

# Oregon State Historic Preservation Office

## Requirements and Tips for Successful Local Rehabilitation Grants Using CLG Funds

### Tips:

#### ***Use State Historic Preservation Office (SHPO) support –***

- a. *Ideas for managing an application grant program* – Several folks in the SHPO have experience managing and applying for grants with an application process.
- b. *Building donor support from SHPO Restoration Specialist, Joy Sears* – Joy can walk through buildings, share ideas for dealing with code, alternative use and energy, outline a general plan, etc. These visits can go a long way to inspire property owners to do good preservation work and alleviate potential problems with contractors, building officials, etc.
- c. *Assistance and guidance from SHPO for changes in work plans* – Changes are often required during the course of a rehab project. SHPO staff can help come up with solutions, and, by keeping SHPO in the loop, you can ensure that inappropriate changes won't jeopardize the grant funding for your project.

#### ***Start early in your CLG grant cycle –***

Whether you hand pick a grant project or have an application process, inevitably people back out. If you start early you can find another project for your rehabilitation grant funds.

#### ***Spread the word about the results –***

The more people who know that the local government helped fund the project, the better off you are. Post before and after photos on your website, try to get it in the paper, etc.

#### ***Use the project as an educational tool for others –***

This is an opportunity to talk to folks about in-kind replacement, the importance of various features, etc. Ask the contractor if the project can be used for a walking tour or as a demonstration site.

#### ***Solicit bids from experienced preservation contractors –***

SHPO's online list of contractors and the Historic Preservation listserv are good sources for leads to experienced and reputable contractors. You can avoid lots of headaches if you have a good contractor. See Heritage Bulletin #8 for tips on working with contractors available at [www.oregonheritage.org](http://www.oregonheritage.org) or by contacting SHPO.

#### ***Keep projects simple –***

Straightforward projects with fewer complexities and contractors are usually more successful. Complex projects may need to be completed in phases over more than a single grant round.

### Requirements:

#### ***All properties must be on the National Register of Historic Places –***

They can be listed individually or as contributing to a listed district.

#### ***Project work plans must meet the Secretary of the Interior's Standards for Rehabilitation and be approved by SHPO staff before work begins –***

All rehabilitation projects must be approved. Please send drawings, photos, historical research, materials and technique information to your CLG coordinator.

#### ***A preservation agreement or covenant must be signed by the property owner and SHPO before work begins –***

This is a requirement of the National Park Service. SHPO has the forms and procedure online and available by request.

#### ***Follow all standard procurement requirements, including solicitation of bids and selection of contractors –***

SHPO (and the National Park Service) needs a brief summary of your (or property owner's) selection process (SHPO has simple forms you can use). You don't have to choose the lowest bid, but you should justify your selection if you do not.

#### ***The CLG must provide before and after photographs to SHPO –***

Digital images of at least 300 dpi are preferred, professional prints are accepted.