

CITY OF ALBANY
HISTORIC PRESERVATION RESIDENTIAL REHABILITATION GRANT
2009 APPLICATION - due Monday, April 20th.

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. **ATTACH A CD OR EMAIL DIGITAL PICTURES DOCUMENTING CURRENT CONDITIONS.**

TOTAL PROJECT BUDGET: _____ **MATERIALS:** _____ **LABOR:** _____

GRANT REQUEST: _____ (maximum is \$2,500 and 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. (All projects must be completed by August 24, 2009):

PROPERTY OWNER NAME (Please print): _____

PROPERTY OWNER SIGNATURE: _____

DATE: _____ **PHONE #** _____

Deliver, mail, or email grants by 5:00 p.m. Monday, April 20th, 2009 to: Anne Catlin, City of Albany, PO Box 490, 333 Broadalbin Street SW, Albany, OR 97321 or hand deliver to the Community Development Department in City Hall, Second Floor, 333 Broadalbin; anne.catlin@cityofalbany.net.

C:\Documents and Settings\Administrator\Local Settings\Temporary Internet Files\Content.Outlook\Z3GFLBQK\grant application.docx

GRANT PROCESS

The following is a summary of the steps in processing the grant applications.

1. Applicants are encouraged to turn their applications in early in case additional information is needed. If changes are being made 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. Grants will be accepted until the money is gone. **To be considered in the first round, applications must be received by Monday, April 20th, 2009 at 5:00 p.m.** The Landmarks Advisory Commission (LAC) reviews the first round of grant requests in late April 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 of their grant award, if any. 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 on a CD)** of the completed project by **Monday, August 24, 2009 at 5:00 p.m.** at the City of Albany Community Development Department. The City may also arrange an inspection of the completed project.
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.