

**SAVE OUR HERITAGE GRANT
GRANT REQUIREMENTS
FY 2018-2019**

CITY OF ST. JOSEPH, MISSOURI

The City of St. Joseph offers a limited number of grants to help save threatened historic properties and make them useful again. Approximately \$100,000 is appropriated annually for this purpose. The City reserves the right to vary from these guidelines as necessary in order to protect significant landmarks. Applications shall be submitted to the Historic Preservation Planner (HPP).

I. Application Process:

1. Annual Save Our Heritage Grants shall be advertised in local media on **March 1, 2018; One Hundred Twenty (120) days prior to the annual June 29, 2018 deadline.**
2. All applicants shall attend one of the two mandatory SOHG PRE-APPLICATION meetings with staff. **The first SOHG Pre-Application meeting will be held at 10:00am C.T., Wednesday April 4th, 2018 in the Third Floor Council Chambers at City Hall. The second SOHG Pre-Application meeting will be held at 6:00pm C.T., Thursday April 5, 2018** in the Third Floor Council Chambers at City Hall. Applications will NOT be considered for applicants if they or their designated representative do not attend the PRE-APPLICATION meeting. Staff will take written questions at this meeting and answer them in writing. The HPP shall document all questions and answers and provide ALL applicants the same information.
3. The cut off deadline for submitting questions regarding the applications shall be **June 1, 2018. Please provide all questions in writing or by email.**
4. All applications submitted after **June 15, 2018** shall be considered FINAL DRAFTS and no further changes will be accepted.
5. Applications shall be complete with the applicant providing HPP with all required information by **5:00pm, C. T. Friday June 29, 2018** or they will not be heard by the Landmark Commission.
6. **Applicants must demonstrate that a Save Our Heritage Grant shall lead to an additional investment of at least 200%, in matching funds, of the grant. If proof of the 200% in matching funds is not provided the application will not be complete and will not be submitted to the Landmark Commission.** Investment in cash, loans, line of credit letter from lending institution, donations of building material may be used to complete items listed in the contract's scope of work.
7. The City will only reimburse the grantee for work done that is listed in the contract's "Scope of Work".
8. **Only the funds for work, completed after the contract has been signed by the city manager, can be used towards the required 200% matching funds.**
9. Work may be performed by applicant, to the extent allowed in city code, can be considered for the matching funds at Ten dollars (\$10.00) an hour.

10. Work may be performed by the applicant or contractors licensed by the City of St. Joseph. All applications shall contain three itemized bids from separate contractors with their applications.
11. If applicant cannot attend the L. C. meeting to present their application they shall be required to provide a signed notarized letter of agency stating what person or entity has the authority to present the application in their place.
12. If no one shows up at the L. C. meeting to present a SOHG application to the commission the application shall not be considered.
13. The contractor working on the project must provide the electronic signature form E-Verify form. The City will not release SOHG funds unless an E-Verify electronic signature form is provided. Information on and application for the E-Verify program can be found at WWW.dhs.gov/E-Verify.
14. The applicant(s) shall be the owner of the property.
15. After all SOHG funded repairs are completed the owner shall not transfer title to the property for a period of two years from the date of completion of items listed in the SOHG contract Scope of Work and maintain the property in accordance with the City of St. Joseph's property maintenance codes Article: VII, Section: 7-351.
16. The grantee shall provide city staff with a Waiver of Lien prior to the release of their SOHG funds.

