



# Heritage Restoration and Preservation Grant Program Guidelines for the Restoration, Rehabilitation, and Preservation of Historic Properties

Program Coordinator:

Kimberly Dietz, Senior Planner

Planning Department, 4SPL

P.O. Box 97010

Redmond, WA 98073-9710

[kdietz@redmond.gov](mailto:kdietz@redmond.gov)

425-556-2415

## WHAT IS THE PROGRAM?

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### HERITAGE GRANT PROGRAM

Funds from this program may be used to support projects that promote the preservation or restoration of Redmond's historic properties. Historic properties include any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on the local, regional, state or national register. This grant program provides funds to organizations or individuals that own or control interests in historic properties. 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.

The Heritage Grant may be awarded as follows:

- If the applicant provides matching funds, the maximum possible award is \$50,000;
- If the applicant does not provide matching funds, the maximum possible award is \$10,000;
- Matching funds shall equal at least 25% of the requested grant funds;
- Matching funds should be in the form of cash and may also be in-kind services, equipment use, or supplies that are directly related to the grant-assisted project; and
- Cash match may include documentable expenses directly related to the grant-assisted project incurred within one year of the grant application and cash match to be incurred within five years.

Goals of Restoring, Rehabilitating, and Preserving Historic Properties:

- To promote and encourage continued maintenance and prevent deterioration of historic properties that convey a sense of the City's heritage and create a sense of place.
- To promote and encourage restoration of altered historic properties to a condition that is in keeping with their original design and period.
- To maintain the viability of historic properties 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 historic properties by encouraging tourism, and by lessening impacts associated with demolition.

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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.

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

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## WHO TO CONTACT ABOUT THE HERITAGE GRANT PROGRAM

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Kimberly Dietz, Senior Planner is the City's lead staff person for Redmond's Historic Preservation Program. Ms. Dietz may be reached at 425-556-2415 or [kdietz@redmond.gov](mailto:kdietz@redmond.gov).

All applicants are asked to contact Ms. Dietz prior to preparing an application to confirm eligibility for funding. Applicants may also wish to discuss general questions, concerns, and budget specifics. She will review your draft application on request and offer feedback.

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## WHERE TO PICK UP AND DROP OFF A GRANT APPLICATION

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ACCESS THE APPLICATION FORM ELECTRONICALLY: The application form is available from the City of Redmond website at:

<http://www.redmond.gov/Government/HistoricPreservation/HeritageGrantProgram/>

IN PERSON: You can pick up applications and drop off your completed application at the Long Range Planning Division of the Planning Department. The Long Range Planning Division is located on the fourth floor of the Redmond City Hall building at 15670 NE 85th Street. Please call 425-556-2415 in advance to ensure the application is available when you arrive.

BY MAIL: The address to return an application by mail is:

CITY OF REDMOND, ATTENTION: KIMBERLY DIETZ

PLANNING DEPARTMENT, 4SPL

P.O. BOX 97010

REDMOND, WA 98073-9710

## ELIGIBILITY

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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.
- Tenants may apply for the Heritage Grant Program, provided that the property owner has provided written authority. Contact staff to learn about this process and to ensure that a copy of the approval document is on file at the Planning Department.

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

1. Perform a feasibility analysis for stabilization or restoration of the historic property

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. Restore a property 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.

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- 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.

## HELPFUL HINTS FOR THE GRANT APPLICATION

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**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 Interior's Standards for the Treatment of Historic Properties provide the guidelines for properly cleaning, maintaining, restoring, or upgrading historic sites and structures. The standards can be found on line on the National Park Service web site at <http://www.nps.gov/tps/>. The City of Redmond also maintains copies on file for review.

**QUALIFICATIONS:** Resumes, references, and examples of relevant projects for contractors and service providers should accompany the grant application. Professional service providers can include their statement of qualifications.

**PROJECT IMPACT:** If the property provides a significant amount of public visibility be sure to indicate this. Public visibility includes active uses such as restaurants or highly visible locations along a main street. Is the project in Redmond's 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 visibility. If so indicate that. If the proposed work includes 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 respective site and vicinity character. Letters of support from groups such as the Redmond Historical Society or other civic organizations are always helpful.

**BUDGET:** The better documented the budget is the higher the chances 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 amount requested is reasonable. The budget should include the estimated number of the hours necessary to complete the task. The amount of match relative to the total budget can also make the application more competitive.

**PARTNERSHIPS AND STEWARDSHIP:** Partnerships and other sources of funding that support the proposed work should be described. Stewardship and long-term maintenance are important aspects for ensuring the viability of the historic property. Include a plan that addresses the proposed management of the property and particularly the portion that would be enhanced by way of the Heritage Grant Program.

## APPLICATION EVALUATION

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All applications will be evaluated in the context of 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 in relation to the 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 ensuring 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

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- Provide one signed original and a digital copy of your application. *Do not* staple the original.
- Include one set of support materials, such as firm qualifications, bids, letters of support, historic photos/copies, and project planning information. *Do not* staple support material. All material will be maintained on file by the Redmond Planning Department.

## SUPPORT MATERIALS

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Applicants shall also submit one copy or digital version 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

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The application review timeline will be dependent upon meeting dates and scheduling of the Redmond Landmark 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.

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- Phased projects: 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 approval, 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.
- Emergency conditions: Projects that are undertaken on an emergency basis in order to address an imminent danger to health, safety or property may be eligible for reimbursement from this grant source. Work completed prior to grant approval may be eligible for reimbursement only to the extent necessary to address the emergency condition.

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## OBLIGATIONS OF AWARD RECIPIENTS

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### 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 City 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.)

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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

A public return such as community access or a preservation easement shall be provided in exchange for all awards of public funds. The applicant will need to 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.

The applicant should anticipate easement terms of 5 to 10 years for vegetation-related easements and in perpetuity for structural/façade easements.