

**FRANKFORT'S 2ND ANNUAL
HISTORIC PRESERVATION
GRANT PROGRAM
2015 - 2016**

APPLICATION AND INFORMATION

APPLICATION DEADLINE:

NOVEMBER 13, 2015 BY 4:30PM





Purpose of Historic Preservation Grant Fund

The City of Frankfort's Historic Preservation Fund is intended to help retain the character of historic Frankfort by promoting the preservation and rehabilitation of historic resources. This fund has been established by the City Commission as a one year program available to property owners in National Historic districts. These locations in the City were selected for the program as the regulations for exterior maintenance are most stringent in historic districts and repairs using preferred materials can be more costly.

A complete application for grant assistance will consist of an application form, complete scope of work, photographs, contractor bids and information about the source of matching funds.

Staff contacts:

Gary Muller, Director of Planning and Building Codes
City of Frankfort
315 W. Second St
Frankfort, KY 40601
(502)352-2100
gmuller@frankfort.ky.gov

Rebecca Hall, Grants Administrator
Historic Preservation Fund
315 W. Second St
Frankfort, KY 40601
(502)352-2076
rhall@frankfort.ky.gov

Submit all applications to:

Rebecca Hall, Grants Administrator
Historic Preservation Fund
315 W. Second St
Frankfort, KY 40601
(502)352-2076
rhall@frankfort.ky.gov

For more information please also visit www.frankfort.ky.gov Or www.frankfortpbc.org

Deadlines

Applications are available online, at City Hall or by mail. Additionally, staff can provide assistance in developing an appropriate scope of work and completing the application form. Applicants are encouraged to meet with planning staff prior to the application deadline in order to ensure the project meets the requirements. Prior to completing any part of the application, the eligibility questionnaire on page 5 is to be completed. If the eligibility requirement is met, then an application may be submitted.

APPLICATIONS FOR GRANT FUNDING MUST BE RECEIVED NO LATER THAN NOVEMBER 13 AT 4:30PM

EMAILED APPLICATIONS WILL BE ACCEPTED ONLY IF ALL REQUIRED ATTACHMENTS ARE SUBMITTED IN PDF FORMAT. (PHOTOS MAY BE JPEG)



Types of Assistance and Matching Funds

Grants

Grant pool funds are capped at a total of \$20,000 for Residential uses buildings and \$30,000 has been allocated for Commercial or Mixed uses buildings. Pre-qualified applications will fall into one of these two categories for a random drawing that will be publically held. After each application is randomly drawn, each amount of the award will be deducted from the total grant program until the fund is exhausted. In order to be eligible, rehabilitation must be located on the exterior of the building and be visible from the street. If selected, the City will contribute 40% of the total project costs while a 60% match is required by the grant applicant. The maximum City grant award is \$8,000 for a project totaling \$20,000 or more. A minimum total project cost of \$5,000 is a requisite for all applicants.

Eligible Costs and Improvements:

Eligible costs include hard costs associated with the physical preservation of historic fabric or elements. Below are example improvements:

Restoration, Repair, Replacement, and stabilization of historic materials:

- Siding
- Decorative wood work and molding
- Porch stairs and railing
- Cornices
- Walls and fences
- Masonry (such as tuck-pointing)
- Repair/replacement to match historic materials
- Painting
- Doors and Windows (includes replacement when approved)
- Roofs and Gutters
- Historic signage

Removal of non-historic materials:

- Siding, trim and casing
- Porch enclosures
- Additions that negatively impact the historic integrity

- Repair/replacement to match historic materials
- Reversal of previous inappropriate alterations

Energy upgrades:

- Repair and weather sealing of historic windows and doors
- Repair or new storm windows and doors

Reconstruction of missing elements or features:

(Based on documented evidence such as historic photographs and physical evidence)

- Porches and railings
- Trim and moldings
- Cornices and other decorative features



Ineligible Costs and Improvements:

- Interior improvements
- Soft costs including but not limited to appraisals, interior design fees, legal, accounting and realtor fees, other 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 to interior
- Landscaping
- Excavation, grading, paving, landscaping or site work, except for correcting drainage problems that are damaging the historic resource
- Reimbursement for owner/self-labor (which can count only towards the matching costs at minimum wage values)
- Work on outbuildings which are not contributing structures to the district
- New Signs

Grant of Easements

Applicants must enter into an agreement for a conservation easement to be placed upon the property for a maximum period of 15 years. This requirement is to ensure that the subject property retains its character and that the city's investment in subject property is respected, but does not mean that owner cannot enjoy the use of the property or make appropriate additions or interior alterations.