II. Priorities for Save Our Heritage:

1. All properties listed, past and present, on the "Top Ten Most Endangered Historic Properties List" and "Properties in Peril List" as adopted by the St. Joseph Landmark Commission.
2. Located within a Local Landmark District such as Museum Hill or Hall Street, or other historic property so designated by the City Council.
3. Listed in the National Register of Historic Places, either individually or as a contributing building in a National Register district.
4. Located in the Downtown Precise Plan and at least 50 years of age.
5. Other threatened properties may be approved by the Landmark Commission as eligible for designation as a Local Landmark or an endangered structure that is historically significant to St. Joseph's heritage on a case by case basis; **such determinations shall be made prior to applying for the grant.**

III. Examples of projects or programs eligible for Save Our Heritage Grants include:

1. Major exterior repairs such as roofs, installing gutters and downspouts, siding, re-pointing brick, porches, windows and other repairs that stabilize and/or improve the historic appearance of the property;
2. Interior repairs such as restoration or rehabilitation of foundations, walls, ceilings and flooring;
3. Measures, in compliance with city code, to protect properties from damage from water, vandalism, and fire, including boarding up and properly securing them as the first phase towards their rehabilitation and restoration. Plans for future phases of the rehabilitation and restoration of the property shall be required.

Projects which are Local Landmarks or located within a Local Landmark District shall comply with Landmark Commission's *Design Guidelines*. Projects located within the Downtown Precise Plan Zone District are subject to compliance with the findings and conditions of the Downtown Review Board. Other projects shall comply with the *Secretary of the Interior's Standards for Rehabilitation*. Copies can be obtained from the City of St. Joseph or on-line at the following web address http://www.nps.gov/history/hps/tps/standguide/rehab/rehab_index.htm. All projects shall comply with applicable federal, state and local regulations.

The applicant will be required to sign a performance contract with the City of St. Joseph to insure that the project is completed as agreed upon.

If there are any unencumbered SOHG funds after the first round of contracts have been signed a second round of applications will be accepted. A second round for SOHG applications will be posted in local media as well as the City's Historic Preservation webpage at <http://www.stjoemo.info/index.aspx?NID=271>.

All SOHG applications shall be provided to City Council, with the Landmark Commission recommendation, as a Resolution for Councils consideration.

Please direct all questions regarding Save Our Heritage Grants in writing to:

Scott A. Des Planques
City of St. Joseph
1100 Frederick Ave., Room 405
St. Joseph, MO 64501
Phone: (816) 271-4797
FAX: (816) 271-5365
E-mail: sdesplanques@stjoemo.org

**2018-2019 APPLICATION
SAVE OUR HERITAGE GRANT
CITY OF ST. JOSEPH, MISSOURI**

Please complete and return the following application. Completed applications should be turned in to the Historic Preservation Planner:

**Scott A. Des Planques
City of St. Joseph
1100 Frederick Ave., Room 405
St. Joseph, MO 64501**

**Phone: (816) 271-4797
FAX: (816) 271-5365**

E-mail: sdesplanques@stjoemo.org

APPLICANT INFORMATION (Required)

Applicant: _____ **Phone:** (____) _____

Mailing Address: _____ **FAX:** (____) _____

City, State, Zip:

E-mail (Required): _____

PROPERTY/PROJECT INFORMATION

Project address (Required): _____

Name of Property (If applicable): _____

Provide a Detailed Project Description including photographs, drawings, architectural renderings and other pertinent information (Required) (attach additional sheets as needed):

Amount of SOHG funds you are requesting (Required) \$ _____

Total project cost, including the 200% matching funds (Required) \$ _____

PROJECT BENEFITS (Required)

On an attached sheet, provide an explanation as to how the grant will benefit this and adjoining properties, the neighborhood, and/or the community at large.

INCOMPLETE APPLICATIONS WILL NOT BE HEARD

Be sure to carefully read through the grant application requirements and provide ALL REQUIRED information within the deadlines set forth. Please be sure to consult with the Historic Preservation Planner as needed to insure your application is complete.

