



FRANKFORT HISTORIC PRESERVATION GRANT PROGRAM APPLICATION AND INFORMATION

GRANT APPLICATION DEADLINE: November 14, 2016 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 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
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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:

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Frankfort, KY 40601
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rhall@frankfort.ky.gov

For more information please also visit www.frankfort.ky.gov

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 14 AT 4:30PM

Types of Assistance and Matching Funds

Grants

Grant pool funds are capped at a total of \$20,000 for Residential uses and \$30,000 has been allocated for Commercial or Mixed uses. 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.

Example eligible improvements:

Restoration, Repair and stabilization of historic materials:

- Siding
- Decorative wood work and molding
- Porch stairs and railing
- Cornices
- Walls and fences
- Masonry (such as chimney tuckpointing)
- Repair/replacement to match historic materials
- Painting
- Doors and Windows
- Roofs

Removal of non-historic materials:

(Particularly those that cover the 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

Reconstruction of missing elements or features:

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

- Porches and railings
- Trim and moldings
- False-fronts cornices

Ineligible Costs and Improvements:

- Soft costs including but not limited to appraisals, 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
- Landscaping
- Excavation, grading, paving, landscaping or site work such as improvements to paths or fences, except for correcting drainage problems that are damaging the historic resource
- Repairs to additions to non-historic portions of the property
- Reimbursement for owner/self-labor (which can count only towards the matching costs)
- Interior improvements
- Non-historical decorative elements
- Work on outbuildings which are not contributing structures to a 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, the owner will receive a letter from the City in December 2016 stating the application will be entered into a random drawing with other qualified applications. Applicants will also be notified of the time and place of the drawing anticipated to occur in January 2017, and need not be present. Applicants submitting unqualified applications will be notified in December 2016.

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 by May 1, 2018 (final inspection approval by City) or the grant funds will be forfeited.** A building permit for the

project must be issued no later than May 1, 2017 and the project must be completed no later than May 1, 2018.

Disbursement of Funds

Grants will take the form of reimbursement after 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 the National Historic Districts? (See Map, pg 13)	_____	_____
3. Is this property under any litigation?	_____	_____
4. Are any property taxes delinquent as of the date of this application?	_____	_____
5. Does the use of these funds involve an interior renovation?	_____	_____
6. Are the funds to be used to build new construction?	_____	_____
7. Do you object to a conservation easement being placed on your property for a period of time.	_____	_____
8. Does your project cost less than \$5,000?	_____	_____
9. Will you be selling this property before May 1, 2018	_____	_____

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. Thank you for your interest in the program.

I certify that the above information is true and accurate. I have verified that my property is within the historic district and my project meets the criteria for eligible improvements listed on pages 3-4 and therefore eligible to apply for funding.

I agree to the terms that if my project is selected I must complete the work stated in the application no later than May 1, 2018 or will lose the grant funds awarded.

Signature: _____ Date: _____



FRANKFORT HISTORIC PRESERVATION GRANT FUND APPLICATION

GRANT APPLICATION DEADLINE: November 14, 2016 at 4:30pm.

Address of Project: _____

Commercial

Residential

Grant Amount Request: \$ _____

Total project cost shall be a minimum of \$5,000, to receive a \$2000 grant award; 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. Will the rehabilitation work be visible from the street? If yes, please describe. If not, please continue to next question.

4. Project Budget

Please itemize specific work items below for all components of eligible exterior work for which exterior rehabilitation funding is requested. Attach 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 amount are the responsibility of the property owner.**

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

TOTAL \$

Requested City share (40%):

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

___yes

___no

5. Attachments Checklist

___ A. Proof of funds for 60% Match (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. Color 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 need not be professional but 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 which may be accessed at the Capital City Museum downtown.

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

- Location of the property lines, streets and alleys
- An outline of the footprint of existing structures
- Location of driveways and parking areas

6. Submission Instructions:

Submit one (1) original and one (1) copy. **Applications missing crucial elements such as photographs, engineer's report, site plans or other noted attachments will not be considered eligible to participate in selection process.**

Please do not have applications bound at a copy store.