Application Review Process

Staff is to verify project eligibility. If any additional information is required, staff will contact the applicant directly. If the project meets eligibility requirements and is found to be complete, or non-eligible, the owner will receive a letter from the City in December 2015. Eligible applicants will also be notified of the time and place of the drawing anticipated to occur by January 2016, and need not be present.

Project Review and Completion

Any required ARB approval (Certificate of Appropriateness) or building permits must be obtained before beginning work on the project. Staff should be allowed a walk-through with the applicant and any contractor before the beginning of work. **Projects must be completed within 12 months of receiving a building permit (final inspection approval by City) or grant funds will be forfeited.** A building permit for the project must be issued no later than May 1, 2016 and the project must be completed no later than May 1, 2017.

Disbursement of Funds

Grants are reimbursed after the work has been completed, inspected and approved as consistent with the approved grant application by City staff. **In planning your project, you should arrange to have adequate funds on hand to pay the final costs of the project.**

Grants may be revoked if the conditions of any grant or loan approval are not met. Grant reimbursement will be provided when invoices and cancelled checks are submitted.



Step 1- Complete Eligibility Questionnaire

	Yes	No
1. Are there any liens (excluding mortgage loans) on the property?	_____	_____
2. Is the property located outside of the National Historic Districts? (See Map, pg 14)	_____	_____
3. Is this property under any litigation?	_____	_____
4. Are any property taxes delinquent as of the date of this application?	_____	_____
5. Is the property less than 50 years old? (If unsure, please call City Planning at 502-352-2097)	_____	_____
6. Does the use of these funds involve an interior renovation?	_____	_____
7. Are the funds to be used to build new construction? (not previously documented as existing)	_____	_____
8. Do you object to a conservation easement being placed on your property for a period of 15 years?	_____	_____
9. Does your project cost less than \$5,000?	_____	_____
10. Is your project currently permitted and under way or recently completed?	_____	_____

Please note that any applications with a “yes” response above do not meet the minimum criteria for selection and cannot be accepted at this time.

I certify that the above information is true and accurate. I have verified that my property is within the National Historic District and my project meets the criteria for eligible improvements listed on page 3 and therefore eligible to apply for funding.

I agree to the terms and assurances listed in this application, and if my project is selected I will abide to the terms and assurances or risk losing the grant funds.

Signature: _____ Date: _____

FRANKFORT HISTORIC PRESERVATION GRANT FUND APPLICATION



GRANT APPLICATION DEADLINE: November 13, 2015 at 4:30pm.

Address of Project: _____

Commercial or mixed use building

Residential use building

Grant Amount Request: \$ _____

Total project cost shall be a minimum of \$5,000; maximum City match award is \$8,000 for a project totaling \$20,000 or more.

Please provide the following information to expedite the review of your proposal. Please type or print answers to each question. You may attach additional descriptive text if needed to fully explain your answers.

1. OWNER/APPLICANT INFORMATION

Owner or Organization

Name: _____

Mailing Address: _____

City /State/Zip: _____

Telephone: _____

Cell Phone Number: _____

Email: _____

Applicant/Contact Person (if different than owner)

Name: _____

Mailing Address: _____

City /State/Zip: _____

Telephone: _____

Cell Phone Number: _____

Email: _____

2. PROPERTY INFORMATION

Address: _____

Year of Construction or estimate: _____

3. PROJECT DESCRIPTION (Please use the space provided below. If additional space is needed please attach documentation)

a. Provide a brief description of the proposed scope of work.

b. Describe how the work will be carried out and by whom. Include a description of the elements to be rehabilitated or replaced and describe the work techniques that will be used.

c. Urgency: Explain why the project needs rehabilitation grant funds now. Include a description of community benefits if any.

d. Describe how the proposed project will repair a serious maintenance problem affecting the physical condition of the property.

e. Please answer the following question only if the property is currently vacant:

How will the proposed work return the property to productive use?

f. What is the proposed use of the property and if it is a change of use, has the Planning and Building Department been contacted to confirm the use is allowed?

g. What portion of the rehabilitation work will be visible from the street?

