



# Historic Preservation Fund Committee

---

**TO: HISTORIC PRESERVATION FUND  
COMMITTEE**

**MEETING DATE: JULY 13, 2015**

**FROM: HISTORIC PRESERVATION  
SENIOR PLANNER**

**ITEM NO: 3**

**WARD: All**

**SUBJECT: STAFF REPORT FORMAT, CRITERIA AND REVISED APPLICATION FORM**

**BACKGROUND:**

Now that the Historic Preservation Fund Committee (HPFC) has considered one round of grant applications, staff is requesting confirmation of the staff report format and the existing grant criteria, and is proposing to make minor modifications to the grant application form.

**ANALYSIS:**

Staff did not hear or receive any input from the HPFC at the April meeting for changes to the staff report format (the template is attached to this memo). The critical piece is the second page's analysis of consistency with the grant criteria. This is currently in a narrative format, rather than an assignment of points. Staff is proceeding with the understanding that there will be no changes to the staff report format. However, if the HPFC would rather see a points system for ranking, staff will prepare a draft point assignment section and schedule a special meeting to consider it before the next grant award meeting in October.

Staff also did not hear or receive any input from the HPFC at the April meeting for changes to the criteria (which are reflected on the second page of the attached staff report template). Staff is proceeding with the understanding that there will be no changes to the criteria. However, should the HPFC desire to make changes to the criteria, a recommendation would need to be forwarded to the City Council for approval before the criteria could be effective. Staff can schedule time at the October meeting or at a special meeting to discuss the criteria if there is a need to do so.

Lastly, staff is proposing to make minor revisions to the grant application form, which is attached to this memo. The application has been revised to reflect the current Department and Division names (Community & Economic Development Department and Neighborhood Engagement Division which is the new name for the Historic Preservation, Neighborhoods and Urban Design Division). The second change is related to delays in executing grant agreements from the first round of awards as a result of waiting for applicants to submit title reports. Staff is attempting to avoid those delays in the future by clarifying current title report requirements to either be provided by the applicant, or at the applicant's expense if the City needs to procure the title report. The other modification is to move the property conditions from the first page to the second page of the application so it appears with the project description in the attachment to the grant recommendation staff reports.

**RECOMMENDATION:**

That the Historic Preservation Fund Committee review the revised grant application form and provide any input as necessary.

Prepared by: Teri Delcamp, Historic Preservation Senior Planner

Attachments:

1. Staff Report Template
2. Revised Application Form



City of Arts & Innovation

# COMMUNITY DEVELOPMENT DEPARTMENT

## Planning Division

### HISTORIC PRESERVATION FUND GRANT STAFF REPORT

#### GRANT PROJECT DETAILS:

**CASE NUMBER:**

**WARD:**

**APPLICANT:**

**NEIGHBORHOOD:**

**OWNER IF DIFFERENT THAN APPLICANT:**

**PROPERTY ADDRESS:**

**GRANT AMOUNT REQUESTED:**

**REFER TO COUNCIL:** ☐ Yes ☐ No

**MATCHING FUNDS, IF ANY, PROPOSED:**

**HISTORIC PROPERTY/DISTRICT NAME, DATE OF DESIGNATION/SURVEY AND  
RESOURCE NUMBER IF APPLICABLE:**

#### SUMMARY OF THE GRANT PROPOSAL (DETAILS ATTACHED):

**1) The grant applicant is one of the following:**

- ☐ A. Individual ☐ B. Non-Profit Organization  
☐ C. Private Entity (Corporation, LLC, etc.) ☐ D. Public Agency

**2) If the applicant is not the owner, owner authorization has been demonstrated:**

- ☐ Yes ☐ No

**3) Grant funds are being requested for a project in the following category:**

- ☐ A. Construction to preserve, restore or rehabilitate historic structure(s)  
☐ B. Acquisition of Transferrable Development Rights  
☐ C. Planning to identify, document and record historic resources, and/or contribute to the City's historic context, and/or contribute to development of a conservation or preservation plan  
☐ D. Interpretive media to educate the public on Riverside's history and/or cultural resources  
☐ E. California Register and/or National Register designation nomination application  
☐ F. Emergency (may be awarded non-competitively if emergency conditions demonstrated)

**4) Active Code Enforcement related to physical/historic character of resource?** ☐ Yes ☐ No

**5) Does the project meet all applicable criteria of Title 20 Sections 20.05.010, Purpose, and 20.30.030, Historic Preservation Fund?**

- ☐ Yes ☐ No

**6) Ranking of grant proposal compared to others based on the criteria below:**

<b>CRITERIA MATRIX</b> <b>Evaluation of grant proposal's ability to meet the City Council-approved grant selection criteria specified in the application form and set forth below:</b>	<b>Criteria met?</b>	
	<b>Yes</b>	<b>No</b>
The significance of the project or resource. Cultural Resources with higher designation status and/or desperate need may be accorded higher priority consideration over those with lesser status and/or need. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>
The degree to which the project furthers preservation priorities in Title 20, and may act as a model for future applicants to follow or catalyst to spur further preservation activities. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>
The need for funding and the urgency of the project. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>
The project's budget feasibility, and whether any matching funds or improvements are proposed by the applicant. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>
The project's timeline. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>
The long-term objectives or positive impact to be derived from the project. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>
The qualifications of the key personnel, including consultants and/or contractors. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>

**STAFF RECOMMENDATION:**

The Historic Preservation Officer or Qualified Designee has analyzed the grant proposal based on applicable criteria and standards, and the recommended ranking in comparison to all grant applications, and recommends that the Historic Preservation Fund Committee (HPFC) Approve ☐ Deny ☐ the proposed grant. If recommended for approval, the proposed draft grant conditions are attached, and a grant agreement will be prepared for execution based on the Committee's action.

