



Historic Preservation Rehabilitation Grant 2023-2024 FACT SHEET

Updated April 2023

Eligibility

Properties must be contributing to the St. Helens Downtown Historic District to qualify for rehabilitation project funding. They are contributing if individually listed on the National Register of Historic Places or classified as **Primary Significant** or **Secondary Significant** within the St. Helens Downtown Historic District. A map of these designations is available on the project website at <https://www.sthelensoregon.gov/planning/page/historic-preservation-rehabilitation-grant> or at City Hall.

For eligible properties, there are architectural descriptions included in the National Register of Historic Places documentation from 1984 which are available for review at City Hall or on the City's project website above.

Project Selection

The Historic Landmarks Commission will decide which grant application to fund based on the Project Selection Criteria which can be found on the project website above or at City Hall. Projects will be selected during their August 8, 2023, meeting. Examples of projects that were funded in previous grant cycles have been uploaded on the City's project website.

Project Timeline

The deadline to submit an application and all required attachments is July 24, 2023. You will be notified by August 11, 2023, if your project is selected. If selected, your project work plan (see Page 2) will be reviewed and approved by the State Historic Preservation Office (SHPO) **before** work can begin. This review by SHPO can take up to **90 days**. Projects will need to be completed by **August 15, 2024**.

Project Costs & Grant Award

The grant award is limited to one **\$17,000 grant** and **requires at least a 1:1 match**. Funds are provided on a reimbursement basis (i.e., after the project is complete). In order for the City to maximize grant funds, the total project cost must be at least \$34,000 in order to utilize the full \$17,000 award.

Work Plan Requirements

Prior to starting the rehabilitation project, the grant recipient must submit a work plan for the project to the City who will forward that to the Oregon State Historic Preservation Office (SHPO). Written approval of that work plan from SHPO is required before work can begin. This review by SHPO can take up to **90 days**.

The packet to be submitted to SHPO will include:

- State Historic Preservation Office Cover Form
- At least 2 current photos that provide an overview of the property exterior
- At least 2 current photos that provide a view of the property with neighboring property
- At least 2 current photos of the detailed work area
- Historic photos of the property (if available)
- Basic drawings /design plans, product/material information sheets (as relevant)
- A timeline of the project

SHPO will not usually approve projects that involve painting exclusively. If painting is part of a larger project such as façade restoration or siding replacement, then it can be a reimbursable aspect of the project. The work plan and actual work must conform to the Secretary of the Interior’s “Standards for Rehabilitation.” Work that does not meet these standards is ineligible for reimbursement. A copy of these standards is available here:

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

Bidding Requirements

Bids are required for grant applications. **Approved procedures for selecting a contractor must be followed, including obtaining at least three bids to ensure fairness.** Any contractor performing work for a project must be licensed and bonded for the type of work planned. Contractors used must be consistent with Oregon State policies and the Secretary of Interior’s Historic Preservation Professional Qualification Standards. See <https://www.nps.gov/articles/sec-standards-prof-quals.htm> for professional qualification standards.

Copies of all contracts with contractors for completing the work described in the Work Plan will need to be submitted to the City.

Permitting Requirements

Certain permits may be required by the City. For example:

- Building Permit may be required by the Building Department.
- If the building is considered a *designated landmark* by the City, a Historic Resource Review may be required. One consideration is whether the building is being restored based on a correct period photograph. If there is little or no historical documentation to base a project on, the Historic Resource Review requirement is more likely.
- If the property is located within the Riverfront District (RD) zoning district, architectural review by the Planning Commission acting as the Historic Landmarks Commission is

normally required. However, architectural review will not be required in addition to this grant process.

- The map available on the project website linked above identifies the RD zoning district and *designated landmarks*.

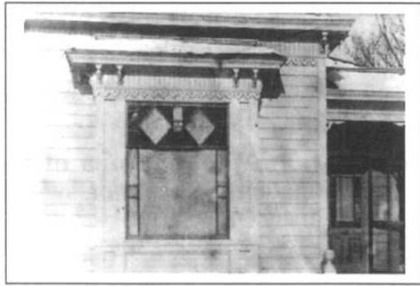
Grant recipients will be expected to do the following:

1. Receive an approved Work Plan via SHPO per the requirements above.
2. Complete a contract between the grant recipient and the City before work begins.
3. Complete a 5-Year Preservation Maintenance Agreement between the grant recipient and SHPO before work begins. A copy of this agreement is available online at <https://www.sthelensoregon.gov/planning/page/historic-preservation-rehabilitation-grant> or at City Hall (Planning Department).
4. Received required permits through the City of St. Helens (if applicable)
5. Display a project sign in a prominent location at the project site while project work is in process. The sign must identify the project and the Oregon State Historic Preservation Office (SHPO) and National Parks Service Support. For example, ***“This project is being funded in part by a Historic Preservation Fund grant administered by the National Park Service, Department of the Interior, and the Oregon State Historic Preservation Office.”***
6. Provide before, during, and after pictures. Digital images of 300dpi or higher are required.
7. **The grant money you receive is taxable income and must be reported on tax returns.** The City will need your Social Security Number for reimbursement. When due, the City will send grant recipients IRS Form 1099.

If you are awarded a project and find that you cannot follow through, please contact the City immediately so another project can be funded if possible.

Example Eligible Projects

- Projects that restore integrity to architectural style by removing incompatible features, alterations or additions and/or restoring missing or altered historic features.
- Replacing documented missing features such as porch newel posts or balusters, eave brackets.
- Replacing inappropriate windows or doors (i.e. aluminum, vinyl) with windows/doors compatible with the building style.
- Removing siding not original to the house and restoring original siding.
- Projects that repair or replace deteriorated historic features visible from the street.
- Painting as a sole aspect of a project is generally not eligible unless it is necessary to preserve a building. However, it can be incorporated with other work.
- New construction, building additions, and the cost of tools or uninstalled materials are not eligible for reimbursement.
- See a list and photos of past funded projects from on the City's project website linked above.



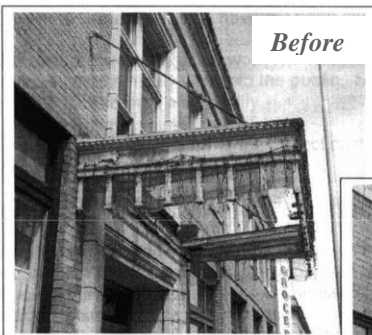
Original



Altered



Reconstructed



ABOVE: An example from the City of Albany. The window of a historic home had been altered from its original configuration. A grant was used to restore the window to its original appearance.

LEFT: An example from the City of Astoria. A historic glass canopy had deteriorated over the years and was no longer safe. A grant was used to repair and restore this prominent building feature, which saved it from having to be removed as a public hazard.