain a general description of the proposed scope of work such as the major elements to be rehabilitated. Under 3.b. describe the methods that will be employed (e.g., restoration or replacement of materials) and who will conduct the work (e.g., contractor or owner). Under 3.c., include any threats to the structure such as dangerous conditions or other problems.
4. **DESCRIPTION OF PROPOSED REHABILITATION WORK** (Pages 3 and 4). In each block please provide a description of a feature to be rehabilitated and its condition, and a description of the rehabilitation work. A separate block should be used for each specific feature. Examples of such features include doors, windows, roofing, and siding. Use as many additional

sheets as necessary. Include a description of how the work meets the Secretary of the Interior’s Standards for rehabilitation projects.

**5. COST ESTIMATE OF PROPOSED WORK** (Page 5). Itemize the elements of your project in the lettered “Feature” column. These letters should correspond to the feature letters under the section "Description of Rehabilitation" on pages 3 and 4. To the best of your knowledge, provide an estimate of the costs of the proposed work by grant funds you are seeking and your committed funds (“applicant cost”). Please subtotal by grant cost and applicant cost and total the entire costs. Only elements that are eligible for funding should be included. Note that each element does not need to be divided into grant amounts and match amounts. Instead, at least 50% of the *total eligible project costs* must be provided by the match. (*The match must be equal to, or greater than, the grant request.*)

The diagram below shows an example of a hypothetical cost estimate:

**5. COST ESTIMATE OF PROPOSED WORK**

<b>Feature</b>	<b>Work to be Funded</b>	<b>Grant Cost</b>	<b>Applicant Cost</b>
A.	Repair porch steps	\$ 1000	\$ 1000
B.	Replace railings and posts	\$ 1000	\$ 1000
C.	Paint	\$ 2000	\$ 2000
D.	Repair siding	\$ 3000	\$ 3000
E.	Repair roof	\$ 3000	\$ 5500
<b>Subtotal Grant Cost/Applicant Cost</b>		\$ 10,000	\$ 12,500
		This cost cannot exceed \$10,000	The applicant cost in this row must be <b>equal to or greater</b> than the grant cost.
<b>Total Project Cost</b>			<b>\$ 22,500</b>

See the grant guidelines for information about what work is eligible and what work is not eligible. Please note that some work is eligible as a match only.

**Partial funding:** In certain instances partial funds may be awarded. If you are able to complete your project without the entire grant amount you requested, select “Yes”. Answering “Yes” or “No” is NOT used as a criteria for judging your project. Please note that full grant funding is not guaranteed even if you select “No”.

**6. ADDITIONAL MATERIALS REQUIRED** (Page 5). All applications must be accompanied by a set of photographs or slides of each architectural feature to be rehabilitated. The images should be labeled with the property address and feature letter (on the back of photos or white space of slides). In addition, a construction bid is strongly recommended. Working or

scaled drawings, spec sheets or other materials relevant to your project are required for submittal and will facilitate the review of your application.

7. **ASSURANCES** (Page 6). Provide signature(s) of applicant and the owner, and date the application form.

#### **APPLICATION CHECKLIST**

- I have signed my application.
- I have submitted photos or slides showing all areas of the structure to be rehabilitated in this project.
- I have submitted consultant bid(s) for the project (strongly recommended).
- I have provided estimates of the total project cost and a breakdown of costs by grant funding and match funding.
- I understand that the grants funds will be considered taxable income in the year that the reimbursement occurs.

## APPENDIX A

### **The Secretary of the Interior's Standards for the Treatment of Historic Properties**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**A more detailed version is included with this application packet! Please read!**

## APPENDIX B

### Scoring Criteria

This sheet contains criteria and scoring for the ranking of Landmark Rehabilitation Grant Program applications. Point assignments are made based on how well an application addresses the adopted criteria. An application's point total will be compared to other applications' point totals to help determine a ranking of proposals. No minimum amount of points is necessary for funding and no set amount of points guarantees funding. However, applications that have a higher point total are more likely to receive funding than those with lower totals. In addition, because the grant program is a competitive process, rankings may not reflect final funding recommendations made by the Historic Preservation Advisory Board.

*Points*      *Criteria*

**(0 - 10)      1. Foster Rehabilitation of Resource**

**Guideline:** Applicants will be judged on how strong the effort to return resource to its historic appearance and how well proper and professional preservation techniques will be applied.

**(0 - 10)      2. Demonstrate Preservation Necessity or Threat**

**Guideline:** A project that demonstrates a strong need for funding because of an existing or future action or condition that may adversely affect or alter the existing special architectural or historic interest in the property will receive extra consideration for funding. The degree of threat will be based upon the negative effects of an existing or future action or condition that may diminish the integrity of the property's location, design, setting, materials, workmanship, feeling or association.

