

**2018 Historic Preservation Grant
for
Historic Properties
in the City of Springboro**

**APPLICATION
PACKAGE**

**Application Deadline: Monday, June 4, 2018 at 12:00 p.m.
At the Planning Department, Springboro City Building, 320 West
Central Avenue, Springboro, Ohio 45066**

2018 Historic Preservation Grant Program

As the owner of a building that contributes to the history of Springboro, you are eligible to apply for a matching grant for the maintenance and repair of your building. This program is being offered to you to underscore the importance of proper maintenance, to ensure the future of your building within its neighborhood, and to demonstrate the City's commitment to its past as it continues to grow. Please read the following instructions carefully before completing the attached application form.

This program has several objectives:

- Preserve historic buildings listed on the National Register of Historic Places, some of which are reported stops on the Underground Railroad;
- Encourage the owners of historic properties that there are real benefits to the ownership of history; and
- Show our residents that this modern City is really a very old village with a rich past.

The City of Springboro invites you to consider making an application for the assistance that this program offers.

You may apply for up to \$5,000.00 in grant funds if matched with your own money on a 1:1 basis. The City reserves the right to partially fund your project below the \$5,000.00 amount. You may apply for less than a 50 percent reimbursement so long as the requested grant does not fall below the 1:1 self-funded/City-funded level.

Deadline. The deadline for application for this grant is Monday, June 4, 2018, 2018 at 12:00 p.m. All applications must be made in paper format. No faxes or emails will be accepted. Consideration for funding will be given only to those who complete the attached application form by the stated deadline.

The City anticipates that it will award all grant funds in this first round of applications. However, if grant funds remain available after this application process, the City reserves the right to offer a second round of funding at a later date on a first-come, first-served basis.

Requirements

- Only contributing structures within the locally-designated Old Springboro Historic Preservation District and locally-designated landmarks are eligible for funding. A list of all eligible properties by address is included in this package.
- Funding will be awarded for both interior or exterior work or a combination. No funding will be granted for landscaping, signs, patios, sidewalks, and driveways and other pavements, fencing, or decks. New construction such as additions are not

eligible but may be part of a larger preservation project that includes elements that are eligible.

- Work must not begin until a grant agreement has been executed except in cases where written consent has been provided.
- Work is to be scheduled for completion by October 31, 2018. However, given the nature of historic buildings and the unpredictability of weather, work schedules, and other factors, the work schedule may be extended with the written approval of the City following a written request.
- The work proposed to be funded will be reviewed and approved in writing by the City prior to commencement of the work, and prior to any payment of grant funds.
- Changes to the grant scope or contractor identified in the grant application must be approved in writing by the City of Springboro.
- Those selected to receive a grant must sign a Preservation Agreement with the City agreeing to assume the cost of continued maintenance and repair of the property for five years so as to preserve the architectural and historical integrity of the property and its materials. By signing the Agreement the property owner agrees to do nothing to compromise the architectural and historical integrity of the property and its materials without prior written permission from the City. This Preservation Agreement must be executed prior to payment of any grant funds. Following completion of the project, there is a biennial compliance program under which the owner certifies compliance with the Preservation Agreement and submits photographs showing that the property is being maintained.
- All work done on the exterior of your property during the grant period, **whether funded by the grant or not**, must meet the Secretary of the Interior's Standards for Rehabilitation. Some work may require the approval of the Springboro's Architectural Review Board. Please contact City staff to determine if such an approval is necessary.

A copy of the City's Architectural Review Board Guidelines, which contains the Secretary of the Interior's Standards for Rehabilitation, can be obtained at the City Building or through the City's website, www.cityofspringboro.com.

Concurrent to this grant program the City of Springboro is developing a program that will reimburse a property owner for up to \$1,000.00 in consulting architectural services needed to comply with the requirements of the program. The property owner must use architectural consultants from a list approved by the City of Springboro as well as other requirements. For more information contact Dan Boron at (937)748-6183 or danb@cityofspringboro.com.