SIGNATURE:

Applicants Name (Typed or Spelled Out)

Applicant's Signature

Date

REVIEW OF THE SOHG APPLICATION PROCESS:

1. Annual Save Our Heritage Grants shall be advertised in local media One Hundred Twenty (120) days prior to the annual June 29th deadline.
2. All SOHG applicants, or their designated representatives, shall attend one of the two mandatory PRE-APPLICATION meetings with staff. The first SOHG Pre-Application meeting will be held at 10:00am C.T., Wednesday, April 4th, 2018 in the Third Floor Council Chambers at City Hall. The second SOHG Pre-Application meeting will be held at 6:00pm C.T., Thursday April 5th, 2018 in the Third Floor Council Chambers at City Hall. Applications will NOT be considered for applicants who do not attend one of the PRE-APPLICATION meetings; however they may have a designated representative attend to represent them. Staff will take written questions at this meeting and answer them in writing. Staff shall document all questions and answers and the HPP shall provide all applicants with the same information.
3. The cut off deadline for submitting questions regarding the applications shall be June 1, 2018. Please provide all questions in writing or by email.
4. All applications submitted after June 15, 2018 shall be considered FINAL DRAFTS and no further changes will be accepted.
5. Applications shall be complete with the applicant providing HPP with all required information by 5:00pm C. T. Friday June 29, 2018 deadline or they will not be heard by the Landmark Commission.

Checklist of Required Materials for Save Our Heritage Grant Program Applications

NOTICE: Applications will NOT proceed without the following items:

To be completed by staff.

1. _____ Proof of (All taxes and delinquencies owed to the City have been paid.)
2. _____ Copy of proof of ownership shall be in the form of a RECORDED Warranty Deed, Quit Claim Deed or Deed of Trust.
3. _____ Completed Save Our Heritage Grant Application with all of the work that will be included in the contract's Scope of Work thoroughly outlined including desired restoration and or rehabilitation plans, specifications, drawings, architectural renderings and photos, as necessary, to fully describe the proposed project.
4. _____ Provide a timeline, including phases if needed, in which you propose to finish your project, for example (the roof will be completed by October 15th, windows will be completed by January 15th, etc.) this information will be included in the Scope of Work in the SOHG contract.
5. _____ Work may be performed by applicant or contractors currently licensed by the City of St. Joseph.
6. _____ The City requires a minimum of three itemized bids from the contractors.
7. _____ The contractor working on the project must provide the electronic signature form E-Verify form. The City will not release SOHG funds unless an E-Verify electronic signature form is provided. Information on and application for the E-Verify program can be found at WWW.dhs.gov/E-Verify.
8. _____ Copy of fire insurance coverage (or builder's risk insurance in the case of a vacant building).
9. _____ Copy of proof of cash on hand in the form of, deposits, stocks, bonds, a letter from your bank showing your line of credit or other securities to prove you have sufficient funds to provide the 200% matching funds required for the grant. Bank statements for the last quarter will be required if no line of credit is available. This information shall be kept confidential.
10. _____ Signed attached form granting the City of St. Joseph to run a credit check. This information shall be kept confidential.

11. _____ Where applicable the SOHG applicants shall provide the Articles of Incorporation and Bylaws along with current officers names showing they have the legal ability to enter into a contractual agreement with the city.
12. _____ If applicant cannot attend the L. C. meeting to present their application they shall be required to sign a notarized letter of agency stating what person or entity has the authority to present the application in their place.
13. _____ The grantee shall provide city staff with a Waiver of Lien prior to the release of their SOHG funds.
14. _____ The grantee shall provide city staff with a W-9 Form.

I/we the undersigned have read and understand the above statements and hereby give the Community Development Division of the City of St. Joseph and its staff permission to obtain credit reports and verification of any information stated in your SOHG application. The applicant further declares that he/she does possess the legal and mental capacity to fully understand and execute the SOHG contract.

This information will be kept confidential.

1). Printed Name:

Date of Birth: ___/___/___

Signature:

Date: ___/___/___

Home Address:

**Social Security
Number:**

2). Printed Name:

Date of Birth: ___/___/___

Signature:

Date: ___/___/___

Home Address:

**Social Security
Number:**
