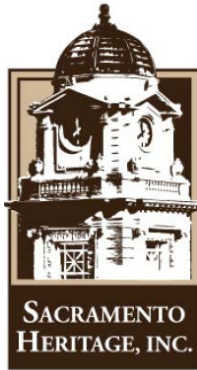


City of  
**SACRAMENTO**  
Community Development



## HISTORIC PLACES GRANT PROGRAM

A program of the City of Sacramento, with Sacramento Heritage, Inc.

The City of Sacramento and Sacramento Heritage, Inc. are pleased to announce a call for applications for the final round of Historic Places Grants. The program is intended to facilitate the preservation of historic properties (residential and commercial structures and sites) throughout the City of Sacramento. The Historic Places Grant Program allows for matching grants from \$1,000 to \$24,999, or 50% of the project cost, whichever is less. Sacramento Heritage, Inc. will evaluate applications received in accordance with the adopted **Ranking Criteria** (*Attachment 1*.)

**Applications must be received (no postmarks) by:**

**Susanne Cook, Associate Planner**

**City of Sacramento Community Development Department,**

**300 Richards Blvd., Sacramento, CA. 95811**

**before:**

**4:00 PM, Monday, December 10, 2018.**

## General Information:

### ***Who may apply?***

The owner of a property, which must be either:

- 1) A designated City Landmark, or a Contributing Resource in a designated City Historic District; or,
- 2) Determined eligible as a City Landmark or Contributing Resource, and a nomination application has been submitted.

### ***What kinds of projects can be considered?***

Applications can be considered for projects involving:

- Exterior work or work that affects the exterior of the structure, including foundation or structural work;
- work on historically-significant publicly-accessible interiors; or
- work on historically-significant portions of the site.

Project work must comply with the **Secretary of the Interior's Standards for Treatment of Historic Properties, Rehabilitation Standards** (*Attachment 2*).

NOTE: If a grant award recommendation is made for a project, the proposed project must receive City of Sacramento Preservation project approval and a finalized Building Permit in conformance with the Preservation project approval. However, these approvals are not required before submitting a grant application.

### ***If a project receives a grant award recommendation, how are the grant funds disbursed?***

The Historic Places Grant Program allows for 1:1 matching grants from \$1,000 to \$24,999, or 50% of the project cost, whichever is less. For projects receiving grant recommendations, the grant funds are disbursed on a reimbursement basis, after completion of work, as approved, and after the contractor has been paid for the work. The completed work must:

- be completed within the grant project's scope, budget, and schedule; and,
- have a finalized Building Permit; and,
- be approved by Preservation Staff.

Once the work has been completed and approved, a copy of the paid invoice from the Contractor, with a request for disbursement of the grant funds, is then submitted to Preservation Staff for processing. The funds are considered a "forgivable loan," with one-fifth of the grant amount forgiven annually after disbursement. The grant may be considered income for tax purposes.

A waiver of the 1:1 match requirement may be considered if the Applicant can demonstrate their household annual income does not exceed 80% of the median in Sacramento County for the preceding year.

### ***What are the procedures to apply for the grant?***

- 1) Submit a completed application (available online: <http://www.cityofsacramento.org/dsd/planning/preservation/historic-places-grant-program/index.cfm>)

before the deadline to:

City of Sacramento, Community Development Department  
Attn: Susanne Cook, Associate Planner  
300 Richards Blvd., 3<sup>rd</sup> Floor  
Sacramento, CA 95811

- 2) One application per property, please.
- 3) If the application is recommended for a grant, and if the work submitted does not already have a City Preservation project approval and final Building Permit, submit a Preservation project application at the Community Development Department's Public Counter (300 Richards Blvd., 3<sup>rd</sup> Floor). Building permits for the work may only be issued based upon City Preservation approval for the project.