Funding Priority.

Funding priority will be given to 1) stabilization—re-establishing a weather resistant, structurally stable enclosure; 2) rehabilitation, including painting—returning a property to a state of utility while preserving its historic features and character; 3) and partial reconstruction—accurately reproducing a portion of the building based on documentation.

Applications will be evaluated and ranked on the basis of the following criteria:

1. Does the project comply with the Secretary of the Interior’s Standards?
2. Does the project address any building safety issues?
3. Does the project promote the long-term preservation of the building?
4. Does the project promote the long-term preservation of the neighborhood?
5. Does the project have a reasonable budget that enhances the goals of the grant?

Funding Procedure.

Funding will be provided on a reimbursement basis only. Grant recipients will be required to submit a marked paid invoice for all contractors used on a project and a copy of a cancelled check or copy of your credit card statement with non-project information redacted. The City will verify payment with the contractor and conduct a site visit, and approve the report and reimburse the property owner for no more than one-half of the expenses reported up to the amount of the grant awarded. *Reimbursement will be made only for work that meets the Secretary of the Interior’s Standards for Rehabilitation and the City’s Historic Design Standards.*

Funding will be awarded on a *not-to-exceed* basis only, based on the applicant’s cost estimates from a bona fide contractor or architect as verified by the City prior to the grant award. Cost overruns will be the sole responsibility of the property owner.

Application Procedures.

Those wishing to apply for funding from this program must complete the attached forms labeled 1) Historic Preservation Grant Application—Applicant Information and Project Description, and 2) Historic Preservation Grant Application—Cost Estimate. The first form contains its own directions—please read and follow them carefully. The second form, the “Construction Cost Estimate” form, must be accompanied by a signed and dated cost estimate by your architect or contractor(s).

Enclosed are 2018 Historic Preservation Grant application and a list of eligible properties for the 2018 Historic Preservation Grant Program.

Also included for your reference are copies of the Grant Agreement, Preservation Agreement and Certificate of Work Completion. You will be asked to complete these forms after your application has been awarded grant funding.

Potential applicants are encouraged to contact the City of Springboro about their project's suitability for the program. Feel free to contact Dan Boron phone at (937) 748-6183 or by email at danb@cityofspringboro.com. Completed applications need to be send in paper format to Dan Boron, City of Springboro Planning Department, 320 West Central Avenue, Springboro, Ohio, 45066. We will not accept applications submitted by email or other electronic formats.

Schedule

Monday, June 4	Applications accepted at City Building through 12:00 p.m.. Reviewed for completeness by City Staff.
June 4-8	City staff review applications and recommends funding for individual projects.
June 11	Award notices will be sent to each grant recipient. Work may begin as soon as all grant documents are completed by the property owner and pending approval of project if necessary by ARB and obtaining if necessary permits.
July 9 August 13 September 13 October 8	ARB meetings in 3rd and 4th Quarter 2018
June-October	Work continues on individual projects. Property owners submit reports with supporting documentation for reimbursement of expenses. The City will reimburse the property owner, following a review of the report and the site to verify the claim. No more than one reimbursement per 30 days. Progress reports will be prepared on the following schedule.
November 1	Work on individual projects concludes; final reports and claims for reimbursement submitted to the City.
December 3	Final payments issued to the property owners, subject to the review and final approval by the City.

City of Springboro
2018 Historic Preservation Grant Application—Applicant Information and Project Description

This form must be accompanied by a written estimate and budget detail form signed by an architect or bona fide contractor. No grant will be made unless a completed application form has been received. If additional space is needed to describe your project include additional sheets.

Property Address _____

Applicant Name(s) _____

Applicant address if other than above _____

Phone Number _____ Email Address _____

Proposed use of the structure after project completion _____

Total Estimated total cost of project _____

Brief Description of Project. Use additional sheets if needed. _____

As the owner of this property I hereby attest that the information I have provided is, to the best of my knowledge, correct and that I own the property described above.

