



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 (A current title report will be required before award of funds*)

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	

Property conditions which warrant the use of Historic Preservation Funds and reasons the conditions exist, if known (attach additional sheets as necessary):		
Project Description (Submit an estimate of the cost and scope on the contractor's letterhead):		
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:	\$	
Are matching funds being provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, indicate sources and amounts:	\$	
	\$	
	\$	
Total Project Cost (including HP funds requested and matching funds):	\$	
COMPLETE ADDITIONAL SECTIONS AS INDICATED. FOR OWNER-OCCUPIED SINGLE FAMILY RESIDENCES, SKIP TO SECTION V		
SECTION II – TO BE COMPLETED FOR EMERGENCY PROJECTS		
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:	

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* If a grant is approved by the HPFC, then within 90 days after the grant approval meeting, the grantee will be required to furnish to the City a current title report confirming ownership and that there are no conflicts with the ownership. The title report must be dated within 180 days of the date it is submitted to the City. Failure to furnish said title report by the deadline will result in reconsideration of the grant award at a subsequent HPFC meeting and may result in forfeiture of the grant award.



City of Arts & Innovation

COMMUNITY DEVELOPMENT DEPARTMENT HISTORIC PRESERVATION, NEIGHBORHOODS, & URBAN DESIGN DIVISION

HISTORIC PRESERVATION FUND GRANT GENERAL PROVISIONS

ELIGIBLE APPLICANTS AND ACTIVITIES

- Historic Preservation Fund (HPF) grants are awarded by the HPF Committee (HPFC). Grant proposers eligible to receive funds include public agencies, nonprofit organizations, private entities, and individuals. Property owner authorization and consent are required for projects affecting private property.
- Preservation Priorities: Projects must promote and accomplish the preservation and acknowledgment of historic buildings, neighborhoods, and landmarks according to Riverside Municipal Code (RMC) Title 20, section 20.05.010, Purpose; maintain the historic authenticity of the structure and address any necessary structural integrity issues involved; contribute to the overall character of the neighborhood; comply with the RMC; and be approved as set forth in RMC Title 20. Active Code Enforcement will be taken into consideration by the HPFC and could make projects ineligible for funding.
- Eligible projects include the following, listed in order of priority for funding:
 - Historic Preservation construction projects. These include projects that involve the preservation, restoration, or exterior rehabilitation of a historic property.
 - Acquisition of Transferrable Development Rights (TDRs), conservation easements, and façade easements for the purposes of historic preservation.
 - Planning projects. These are projects that identify, document and record historic resources according to applicable local, state, and federal standards, and/or contribute to the development of the City's historic context, and/or contribute to the development of a conservation or preservation plan.
 - Interpretive projects. These are projects that create interpretive media to educate the public on Riverside's history and/or cultural resources. For example, landmark plaques and/or historic district signage and other appropriate means of sharing interpretive information.
 - Designation applications. These are projects that prepare designation applications for state and/or national register designation.
- Priority and emergency projects include building envelope repairs that are publicly visible and those related to structural integrity, weather tightness, fire hazards, and other damage.
- Only one application per entity may be funded per grant cycle at the discretion of the HPFC. Grants may be awarded at an amount lower than proposed by the applicant, at the discretion of the HPFC.
 - No more than \$25,000 may be awarded by the HPFC for any one project, Cultural Resource, or program over any five consecutive years. Applications for grants exceeding those amounts must be considered and approved by the City Council, upon the HPFC's recommendation.¹

¹ Per RMC Title 20 section 20.30.030(D)(4)

- All grant-awarded projects must obtain any and all necessary approvals and permits required for the type of project, which may include but is not limited to Certificate of Appropriateness, other Planning entitlements, building permits, grading permits, encroachment permits and approvals from other departments and agencies, etc., when required.
- Applications may be submitted during scheduled semi-annual grant cycles (except that applications for bona fide emergency situations as determined by the Historic Preservation Officer may be submitted at any time).

GRANT CONDITIONS

- Although matching funds are not required, they may make applications more competitive in the grant award process at the discretion of the HPFC. Owner-occupied single family residential projects may be eligible for a waiver of matching fund rating with verified proof of a demonstrated financial need. Matching funds may include HERO or other rebates offered by the Public Utilities Department.
- HP Funds should not be used in lieu of other available programs.
- All projects must conform to the Secretary of the Interior's Standards, and be approved as set forth in RMC Title 20.
- All funds must be spent as represented in the application. Spending funds except as authorized shall be considered fraud or theft, and may be criminally prosecuted. Expenses incurred prior to the award of funds are not eligible.
- Contractors must be licensed for the type of work proposed and have demonstrated applicable experience. Consultants must meet applicable Secretary of the Interior's Professional Qualification Standards.
- Funds are awarded based upon the execution of a grant agreement for performance on non-construction projects or performance and maintenance for construction projects (which will be recorded on the property) between the City and the property owner.
- Grantees must sign a publicity release and allow the City to use the subject structure, project and/or organization in promotional materials.
- For construction projects, a Community Development Department Historic Preservation Fund sign, which will be provided at no cost to the grantee, must be displayed for the duration of the project construction in a location approved by CHB staff in order for any grant monies to be released.
- Within one year from the fund award date, a final report and financial accounting of the expenditure of the grant must be submitted, including the finalized building permit, if required, and a letter confirming that grant funded work is complete. If the project is not completed in accordance with the grant agreement, the grant may be reduced or revoked with corresponding reductions in reimbursement and/or requirement for repayment of any disbursed funds. Grants will typically be awarded on a reimbursement basis, but may be awarded by the HPFC in advance or some combination of advance and reimbursement, on a case by case basis.
- Construction projects must be documented with a photographic record before, during and after. For unique features and/or work processes, a written description of the process and tools used to complete the project shall be required. Final completion shall be documented by photographs with captions.

SELECTION CRITERIA

Grant recipients will be selected by considering, among other points, the following criteria:

- 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.
- The degree to which the project furthers one of the preservation priorities mentioned above, and may act as a model for future applicants to follow or catalyst to spur further preservation activities.
- The need for funding and the urgency of the project.
- The project's budget feasibility, and whether any matching funds or improvements are proposed by the applicant.
- The project's timeline.
- The long-term objectives or positive impact to be derived from the project.
- The qualifications of the key personnel, including consultants and/or contractors.

HOW TO APPLY

You will need the following items as part of your HP Fund application:

- Completed application, which includes a budget section that outlines proposed expenses and revenue (grant funds and any other sources) for the project.
- Up to four digital images of high quality (300 dpi), with caption and credit information.
- A list of the applicant's current board of directors (nonprofit organizations and corporations/LLCs).
- If applicable, applicant's Internal Revenue Service determination letter of tax-exempt status. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing for certification and letter of opinion from an attorney concerning the applicant's tax status (nonprofit organizations).
- Resume/qualifications of consultant/contractor for construction project (if already chosen).
- Resume/experience of consultant and/or other personnel administering project.
- Up to three letters of endorsement.
- Complete applications must be received by the deadline for the applicable grant award cycle. Grant awards will typically be announced at the HPFC meeting approximately 45 days after the deadline (refer to schedule). However, emergency project applications will be considered at the next available HPFC meeting after a complete submittal.

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