



**Application & Guidelines
for
Historic Preservation Grants**

2016



HISTORIC PRESERVATION GRANT CHECKLIST

The following required items are explained in more detail in the application guidelines:

- 1) _____ Contact Historic Preservation Department to discuss the process and obtain paperwork.
- 2) _____ Identify eligible project and start getting 3 bids together.
- 3) _____ Gather required paperwork including:
 - _____ Completed application
 - _____ Proof of ownership from Teller County Assessor's Office
 - _____ 3 bids, dated within fourteen (14) months prior to the application deadline
 - _____ Short written history of your historic structure that includes:
 - _____ a) A description of the structure as it was originally constructed including date built.
 - _____ b) Any modifications (additions, demolitions, or significant material changes) to the structure over the years.
 - _____ c) The need for the work including assessments by qualified sources and/or observations by the owner.
 - _____ d) Information about the historical use or ownership of the structure, if any.
 - _____ e) A description of any work previously done to restore the structure.
- 4) _____ Turn in paperwork to the Historic Preservation Department on or before: **April 3, 2016.**

City of Cripple Creek

Historic Preservation Grant Program Guidelines

2016

Deadline for Submission: April 3, 2016 .

Purpose and Mission: The City of Cripple Creek receives funding annually from the revenue generated by the gaming industry in the State of Colorado to be used for the purpose of historic preservation. For 2016, there are two separate programs developed by the City of Cripple Creek designed to provide an incentive to property owners to restore the exterior of historic structures in the city, as follows:

1. Residential – structures must have been constructed prior to or in the year of 1920
2. Public/Non-Profit – structures must have been constructed between 1896–1910

While it is noted that Commercial properties have been removed from consideration for 2016, the City is hopeful that the state and local budget situations will improve in the coming years to where Commercial property grants can once again be provided by the City.

Areas of Interest: The program provides funds for exterior improvements to historic structures including structural stabilization (foundations, walls and roofs) and waterproofing (windows, roofs, paint and historic siding). In addition, Public/Non-Profit programs may include improvements to façade aesthetics, awnings, signs, and certain interior items (furnaces, wiring and plumbing considered dangerous to the structure).

Cash Match: Although exceptions may be made at the discretion of the City’s HP Commission and/or City Council, the following are the guidelines for participation by the owner in the costs of a project:

- **Residential Program:**

- 1) Projects with costs between \$1 and \$7,500 require a **minimum** 5% match by the owner.
- 2) Projects with costs between \$7,501 and \$20,000 require a **minimum** 25% match by the owner.
- 3) Projects with costs of \$20,001 and up require a **minimum** 50% match by the owner.

Note that the above match amounts are minimums and higher match amounts may increase the opportunity for a grant award. For window projects the guidelines for matching funds may be modified to encourage RESTORATION rather than replacement, i.e., increased percentage of owner match may be required for replacements. The maximum lifetime grant amount is \$25,000 per structure. Grant requests for an amount greater than this amount must exhibit extraordinary characteristics and include significant matching funds.

- **Public/Non-Profit Program:** Case-by-case basis.

Financial Information: The owner of the structure is responsible for contracting for the work to be done (The City Building Department at 689-3588 can provide names of licensed contractors). **This grant program is a reimbursement type; i.e., the property owner will be reimbursed with grant funds after City inspection and approval of the work.** The City will, however, upon request by the owner, give consideration to providing up to 30% advance payment of the grant amount to facilitate project start up. Owners should have a financial plan in place to provide for the payment of the balance of the project costs until inspection, approval, and subsequent reimbursement of costs by the City occurs. Contractual arrangements for the work are solely the responsibility of the property owner and the City will not be a party to the resolution of disputes. **The property owner is responsible for insuring the work done is in accordance with accepted City guidelines.** Reimbursement for costs requires submittal of paid-in-full invoices signed by the contractor. Final payment will require the signing of a Lien Waiver by the contractor.

Restrictions:

- **ANY WORK PERFORMED OR EXPENSES INCURRED PRIOR TO THE GRANT BEING AWARDED, WILL NOT BE REIMBURSED OR OTHERWISE COVERED BY THE CITY'S GRANT PROGRAM!**
- Applicants must be the owners of the subject property.
- Any monies owed to the City by an applicant must be paid in full before a grant is considered.
- Work must be conducted by a building contractor **licensed in the City of Cripple Creek.**
- **All work will be required to meet the Secretary of Interior's Standards for Rehabilitation (attached) and the City Guidelines for historic restoration and preservation as interpreted by the City. It is important that the contractor and the owner understand these guidelines prior to estimates being prepared and contracts signed (contact the Historic Preservation Department for more information at 689-3905).**
- All Grant Recipients will be required to sign a Historic Grant Agreement prior to the disbursement of funds which details the grant terms and obligations including:
 - Land marking the exterior of the structure for a period of 5 years that requires that any modifications to the exteriors during this period be reviewed under the City Historic Preservation Guidelines.
 - Tax Implications: Grant funds constitute taxable income. Grant Recipients must fill out a W-9 form when accepting a grant. The City will send the Grant Recipient an IRS Form 1099 showing the grant amount received to be filed with their taxes.
- All work must be completed by December 31, 2016.