Continue to next page:

4. Project Budget

Please itemize specific work items below for all components of eligible exterior work for which exterior rehabilitation funding is requested. **Attach a minimum of two (2) contractor bids to substantiate all requested funded items.** Each bid should be for the same type of material or scope of work. All cost estimates shall be listed on letterhead from the contractor or tradesperson and must include contact information (address, phone number and email).

Choose only one bid and contractor for each work item to list below. Put the exact bid amount in the “bid amount “ column.

The property owner is encouraged to select the contractor or tradesperson who is best qualified to perform the Scope of Work and is not required to select the lowest bid.

Estimates submitted as part of this application must be dated within sixty (60) days of the grant deadline. While this is not intended to serve as a price guarantee from the contractor, it demonstrates current market values for the work proposed. **Any price increases above the requested grant amount are the responsibility of the property owner. Any decreases may lower the grant amount.**

Selected Contractor	Scope Item	Total Bid Amount	Match Amount (40%)
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	

Any work performed by the owner may be shown as part of the owners 60% match – hourly rate is set at the current minimum wage amount.

TOTAL

Requested City match award (40%): \$_____
Maximum grant request allowed is \$8,000.

5. Attachments Checklist

___ A. Proof of funds for entire project (may attach current bank statement, loan approval letter, etc)

___ B. Two independent cost estimates or price quotes from qualified contractors having experience for each item in the scope of work.

___ C. Engineers Report. (If applicable)

If you are proposing structural work to the foundation, exterior walls or roof you must attach an independent engineer's report attesting to the problem and recommended repair(s).

___ D. Photos. Please provide the following:

1. Street View
2. Photo documentation of existing condition, including all four (4) sides of building exterior.
3. Photo of rear yard
4. Specific area of work

___ E. Plans. Drawings should be correct in scale and sufficiently detailed to indicate the scope of work. Elevations noting the proposed façade changes with materials labeled. If you are planning to reconstruct or replicate a structure or a feature, include historic photographs or other documentation.

___ F. All submissions should also include a site plan. A site plan of your lot consists of:

- Location of the property lines, streets and alleys, utility easements
- An outline of the footprint of existing structures and any proposed additions
- Location of driveways and parking areas

6. Submission Instructions:

Submit one (1) original and one (1) copy. Alternately, applications and attachments may be scanned and emailed Gary Muller or Rebecca Hall, see page 2 for contact information.

Applications missing crucial elements such as photographs, engineers reports, site plans or other noted attachments will not be considered eligible to participate in selection process.

Please do not place applications in folders, three ring binders or have them bound at a copy store.