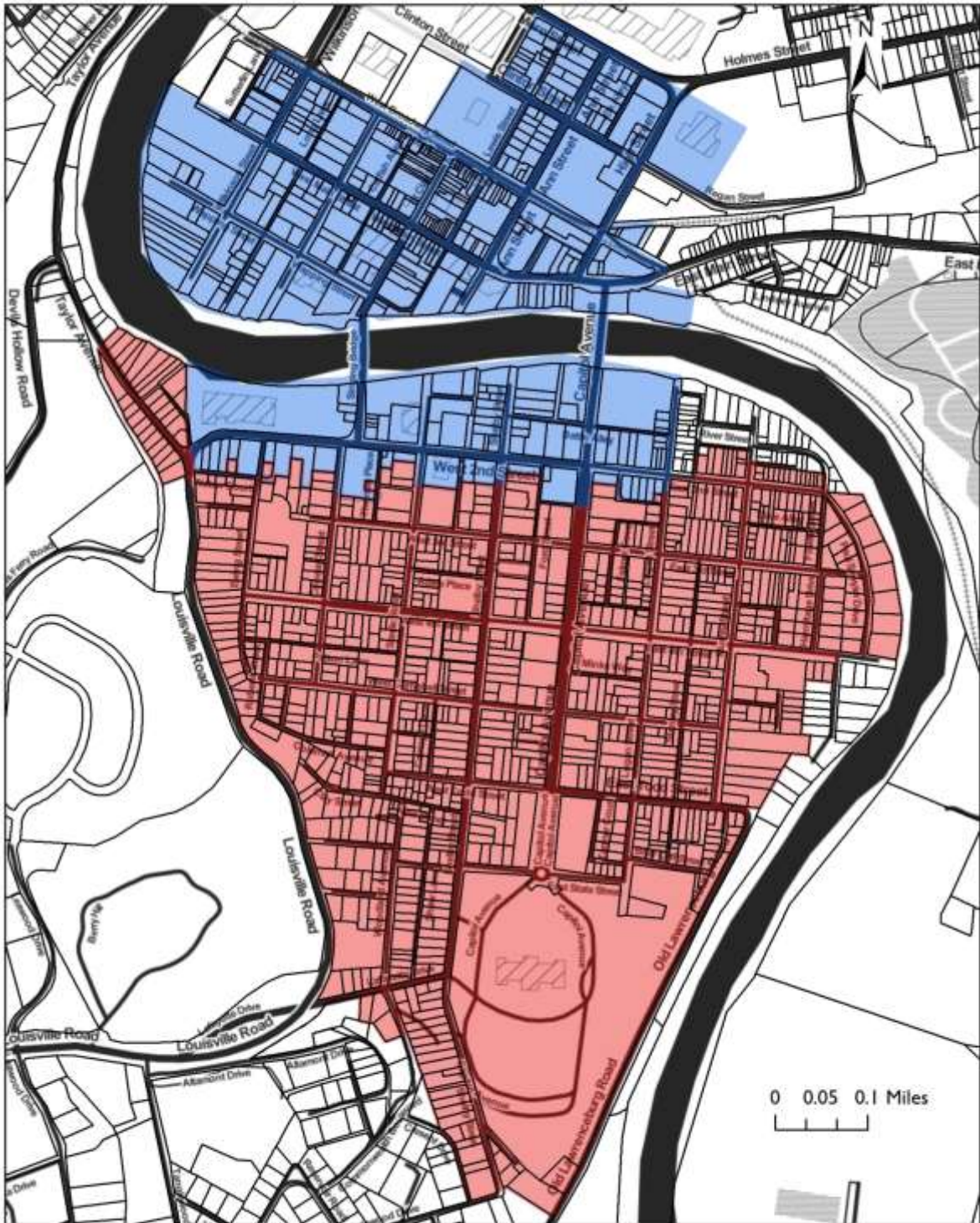
7. Assurances

The applicant hereby agrees and acknowledges that:

- A. Funds received as a result of this application will be expended strictly on described projects, and must be completed within established timelines.
- B. Awards from the Historic Preservation Fund may differ in type and amount from those requested on an application.
- C. Recipients must submit their project for any required design review and acquire any required building permits before work has started.
- D. All work approved for grant funding must be completed even if only partially funded through this incentives program.
- E. Unless the conditions of approval otherwise provide, disbursement of grant or rebate funds will occur after completion of the project.
- F. The incentive funds may be considered taxable income and Applicant should consult a tax professional if he or she has questions.
- G. Applicant will enter into a preservation easement agreement with the City of Frankfort which shall be executed prior to the release of any funds. Any destruction or obscuring the visibility of projects funded by this grant program may result in the City seeking reimbursement.
- H. Applicants that wish to change any aspect of the project after it has been selected must obtain the prior written consent of the City for project to remain eligible for grant money.
- I. Applicants acknowledge the conditions of this grant program, funds may be revoked or terminated upon failure to meet the conditions, will forfeit any grant award if the project is not completed by May 1, 2018 and will forfeit any grant award if the subject property is sold prior to receiving the grant funds.

Signature: _____ **Date:** _____

Eligibility Area for Historic Preservation Grant Program



South Frankfort Historic District Central Frankfort Historic District