City of Cottage Grove
Historic Landmarks Commission
2017/2018 Historic Renovation Grant Program

The Cottage Grove Landmarks Commission is pleased to announce the opening of applications for the annual Historic Renovation Grant Program. This program is designed to assist Downtown business & property owners with needed historic renovations. The Cottage Grove Landmarks Commission’s renovation grant program will make these funds available to Downtown Historic District property owners or tenants desiring to make exterior rehabilitation or renovation improvements.

The conditions of this program require that all improvements and projects maintain or enhance the architectural integrity of the structure.

**Complete applications are due by 5:00pm on August 1, 2017. Projects must be complete by June 30, 2018.**

Questions about the program or the application should be directed to City Planner Amanda Ferguson at 541-942-3340, or email planner@cottagegrove.org.

The process and eligibility for participating in this program are as follows:

1. **Eligibility:**
   a. Properties within the National Register Downtown Historic District are eligible. Properties designated as contributing to the Downtown Historic District will be given preference.
   b. Secondary consideration will be given to properties within the district that are not designated as contributing but would be contributing when the proposed work is complete, or to properties within the district that are designated as non-contributing if the project enhances the conformity of the building.

2. **Projects:**
   a. Renovation or rehabilitation work shall be located on a street-facing façade of the structure or on a façade that is highly visible to the public. Structural improvements to preserve the integrity of the structure may also qualify.
   b. Design and materials shall be in keeping with the architectural integrity of the structure. Contemporary materials such as vinyl or fiber cement boards are not eligible for grant funding.
   c. Additions are not eligible.
   d. Project work plans must meet the Secretary of Interior’s Standards for Rehabilitation and be approved by the Historic Landmarks Commission and the State Historic Preservation Office before work may begin.
   e. Building and specialty permits will be required for approved structural work as required by the Building Code.

3. **Application:**
   a. Complete the Renovation Grant Application and submit it to the Community Development Department.
   b. Include estimate of project cost (materials and labor) and up to (3) contractor bids, if possible. Property owners may do the work themselves; however, only the cost of materials may be funded by the grant if work is performed by the owner and not by a licensed contractor.
   c. Plans of the proposed work, photos (digital preferred) of the façade prior to work, specifications, and any manufacturer’s product information shall be submitted with the application.
4. Review:
The Historic Landmarks Commission will review and approve projects that are in keeping with the historic integrity of the structure, subject to the following conditions:
   a. Historic restoration and renovation projects will be given priority over periodic maintenance-type projects. For example, a project to restore architectural details such as transom windows or to remove contemporary alterations will be given priority over the installation of awnings or repainting. Conditions of approval may be applied to the project.
   b. The State Historic Preservation Office shall review all proposed projects and may require modifications to the proposed plan and/or establish conditions of approval.
   c. The work plan and the actual work must conform to the Secretary of the Interior’s Standards for Rehabilitation (1990 revised version).
   d. Grants shall not be awarded for work that is already completed. Secondary consideration may be given and grants awarded for recently purchased materials and for work already in progress only if all grant funds have not been awarded prior to March 1, 2018.
   e. Projects may receive up to 50% of the project cost or up to a maximum of $2,500 in grant funds, whichever is the lesser amount. (Example, a project of $2,000 would be eligible to receive a $1,000 grant or 50% of the project cost. A $10,000 project would be eligible to receive a maximum $2,500 grant.)

5. Execution:
   a. Prior to starting the rehabilitation project, the grant recipient must submit a work plan for the project to the SHPO and receive written approval of that work plan. This should include current photos, historic photos and basic drawings, plus a description of materials and methods to be used. The approved work plan should be used for requesting final bids from contractors. Approved procedures for selecting a contractor must be followed, including obtaining at least three bids. The grant recipient must submit to the Heritage Program copies of all contracts with contractors for completing the work described in the work plan.
   b. The work plan and the actual work must conform to the Secretary of the Interior’s Standards for Rehabilitation (1990 revised version). Work that does not meet these standards is ineligible for reimbursement.
   c. Grant recipients shall obtain City or State building permits prior to start of work.
   d. The Owner agrees that the property shall remain on the National Register for at least five full years following completion of the project. If the property is removed from the Register during this time, the grant shall be repaid in full to the City of Cottage Grove.
   e. A project sign must be displayed in a prominent location at each project site while project work is in progress. The sign must identify the project and City grant support. “This project is being funded in part by a matching grant from the City of Cottage Grove.”

6. Completion and Reimbursement:
   a. The grantee must submit to the City of Cottage Grove copies of all contracts with the consultant(s) for professional services and all reports, drawings, etc. completed for the project. Any purchases or contracts for services over $500 should follow appropriate procurement procedures, including obtaining at least three estimates.
   b. Before, during and after pictures are required for reimbursement. Digital images of 300dpi or higher are preferred. If the images are not digital, then prints must be professionally printed.
   c. Grant recipients shall contact the Community Development Department when the proposed work actually begins, and when the project is complete. A staff member will inspect the work when the project is completed.
   d. Projects must be completed by June 30, 2018. Payment of grant amounts shall be made after all work is complete. Grant recipients shall submit copies of receipts and contractor’s payments, photographs of the work in progress, and photographs of completed work. Payment requests shall be submitted no later than June 30, 2018.