Print Name(s) _____

Signature _____ Date _____

For Office Use Only

Received _____, 2018 By _____

Staff Recommendation _____

Staff Recommendation Issued _____, 2018

Architectural Review Board approval required? _____ Action Taken _____

**City of Springboro
2018 Historic Preservation Grant Application—Cost Estimate**

Property Address _____

Applicant Name(s) _____

Construction Cost Estimate Detail Tabulation

Cost estimates for the construction portion are to be prepared by a contractor or other individual experienced in estimating construction costs. Please round off all costs to the nearest dollar and enclose the contractor's estimate(s) as an attachment to this sheet.

	Property Owner Cost		Reserve for City Use	
Site Work	\$	City Match Request (use line below)		
Concrete	\$			
Masonry	\$			
Metals	\$			
Wood and Plastics	\$			
Thermal and Moisture Protection	\$			
Doors and Windows	\$			
Finishes	\$			
Special Construction	\$			
Conveying Systems	\$			
Mechanical and Electrical	\$			
Other, Please Specify	\$			
Project Total Cost	\$		\$	

Note: City Match column not to exceed 50 percent of the total column. The grand total of the City Match column not to exceed \$5,000.00

Construction Specification terms to be used in the tabulation above:

- Site Work—subsurface investigation, demolition, drainage, underpinning.
- Concrete—poured in place concrete, precast, concrete restoration and cleaning.
- Masonry—mortar, unit masonry, stone, masonry restoration and cleaning.
- Metals—structural metal framing, metal finishes and restoration.
- Wood and Plastics—rough carpentry, finish carpentry, architectural woodwork, millwork.
- Thermal and Moisture Protection—waterproofing, damp proofing, insulation roofing, flashings.
- Doors and Windows—doors and frames, entrances and storefronts, window repair and restoration, window replacement, hardware.
- Finishes—lathe and plaster, gypsum wallboard, ceramic tile, wood, brick, stone flooring, painting.
- Special construction—solar and wind energy systems.
- Conveying Systems—elevators.
- Mechanical—plumbing, fire protection, heating, cooling, air distribution.
- Electrical—service and distribution, lighting
- Other—specify cost item.

**City of Springboro
2018 Historic Preservation Grant Program
List of Eligible Properties**

Properties Located in Springboro Historic District*

25 East Central Avenue	335 South Main Street	700 South Main Street
20 South Main Street	337 South Main Street	100 East Street
35 South Main Street	345 South Main Street	110 East Street
40 South Main Street	350 South Main Street	120 East Street
45 South Main Street	355 South Main Street	130 East Street
50 South Main Street	400 South Main Street	135 East Street
55 South Main Street	405 South Main Street	150 East Street
65 South Main Street	415 South Main Street	155 East Street
100 South Main Street	420 South Main Street	200 East Street
105 South Main Street	435 South Main Street	230 East Street
110 South Main Street	440 South Main Street	NE Corner East & State Street
115 South Main Street	445 South Main Street	255 East Street
120 South Main Street	455 South Main Street	305 East Street
125 South Main Street	500 South Main Street	315 East Street
130 South Main Street	505 South Main Street	320 East Street
135 South Main Street	510 South Main Street	323 East Street
140 South Main Street	515 South Main Street	340 East Street
150 South Main Street	445 South Main Street	435 East Street
153 South Main Street	450 South Main Street	408 East Street
200 South Main Street	455 South Main Street	505 East Street
205 South Main Street	500 South Main Street	525 East Street
210 South Main Street	505 South Main Street	60 East North Street
220 South Main Street	510 South Main Street	125 East Market Street
225 South Main Street	515 South Main Street	80 West State Street
230 South Main Street	535 South Main Street	50 East Factory Street
235 South Main Street	545 South Main Street	55 East Factory Street
240 South Main Street	550 South Main Street	40 East South Street
245 South Main Street	600 South Main Street	60 East South Street
250 South Main Street	605 South Main Street	15 East Mill Street
300 South Main Street	610 South Main Street	40 East Mill Street
305 South Main Street	705 South Main Street	45 East Mill Street
320 South Main Street	630 South Main Street	50 East Mill Street
325 South Main Street	660 South Main Street	

*List includes only contributing structures located within the locally-designated Old Springboro Historic Preservation District.