- Have alterations significantly diminished the structure's appearance?
- Does the structure need any significant repair due to neglect?
- Are there adverse physical, visual, audible or atmospheric conditions that would adversely affect the structure or its setting?
- Would adopted and approved plans, policies, regulations or programs significantly diminish the livability, economic viability, or integrity of the structure?
- Would other conditions or threats that are special or particular to the structure significantly affect the character of the structure or its setting?

**(0 - 10) 3. Demonstrate Resource Significance**

**Guideline:** Proposals to rehabilitate structures with high resource significance will be given greater weight over those proposals with lower resource value.

- 0 • The resource proposed to be rehabilitated is of minor significance and/or a contributing building in an historic district.
- |
- 5 • The resource is eligible for or listed as an individual designation and has moderate integrity.
- |
- 10 • The resource is listed on the National Register and is exceptional; one-of-a-kind design features with high integrity.

**(0 - 5) 4. Amount of Leveraged Funds**

**Guideline:** Applications will be judged on the level of matching funds committed to the project.

- 1 • 100%(equal) - 150% match
- 2 • 151% - 200% match
- 3 • 201% - 250% match
- 4 • 251% - 300% match
- 5 • 301% + match





#### 4. DESCRIPTION OF REHABILITATION

<b>Feature A</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:
<b>Feature B</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:
<b>Feature C</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:

**4. DESCRIPTION OF REHABILITATION (continued)**

<b>Feature D</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:
<b>Feature E</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:
<b>Feature F</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:

*Please photocopy this sheet and attach copies if necessary.*

**5. COST ESTIMATE OF PROPOSED WORK**

*Please provide a budget that includes accurate estimated costs of your project. Include an **itemized breakdown** of work to be funded by the grant and the work to be funded by the applicant. Include only eligible work elements. Use additional sheets as necessary. (Please reference this section in your contractor’s bid attachment).*

<b>Feature</b>	<b>Work to be Funded</b>	<b>Grant Cost</b>	<b>Applicant Cost</b>
A.		\$	\$
B.		\$	\$
C.		\$	\$
D.		\$	\$
E.		\$	\$
F.		\$	\$
G.		\$	\$
H.		\$	\$
I.		\$	\$
J.		\$	\$
K.		\$	\$
	<b>Subtotal Grant Cost/Applicant Cost</b>	\$	\$
<b>Total Project Cost</b>			\$

**If partial grant funding were awarded, would you complete your project?**

**YES**

**NO**

**6. ADDITIONAL MATERIALS REQUIRED**

*Below is a list of the items that must be submitted along with this application:*

- a. One set of photographs or slides for each feature as described in Item 4 "Description of Rehabilitation". Please label the backside of each photograph with the address of your property and the feature number.
- b. A construction bid if one has been made for your project (recommended).
- c. Working or scaled drawings, spec sheets, or materials of the proposed work if applicable to your project.

**7. ASSURANCES**

The Owner and Applicant hereby agree and acknowledge that:

- A. Grant recipients agree to supply at least an equal match to the grant amount.
- B. Funds received as a result of this application will be expended solely on described projects, and must be completed within established timelines.
- C. The subject structure must have Boulder County landmark designation or be a contributing structure in a local landmark district.
- D. Grant funds and matching funds may be spent only for exterior rehabilitation of the structure, *unless specifically approved for a landmarked interior.*
- E. Neither grant monies nor matching funds may be spent for the installation of or rehabilitation of signage, interior rehabilitation or decorations, building additions, or the addition of architectural or decorative elements, which were not part of the original historic structure.
- F. All work must comply with the standards and/or guidelines of the County and the United States Secretary of the Interior for the rehabilitation of historic resources.
- G. Grant recipients must submit their project for any required design review by the Historic Preservation Advisory Board and any required building permits before construction work is started.
- H. All work approved for grant funding must be completed even if partially funded through the Landmark Rehabilitation Grant Program.
- I. Grant recipients will receive disbursement of grant funds not sooner than thirty (30) days after all work has been completed and approved, receipts documenting the costs of the work have been submitted to the County, and physical inspection has been completed by the County.
- J. The award and disbursement of this grant shall be governed by the provisions of the Boulder County Commissioners establishing the Landmark Rehabilitation Grant Program as an ongoing project of the County.
- K. The owner agrees to maintain the property after rehabilitation work has been completed.
- L. The grants funds will be considered taxable income in the year that the reimbursement occurs.

\_\_\_\_\_  
Signature of Applicant (if different than owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date