

A faint, light-colored line drawing serves as a background for the title. It depicts a multi-story building with a prominent gabled roof and a smaller structure to its left. In the background, a range of jagged mountains is visible under a sky with a few wispy clouds.

Heritage Restoration and Preservation Grant Program

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What is the Program?

Heritage Restoration and Preservation Grant Program

Funds from this program may be used to support projects that promote the preservation or restoration of Redmond's historic resources. This grant program provides funds to organizations or individuals that own or control interests in historic structures. It seeks to ensure that structures and sites are brought back to a condition or remain in a condition that will illustrate the heritage of Redmond now and into the future.

Goals of the Restoration and Preservation Grant Program:

- ❖ To promote and encourage continued maintenance and prevent deterioration of historic structures or sites that conveys a sense of the City's heritage and creates a sense of place.
- ❖ To promote and encourage restoration of altered historic structures to a condition that is in keeping with their original design and period.
- ❖ To maintain the viability of older structures to function for use as a business or housing.
- ❖ To enhance the economic vitality of the City, especially in the downtown, by encouraging thriving businesses in existing structures and by encouraging tourism.

Prioritization for grant funding

Prioritization for grant funding will be given to:

- ❖ Properties that are currently on the Redmond Historic Landmark Register.
- ❖ Projects that are intended to remove inappropriate alterations and restore the building as a part of a plan to nominate the property to the Redmond Historic Landmark Register.
- ❖ Projects that contribute to the economic vitality of the historic downtown design district.

Funding for the program is provided through the City's capital projects funds.

Where to Get an Application

In Person: Pick up an application from the Comprehensive Division of the Planning Department. The Comprehensive Division of the Planning department is located on the fourth floor of the City Hall building at 15670 NE 85th Street.

Access the Application Form Electronically. The application form is available on the Internet in Microsoft Word. Download it from the City of Redmond web site at:
www.redmond.gov

Application Processing

Applications must be:

- Delivered to the Redmond Planning Department or
- Mailed to the Redmond Planning department.

The Redmond Planning Department is located in the City Hall building at 15670 NE 85th Street.

Mail may be sent to the Redmond Planning Department at the following address:

City of Redmond
Planning Department, 4SPL
P.O. Box 97010
Redmond, WA 98073-9710

Assistance with the Application

Talk with heritage staff

All applicants are **STRONGLY ENCOURAGED** to contact staff prior to preparing an application to confirm eligibility for funding. Applicants may also wish to discuss general questions, problems, and budget specifics. Heritage Program staff will review your draft application on request and offer feedback. Make arrangements for a meeting to discuss your project by calling Dianna Broadie at (425) 556-2414 or e-mail dbroadie@redmond.gov

Helpful Hints for grant application

Project description: It is very helpful to not only describe the basic project. (i.e. Project will install fire suppression equipment) but to also explain how this preserves the historic features. (i.e. This is a wood structure and sprinklers will significantly reduce the possibility of this historic building from being lost or badly damaged)

Methodology: The Secretary of Interiors Standards is a guideline for properly cleaning, maintaining, restoring, or upgrading historic sites and structures. They can be found on line on the National Park Service web site at www.nps.gov/history/hps/tps/tax/rhb. The City of Redmond also has some copies available to review.

Qualifications: Resumes, references, or other projects worked on are especially helpful.

Project Impact: If the property has a lot of public exposure be sure to indicate this. This exposure could be active use such as a restaurant or location that is highly visible such on a main street. Is the project in downtown? If so mention this as it then meets more than one of the goals of the program. Does it ensure that the historic building will remain in good structural condition longer or help it attract better tenants?

Public Benefit: This may relate to the public exposure. If so indicate that. If it is an upgrade such as fire suppression or seismic strengthening mention the benefit to safety. If as a side benefit the building looks better due to the project, mention that it enhances the character of the area. Letters of support from groups such as the Redmond Historic Society or the Chamber of Commerce are always helpful.

Budget: The better documented the budget is the higher the chances of that the full award will be given. Several bids are better than a single bid. A rate quote from consultants may help to determine if the total requested is reasonable. Consultants, architects, and others may even be able to give you an estimate of the hours or at least a range of hours to complete the task. There are web sites that give typical wages for the local area, especially for construction employment.

Eligibility

Eligible applicants include:

- Owners of properties that are listed as Historic Landmarks on the City of Redmond, King County, the State of Washington, or the National Heritage Registers.
- Owners of properties that have the potential for listing as Historic Landmarks on the City of Redmond, King County, the State of Washington, or the National Heritage Registers.

Heritage Restoration and Preservation Grant Program funds may be used to:

1. Perform a feasibility analysis for stabilization or restoration of historic landmarks or structures

This may include such things as

- Architectural evaluation and drawings
- Engineering inspections and evaluations
- Budget writing when in conjunction with the either of above two items

2. Stabilize an existing historic landmark.

This may include such things as:

Masonry repair, repointing, and/or waterproofing

Foundation repair.