Stand-Alone Landmarks

15 Keevers Point, Jacob Null House
300 McCray Boulevard, Samuel McCray House
155 West Central Avenue, Aron Wright House
80 West State Street, Jonathan Wright House

THIS DOCUMENT IS PROVIDED FOR REFERENCE PURPOSES ONLY. DO NOT COMPLETE

GRANT AGREEMENT

As owner(s) of [insert property address], Springboro, Ohio, we hereby accept the grant offered to us by the City of Springboro and acknowledge the following conditions:

We understand that the work to be performed on our property under this grant program must be in accordance with the attached scope. All work done on the property during the grant period, whether funded by the grant or not, must meet the Secretary of the Interior's Standards for Rehabilitation, and be approved by the City of Springboro's Architectural Review Board (ARB).

The maximum amount of funding to be provided to us through this grant program is _____ (\$_____.00), when matched with at least that amount of our own money. However, we understand that we must perform at least \$_____ of work on our property in order to receive at least a minimum grant of \$_____. We further understand that any costs in excess of the maximum amount of this grant are our responsibility.

Funding will be provided on a reimbursement basis only. The City will verify and approve the report and reimburse us for no more than one-half of the expenses reported up to the amount of the grant awarded.

Before we receive any grant funds, we must sign a Preservation Agreement. We understand that we may begin work on the property before we get the necessary signatures, but that we must get the Agreement signed before we can receive any grant funds.

By our signatures below, we affirm that we have the ability and the financial resources to perform the work listed on the attached award letter, and that we will do our best to complete the work before November 1, 2018. We will notify the City immediately if it becomes obvious that we will not be able to complete the work this year. We understand that the grant expires absolutely no later than December 31, 2018, however. We will begin the work as soon as possible after this Letter is signed and work is authorized to begin.

Signature of Owner

Date of Signature

Signature of Owner

Date of Signature

The owner(s) of the property are hereby authorized to begin the work outlined in the award letter.

Date of Signature

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PRESERVATION AGREEMENT

This Agreement is made the _____ day of _____, 2018, by _____ (hereafter referred to as the "Owner") and in favor of the City of Springboro (hereafter referred to as the "Grantee") for the purpose of the rehabilitation of a certain Property located at [enter the street address, city, county, and State], which is owned in fee simple by the Owner and is listed as a contributing structure and property in the Old Springboro Historic Preservation District.

The Property is comprised essentially of grounds, collateral, appurtenances, and improvements and is known as the [enter the property name]. The Property is more particularly described as follows: [include county reference, consisting of repository, book, and page numbers].

In consideration of the sum of [enter the grant amount] received in grant-in-aid assistance through Grantee, the Owner hereby agrees to the following for a period of five (5) years:

1. The Owner agrees to assume the cost of the continued maintenance and repair of said Property so as to preserve the architectural, historical, or archeological integrity of the same in order to protect and enhance those qualities that made the Property a contributing structure.
2. The Owner agrees that no visual or structural alterations will be made to the property without prior written permission of the Grantee.
3. The Owner agrees that the Grantee, its agents and designees, shall have the right to inspect the property at all reasonable times in order to ascertain whether or not the conditions of this Agreement are being observed.
4. This Agreement shall be enforceable in specific performance by a court of competent jurisdiction.
5. SEVERABILITY CLAUSE

It is understood and agreed by the parties hereto that if any part, term, or provision of this Agreement is held to be illegal by the courts, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provision held to be invalid.

Signature of Grantee

Signature of Owner

Date of Signature

Date of Signature