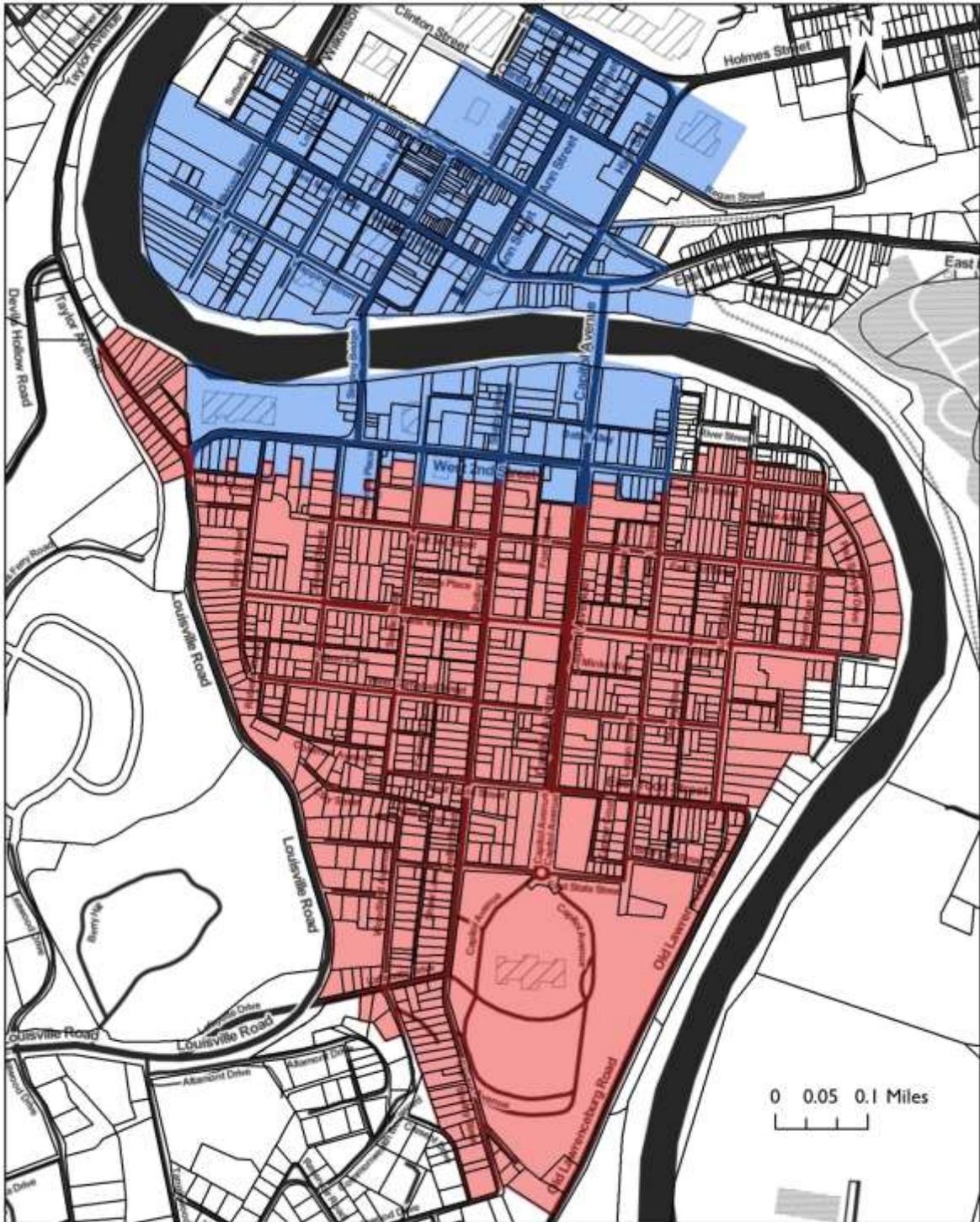
7. Assurances

The applicant hereby agrees and acknowledges that:

- A. Permits will be obtained no later than May 1, 2016 and project completion will be no more than 12 months.
- B. Recipients must submit their project for any required design review (ARB) and acquire any required building permits before work has started.
- C. Applicant will enter into a preservation easement agreement with the City of Frankfort which shall be executed prior to the release of any funds.
- D. Any destruction or obscuring the visibility of projects funded by this grant program may result in the City seeking reimbursement.
- E. Disbursement of grant will occur after completion of the project and recording of the conservation easement.
- F. The grant award may be considered as taxable income and the applicant should consult a tax professional for questions.
- G. Applicants that wish to change any aspect of the project before, during, or after the permit has been issued; must obtain the prior written consent of the City for project to remain eligible for grant money.
- H. Awards from the Historic Preservation Grant may differ in amount from those requested on an application.
- I. Failure to comply with these assurances or other conditions of the project or grant award, will result in the grant funding award to be forfeited.

Signature:_____ **Date:**_____

Eligibility Area for Historic Preservation Grant Program



South Frankfort Historic District Central Frankfort Historic District