Major roof repair.

Replacement or restoration of significant features.

Earthquake or fire code upgrades.

3. Restoration of a structure to historic landmark designation standards.

Eligible costs include:

- Fees for heritage specialists, professional consultants or professional services as part of an evaluation for or an actual project to complete major repairs, code upgrades, or restoration.
- Materials for repair or restoration.
- Labor for repair or restoration.
- Other such direct project costs, which may include transportation, documentation, and other items and fees specifically described in the application.

Application Evaluation

All applications will be evaluated on how they address the following:

Feasibility

- Applicant's ability to administer and complete the proposed project within budget and within the time constraints described in application
- Appropriateness of the proposed budget and in relation to described project.
- Additional weight will be given to projects that have the ability to use the award in order to leverage private or other public funding and support for the project.

Quality and Significance

- Degree to which the proposed project maintains or enhances Redmond's heritage and sense of unique place.
- Quality of proposed project, including methodology for insuring historical accuracy, and awareness of appropriate professional standards of restoration or repair.
- Experience and qualifications of applicant and project personnel in historical and heritage fields.
- Quality of application materials, including thoroughness and completeness of responses, and quality of writing and editing.

Project Impact and Public Benefit

- Project's contribution to the development and preservation of a historical record in Redmond.
- Project's potential to raise the visibility of heritage preservation in the community or region.
- Public access to the historic resource.

Application Requirements

Completed applications should be delivered to the Redmond Planning Department located in the City Hall building at 15670 NE 85th Street. Mail may be sent to the Redmond Planning Department at the following address:

City of Redmond
Planning Department, CHPL
P.O. Box 97010
Redmond, WA 98073-9710

1. Include a signed original and three (3) copies of your application. *Do not* staple the original. Double sided copies are preferred.
2. Include one set of support materials, such as firm qualifications, bids, letters of support, historic photos/copies, and project planning information. *Do not* attach copies of support materials to your application. . If you want materials returned to you following review of your application, please indicate what you want back, and include a self addressed stamped envelope for return of materials or you may arrange to pick up the materials.

Support Materials

Applicants are encouraged to submit one copy of any of the following support materials that are appropriate to the project:

- Resumes of project personnel, including professional consultants.
- Letters of support from organizations or individuals providing in-kind contributions to the project, participating in the project as partners, or interested preserving Redmond's history.
- Photos, plans, drawings, or illustrations relating to proposed project.
- Bids related to proposed project.
- Any building condition reports or building inspections that are related to the proposed project.
- Proof of ownership or authority to act on behalf of owner.
- Copy of tenant lease or tenant agreement to show that the tenant does not have authority to deny work on the proposed project.

Application Review and Timeline

The application review timeline will be dependent upon meeting dates and scheduling of the Landmarks and Heritage Commission and final approval by City Council.

Project Start.

Unless a project is phased, work may not commence prior to award of funds and a contract for services has been signed.

If the project can be split into discreet components and the grant applies only to a component, work may occur on a project prior to funding, however funds from this grant source may ONLY cover that portion of the project that occurs after the grant approval and a contract for services has been signed.

Obligations of Award Recipients

Reimbursement and Contract

After funding recommendations are approved, the program staff will work with the applicant to develop a contract, including a scope of services. These contracts will govern the required documentation and the payment of funds. **Contractors are paid on a reimbursement basis.** Contracts will require compliance with the following:

Proof of Expenditure

Copies of the bill for materials or labor will be required before payment will be made.

Public Benefit

State law does not authorize the donation of public money to organizations or individuals. Funded organizations and individuals must therefore provide quantifiable public benefits which will be included as part of the contract between the County and the award recipient. This benefit may include such things as:

- Provision of public access to the facility.
- Recordation of a *limited* preservation easement. (The applicant agrees not to alter some historic feature of the property for a specified amount of time.)

i.e. If a grant was for a restoration of a storefront window, the applicant would agree not to change that window for a usual period of between 5 and 10 years.

Public Benefit obligations for all award recipients are determined on a case-by-case basis together with the award recipient.

Insurance

Individuals and organizations receiving this grant may be required to demonstrate proof of the following:

- Comprehensive General Liability Insurance Coverage for the project with the city endorsed as additional insured.
- Workers Compensation and Employer's Liability Insurance as required by the State of Washington.
- Personal Property Insurance.
- Personal Automobile Liability/Business Automobile Liability Insurance.

Taxes

The City of Redmond reports awards from its grant programs as income on IRS Form 1099. Individuals and organizations receiving awards will be asked to complete a Federal W-9 form after signing a contract with the City of Redmond. Award recipients other than non-profit organizations are responsible for paying all applicable taxes.

Agreement

In most cases, the applicant will agree to a recordation of an easement against the property for a period mutually agreed to by the applicant and the City that stipulates that the restoration for which the grant was awarded or the significant features in the case of stabilization shall be maintained and not altered for a specified period.