Overview of the Grant Process . . .

Start to Finish:

- Applications are provided by and submitted to the City Historic Preservation Department during the annual grant submission period, which is typically February – April. Deadline for submitting applications this year is: **April 3, 2016**.
- It is recommended that applicants meet with the Historic Preservation Department to discuss their plans prior to submittal of the application. Call 689-3905 to schedule an appointment.
- At the discretion of the City, an assessment of the condition of the structure may be conducted as a part of the application review which may require limited access to the interior by staff or the Historic Preservation Commission.
- Applications will be reviewed by the Historic Preservation Commission and recommendations for funding made to the City Council.
- City Council gives final approval or denial of grant awards. Applications will be approved or denied solely at the discretion of the City.
- Staff sends Award Letter to all applicants; a Historic Grant Agreement also is sent to all Grant Recipients.
- Grant Recipient records signed Historic Grant Agreement with Teller County Clerk & Recorder and has original document sent to the City.
- Staff sends Grant Recipient a Notice to Proceed after an initial inspection has been made.
- Staff will put a small, temporary yard sign on Grant Recipients' property that says "This project is partially funded with city of Cripple Creek Historic Preservation Funds." The sign will be removed by staff when project is completed.
- Upon request by the owner, the City will give consideration to providing up to 30% advance payment of the grant amount to facilitate project startup.
- Work is completed and final inspection done.
- Applicant submits a Paid-in-Full Invoice and a Lien Waiver signed by contractor.
- Final grant reimbursement check is sent to the Grant Recipient.

Secretary of the Interior's 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. Archeological 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.

City use



337 E. Bennett Ave., POB 430, Cripple Creek, CO 80813 – Phone (719) 689-3905

Historic Preservation Grant Program Application Form

(This application form must be completed in its entirety before it will be considered)

Property Owner Name: _____

Address of Property: _____

Mailing Address of Property Owner: _____

Email: _____

Phone Number of Property Owner: _____

Applicant Status: *Circle one*

Residential-Owner occupied, year-round
Residential-Owner occupied, seasonal
Residential-Rental

Public/Non-Profit

Check below:

_____ I have read the attached Secretary of the Interior's Standards for Rehabilitation and am aware that all work done on this project is required to meet these standards and the City Guidelines for Historic Preservation as found in the Development Code, Article 3; available on the City website: cripplecreekgov.com

Brief Description of Proposed Work Including Type of Materials to be Removed and Type of Materials to be Installed:

Total Cost of Work: _____
Funds Requested: _____
Matching Funds: _____

Attach the following:

1. As proof of ownership attach a copy of the online Property Records Database page or a copy of the Full Property Card from the Teller County Assessor's Office.
2. **Three (3) estimates, dated within fourteen (14) months prior to the application deadline**, for materials and labor costs from a building contractor licensed in Teller, El Paso County, or the City of Cripple Creek. **However, the contractor actually doing the work MUST BE LICENSED IN THE CITY OF CRIPPLE CREEK.**
3. A short written history of your historic structure that includes:
 - a) A description of the structure as it was originally constructed including date built.
 - b) Any modifications (additions, demolitions, or significant material changes) to the structure over the years.
 - c) The need for the work including assessments by qualified sources and/or observations by the owner.
 - d) Information about the historical use or ownership of the structure, if any.
 - e) A description of any work previously done to restore the structure.

NOTICE: Federal and State Income Tax Credits may be available to grant recipients.

- Any questions regarding this program, this application form, the selection process or tax credits should be directed to Renee Mueller, Historic Preservation Coordinator, City of Cripple Creek, 337 E. Bennett Avenue, (719) 689-3905.
- The Teller County Assessor's Office is located in the County Courthouse at 101 West Bennett Avenue, (719) 689-2941.
- The City of Cripple Creek Building Department is located at 337 East Bennett Avenue, (719) 689-3588.

Completed application with attachments must be received no later than April 3, 2016.

Send to:

**City of Cripple Creek
Renee Mueller, Historic Preservation Department
PO Box 430
Cripple Creek, CO 80813**

or by email: rmueller@cripple-creek.co.us