**Important Notes:**

1. *Prior grant application rounds have been highly competitive and there are limited funds available. Therefore, it is likely that some grant applications will not be successful, or the recommended grant amount could be less than requested.*
2. *The grant application is the first step in what can become a multiple-step process, since the approved grants are paid on a reimbursement basis upon completion of the approved work. For example, these steps can include the following: 1. application for the grant, 2. the grant application review and the decision on the application, 3. for those applications where grants have been recommended, a grant agreement document needs to be signed between the property owner and the City, 4. the actual project plans need to be reviewed and approved by City Preservation, 5. the plans need to be reviewed by the Building Division and Building Permits need to be issued for the work, 6. the approved work needs to be completed and building permits need to be finalized, 7. the contractor paid, 8. the request for disbursement of the grant funds, as a reimbursement, is made, and, 8. the grant check is issued to the property owner for either the recommended grant award amount or for 50% of the grant approved project's cost, whichever is less.*

**For questions, please contact:** Susanne Cook, Associate Planner, at (916) 808-5375 or [scook@cityofsacramento.org](mailto:scook@cityofsacramento.org).

APPLICATION FORM BELOW

**I. Property Owner Information:**

Name/s (if a corporation is owner, provide name of corporation and the name of the President or CEO of the corporation):		
Mailing address:		
City:	State:	ZIP Code:
Daytime Telephone:	E-mail Address:	Date when owner purchased the project property:

**II. Property Information:**

Address: \_\_\_\_\_

Type of Property: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Other

Year Constructed: \_\_\_\_\_

**III. Prerequisite Historic Status :**

\_\_\_\_\_ Landmark

\_\_\_\_\_ Contributing Resource in a Historic District:      Name of Historic District: \_\_\_\_\_

\_\_\_\_\_ Nomination Application Submitted and Preservation Director has Made a Preliminary Determination that the Property is Eligible for Listing in the Sacramento Register of Historic & Cultural Resources.  
\_\_\_\_\_

**IV. Project Information:**

Historic Places Grant applications may include requests for grants for more than one project on the property, but note that no one property can be awarded a total grant amount over \$24,999. For instance, one project may be to replace the foundation, another project may be to restore the exterior trim, etc. Complete project information, below, for each project and include each sheet in your application submittal for the property.





**VIII. Grant Objectives and Needs:** Due to limited available grant funds, grant applications will be ranked by a committee of the Sacramento Heritage Board relative to: the need for the funding; the benefits of the proposed work relative to the rehabilitation, restoration, reconstruction or stabilization of the historic property; and, the project's likelihood of a successful completion. See attached **Ranking Criteria** chart (Attachment 1.) Please describe how receiving a Historic Places Grant will meet one or more of the program goals listed below (attach additional sheets, if needed):

a. Preserves threatened or endangered structures:

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b. Stabilizes and makes weather-tight the property/structure:

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c. Cures urgent eligible needs of a property determined Dangerous or Immediately Dangerous by Housing & Dangerous Buildings:

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d. Assists with projects where the cost for rehabilitation to the Historic Standards would exceed the cost for the work as would otherwise be allowed under the regular Building Code:

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e. Restores or reconstructs missing or altered significant features:

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**IX. Additional Required Submittals:**

- a. **Photographs:** Provide clear color photographs of the property, including:
- Overview shots of all elevations and the general site
  - Detailed shots of the project area(s) where work is proposed
  - Provide clear descriptions of each photograph

- b. **Plans:** Provide architectural plans of proposed work, drawn to scale, including a site plan if applicable, elevation plans for areas of proposed work if applicable, and detailed design plans for items to be reconstructed or replaced, including sections if applicable. On elevation plans, include two drawings of project area where work is proposed, one showing existing condition/design and one showing proposed design, including sections if applicable.
  
- c. \_\_\_\_\_ CHECK HERE IF YOU WISH TO BE CONSIDERED FOR A WAIVER OF THE GRANT PROGRAM'S 1:1 MATCH REQUIREMENT if your household income is no more than 80% of the median for Sacramento County in **2012**, and **attach a copy of your 2012 income tax form** (either State or Federal).

