



**HISTORIC PRESERVATION RESIDENTIAL REHABILITATION GRANT  
2014-15 APPLICATION  
DUE FRIDAY, MARCH 20, 2015, 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 funding. Note the condition and location of missing and/or deteriorated features. **YOU MUST** include A CD OR EMAIL DIGITAL PICTURES to [shawna.adams@cityofalbany.net](mailto:shawna.adams@cityofalbany.net) DOCUMENTING CURRENT CONDITIONS, or your grant application will be considered incomplete.

**TOTAL PROJECT BUDGET:** \_\_\_\_\_ **MATERIALS:** \_\_\_\_\_ **\*LABOR:** \_\_\_\_\_

\*Note: In-kind labor is calculated at the current minimum wage rate.

**GRANT REQUEST:** \_\_\_\_\_ (Up to 50% of costs, but may not pay for in-kind labor hours)

**WILL YOU BE ABLE TO PROCEED WITH YOUR PROJECT IF YOUR GRANT AWARD IS LESS THAN REQUESTED?** \_\_\_\_\_

**DESCRIBE ESTIMATES FOR LABOR AND MATERIALS AND RELATED ATTACHMENTS**  
(ATTACH copies of any bids and/or Materials List & Costs)

**DOES YOUR PROJECT REQUIRE:**

**\*BUILDING PERMITS?** \_\_\_\_\_

**\*HISTORIC REVIEW?** \_\_\_\_ **IF YES, DATE APPLICATION WAS SUBMITTED:** \_\_\_\_\_

\*Note: Coordinate with Staff to verify permit and historic review requirements prior to grant submittal)

**PROJECT TIMELINE:** Please describe the project timeline, accounting for any Historic Review and Building Permit review periods. (Projects must be completed by **8/10/15**):

**PROPERTY OWNER NAME (Please print):** \_\_\_\_\_

**PROPERTY OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**Applications may be hand-delivered, mailed, or emailed and must be received by 5:00 p.m., Friday, March 20, 2015** to: Shawna Adams, City of Albany Community Development, 333 Broadalbin St. SW, Albany, OR 97321, [shawna.adams@cityofalbany.net](mailto:shawna.adams@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 in their applications **early** in case additional information is needed. **Make sure to include current digital photos on a CD or by email.** If changes are proposed to the exterior, a Historic Review of Exterior Alterations Application must also be submitted. (See the list of online forms at <http://www.cityofalbany.net/>.)
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 submitted on or before March 20, 2015 at their April 1, 2015 meeting and will make decisions on grant awards. (If funding is still available after the first round, the LAC may evaluate applications in the order they are received at the subsequent meeting.)
4. Grant recipients will be notified by the City if they received the grant. The City will prepare a grant contract and covenant and maintenance agreement (if required) that must be signed before work begins. If a covenant and maintenance agreement is required for your project, it 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. The sign must be returned with your grant paperwork when you are finished.
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 10, 2015 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. 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.