**APPEAL INFORMATION:**

The HPFC's decision can be appealed to the City Council by the applicant or any interested person. To appeal this decision, submit a letter stating what you wish to appeal and why, and the corresponding appeal fee. Appeals may be delivered in person or mailed, but they must be received by at 5:00 p.m. ten days following approval of this case. The Community Development Department's address is: City of Riverside, Community Development Department, Planning Division, 3900 Main Street, 3rd Floor, Riverside, CA 92522. Appeals will be considered by the Land Use Committee at their next available meeting prior to scheduling the appeal for City Council action.

Attachments:

1. Grant proposal project description and exhibits
2. Draft grant conditions



City of Arts & Innovation

## COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT NEIGHBORHOOD ENGAGEMENT DIVISION

### HISTORIC PRESERVATION FUND GRANT APPLICATION FORM

#### SECTION I – TO BE COMPLETED FOR ALL REQUESTS

##### Property Owner Information (Attach title report dated within 6 months of submittal\*)

First Name:		Last Name:		Middle Initial:	
Address:			City & Zip Code:		
Phone (best):			Email:		

##### Applicant Information (If different from property owner)

First Name:		Last Name:		Middle Initial:	
Firm Name:		Title:		Professional License:	
Firm Address:			City & Zip Code:		
Phone (day):			Email:		

##### Property Information

Street Address:		City Council Ward and Neighborhood:	
Cultural Resource Name:		Designation Date:	
Designation Level (Local, California, or National Register):		Is the property owned or leased?	
Date of Construction:		Lease Expiration Date: (attach lease)	
Construction materials:			

##### Property Existing Conditions (Submit photographic documentation of the project in its current state)

Use of building:			
Floor area (square feet):			
Area affected by project (main house/building, garage, accessory structure, landscape, etc.):			

##### If project has received City approvals, complete the following:

Certificate of Appropriateness Case #		Plan Check/Building Permit #	
Planning Case #		Other	

<b>Property conditions which warrant the use of Historic Preservation Funds and reasons the conditions exist, if known</b> (attach additional sheets as necessary):	
<b>Project Description (Submit an estimate of the cost and scope on the contractor's letterhead):</b>	
Specific issues to be addressed with Historic Preservation Funds, and why the funds are needed (attach additional sheets as necessary):	
Funds will generally be awarded on a reimbursement basis. If the project will be phased or will have specific construction milestones, please provide an explanation (attach supporting documentation):	
HP Fund amount requested:	\$
Other funding (matching) sources and amounts:	\$
	\$
	\$
	\$
Total Project Cost:	\$
<b>COMPLETE ADDITIONAL SECTIONS AS INDICATED.</b> <b>FOR OWNER-OCCUPIED SINGLE FAMILY RESIDENCES, SKIP TO SECTION V</b>	
<b>SECTION II – TO BE COMPLETED FOR EMERGENCY PROJECTS</b>	
Describe what sudden, unexpected project is needed and how it impacts the cultural resource:	

### SECTION III – TO BE COMPLETED FOR NONPROFIT OWNED PROPERTIES

Name of Entity:		IRS Recognition Date:	
Provide the exemption application and either Form 990, 990EZ or 990PF returns for the past three years or Form 8734.			
Is this property exempt from property taxation (Cal. Rev. & Tax Code, § 214 et seq.)?			
Website:			

### SECTION IV – TO BE COMPLETED FOR COMMERCIAL AND INCOME PRODUCING PROPERTIES

Type of Business:		Business License Number:	
Describe funding gap that Historic Preservation Funds would meet (attach pro forma):			
Website:			

### SECTION V – TO BE COMPLETED FOR ALL PROPERTIES

*I have reviewed the Historic Preservation Fund Grant General Provisions and do hereby agree to comply with them to be eligible for program participation. All information provided herein is correct and complete to the best of my knowledge.*

*I understand that a grant proposal application or grant award does not constitute approval of the proposed project. A Certificate of Appropriateness, a Building Permit, and other entitlements may be required prior to commencement of work.*

*If a grant is awarded, execution of a separate performance covenant and agreement must be executed and recorded prior to commencement of work. A sample document, which will be tailored to fit the individual project, is available for review at this time. The property owner is encouraged to consult with their attorney prior to execution of the document. Failure to complete the entire project according to executed performance covenant and agreement requirements, including but not limited to industry standards for procedures, materials and workmanship, or failure to secure entitlements, or to comply with all approved plans, scopes of work, permits, and conditions of approval may result in enforcement of the covenant and agreement provisions, at the discretion of the City.*

Property Owner Signature: <i>Required for all applications</i>		Date:	
Printed Name:			
Applicant Signature:		Date:	
Printed Name		Title:	

G:\CHB\HP\_Fund\_Committee\clean docs\master-redlines\Application\_07-13-2015.docx

**\* If a current title report is not submitted, the City will order a title report at the applicant's cost; *payment for the title report will be required in order to prepare and execute a grant agreement if awarded.***