**SIGNATURES:** *Please note that the following signature/s need to be original; no fax or scanned signatures will be accepted.*

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I, \_\_\_\_\_, certify to the best of my knowledge that the information provided in this application is complete and accurate. I acknowledge reading the information provided at pages 1 - 3 of this material, above, and the attachments, below, and that the grant funds, if recommended, will be disbursed in accordance with a signed grant agreement and upon a reimbursement basis to ensure conformity to the approved project work, budget and schedule. Signed,

Applicant/s (Property Owner/s) Name (*please print*):

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Applicant/s (Property Owner/s) Signature:

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Date: \_\_\_\_\_

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<p><i>For City Staff Use Only</i>  Date application received: _____  Intake Staff Initials: _____</p>
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ATTACHMENT 1. Historic Places Grant Program Application RATING CRITERIA

**PREREQUISITES** for grant/loan approval:

1. **Property** is either A or B below:
  - A. City designated Landmark or Contributing Resource in Historic District; or,
  - B. Not yet designated, but the Preservation Director has made a preliminary determination of eligibility: a) as a Landmark and a Landmark Nomination Application has been submitted by the property owner; or, b) as a contributing resource and a Contributing Resource Nomination has been submitted by the property owner.
2. **Project** meets all the following requirements:
  - A. Proposed work complies with the Secretary of the Interior's Standards for the Treatment of Historic Properties, usually this will involve the Rehabilitation Standards;
  - B. Involves exterior work, or work that affects the exterior of the structure/property, including foundation or structural work, or involves work on significant publicly-accessible interiors.

**CRITERIA RATINGS** for approval of grants/loans:

CRITERIA	RATING
<b>1. FUNDING NEEDS</b>	
<b>Individual Need:</b>	
1.1. Applicant is Low Income (80% or below median income)	2 points
1.2.. Applicant is Moderate Income (81% to 120% of median income)	1 point
<b>Project Need:</b>	
1.3. Project where cost for rehabilitation to the Historic Standards exceed costs for the work as would otherwise be allowed under the regular Building Code	2 points
<b>2. CITY STEWARDSHIP</b>	
2.1. Applicant has been a resident of the City or has owned the property for 2 years or more	2 points
<b>3. STRUCTURAL INTEGRITY</b>	
3.1. Property determined Dangerous or Immediately Dangerous by Housing & Dangerous Buildings, where urgent eligible needs can be cured.	2 points
3.2. Project will stabilize and make weather-tight the property/structure	2 points
<b>4. PROPERTY'S PROMINENCE AND LOCATION</b>	
4.1. Property is a Landmark (or determined eligible and nominated)	1 point
4.2. Project is the sole application received from a City Council District	1 point
<b>5. PROJECT VIABILITY &amp; MEETING PROGRAM GOALS</b>	
5.1. Effectiveness of the project in meeting program goals of preserving threatened or endangered structures	1 to 5 points
5.2. Project restores or reconstructs missing or altered significant features	1 to 5 points
5.3. Likelihood of successful and timely completion of the project	1 to 5 points



COMMUNITY DEVELOPMENT  
DEPARTMENT  
PLANNING DIVISION  
PRESERVATION OFFICE

**CITY OF SACRAMENTO**  
CALIFORNIA

300 RICHARDS BLVD  
3<sup>rd</sup> FLOOR  
SACRAMENTO, CA 95811

## STANDARDS FOR REHABILITATION

The Standards for Rehabilitation – *Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and Guidelines on Sustainability for Rehabilitating Historic Buildings*– are the primary standards used by the City of Sacramento for [Historic Preservation Project Review](#), along with the *California Historical Building Code*, and other planning documents and design guidelines that may apply to the particular property involved. Under state environmental reviews, *California Environmental Quality Act (CEQA)*, for projects involving historic resources, compliance with the Rehabilitation Standards could allow an “exempt” determination, if no other elements of the environment are impacted by the project. The Rehabilitation Standards are also the Standard for work undertaken to qualify for the federal *Historic Rehabilitation Tax Credits*. For additional information on the standards, the National Park Service’s website includes the Standards and Guidelines for using the Standards at:

<http://www.nps.gov/tps/standards/rehabilitation.htm>  
<http://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>

Or, contact the City of Sacramento **Planning Help Desk**:  
E-Mail: [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org) or Phone: 311 (within 916 area code)

### The Standards for Rehabilitation:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.