EBEY'S FOREVER GRANT PROGRAM

APPLICATION

2014

TRUST BOARD OF EBEY'S LANDING NATIONAL HISTORICAL RESERVE

The Ebey's Forever Grant Program

Established in 2009, the Ebey's Forever Grant Program was created to preserve, protect, and sustain the Reserve's heritage buildings by providing seed funding through a competitive grant process to owners of historic properties.

Eligibility

Eligible applicants: private property owners, non-profit organizations, and local governments whose property is located within the Reserve. Leaseholders may apply for funds in conjunction with the property owner.

Eligible Buildings

- Listed as ***contributing*** on the National Register of Historic Places, Central Whidbey Island Historic District – Ebey's Landing National Historical Reserve, 1995 update
- In retention of a significant degree of historic character and material
- In need of repair

Eligible Work

- Stabilization of historic buildings including, but not limited to: repairs; replacement of roofs, foundations, sills, walls, structural framework, windows, doors, building-related equipment, and building systems
- Work that preserves the historic character defining features and materials
- Work that facilitates continued use of the building

Ineligible Projects

- Work that is incompatible with the historic nature of the building, such as removing historic building fabric or using non-historic materials such as vinyl or plywood
- New construction, i.e. additions to existing buildings (interior or exterior), even if such work is considered historically compatible

Note -

- Property owners may submit only *one* application per grant cycle, even if they own multiple properties eligible to participate in the program
- Properties listed for sale are not eligible for an Ebey's Forever Grant
- Matching grant monies may be used to reimburse expenditures related directly to construction (materials, labor, overhead, sales tax, etc.)

- Planning costs (condition assessments, structural investigations, etc.) may not be reimbursed and are not eligible for use toward the applicant's required match
- Town or County permit fees are eligible for the match
- All work must comply with *Ebey's Landing National Historical Reserve Design Guidelines* and with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*
- Historic materials, features, and finishes should be retained, repaired when possible or replaced in-kind; however, exceptions may be considered on a case by case basis

Ebey's Landing Design Guidelines are available online at http://www.dahp.wa.gov/sites/default/files/Design_Guidelines_EbeysReserve.pdf

Evaluation Criteria

- Relative historical and cultural significance of the building
- Urgency of the threat and need for repair
- Extent to which the project preserves historic character and extends the useful life of the building
- Visibility of the building from publicly traveled roadways
- Extent to which the project leverages other sources of financial assistance
- Provision for long-term preservation
- Facilitated continued use of building
- Readiness of the applicant to initiate and complete the project

Special Considerations:

- Outstanding examples of their type or era
- Available for public workshops and educational opportunities

Application Process and Timeline

Completed applications are due by **5:00 pm, Friday, February 28, 2014**

- Once all applications are received, the Reserve's Ebey's Forever Grant Advisory Committee will convene to review applications based on the evaluation criteria contained herein.
- The Committee may recommend full funding, partial funding, or no funding for applications. The Advisory Committee recommendations will be forwarded to the Trust Board of Ebey's Landing National Historical Reserve for final review and grant approval.
- After review, applicants will receive formal notification from the Trust Board regarding grant awards. Reserve staff will work with each award recipient to develop a contract that specifies the scope of work to be funded.

Application Assistance

Ebey's Reserve staff and volunteers are available to provide technical support as a first step in developing your application materials.

Please contact **Sarah Steen**, Preservation Coordinator, at 360.678.6084 or via email at sarah_steen@partner.nps.gov with questions or to make an appointment.

Matching Funds

- While grant funds cannot be used to pay applicants or members of their immediate family for their own labor, such labor can be included as in-kind matching funds.
- For purposes of the grant program, the value of donated labor has been set at **$15 per hour**. This rate will be used for all in-kind donated labor, regardless of whether such labor is considered skilled or not.
- **Grant funds cannot be used to pay for architectural or engineering designs/drawings**, nor are such costs eligible to be counted toward the required match.

Public Benefit Requirements

One of the primary purposes of the Ebey's Forever Grant Program is to prolong the life of the Reserve's significant historic buildings that provide economic benefit to our citizens, sustain the Reserve's rural character, and enrich the visitor experience.

The following are requirements for applicants receiving grant funding:

- Depending on the amount of the grant award, the grant contract will include a 5 to 20 year term maintenance agreement, which specifies public benefit and minimum maintenance requirements.
- Public access to the exterior of properties which are not visible from a public right of way must be provided under reasonable terms and circumstances; i.e. visits for Trust Board workshops offered one day per year.
- Public access to the exterior of properties which are visible from a public right of way is encouraged but not required. Public access to the interior of properties is not required under any circumstances, though encouraged for educational purposes.

The Secretary of the Interior's Standards for the Treatment of Historic Properties

All projects funded through the Ebey's Forever Grant Program must comply with *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

These general standards are:

- A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

Additional information about the Secretary of Interior Standards is available online at http://www.nps.gov/hps/tps/standguide/

Program Requirements / Obligations of Grant Recipients

- Once funding is approved, Reserve staff will work with award recipients to develop the scope of work for a grant agreement, or contract. Grantees will be required to sign a grant contract prior to commencing work. Grant funds are paid on a reimbursement basis. When the award is less than the amount requested, applicants and staff may work together to develop a reduced scope of work.
- Grant funds may only be applied to construction-related cash expenditures and cannot be used to pay for expenditures made prior to the grant contract period.
- For a structure owned by an individual, the owner must sign the contract. When a lessee or other representative of the owner is the applicant, both the owner and representative must sign. For organizations, both the Board president and executive director must sign the contract. The responsible official must sign for local governments.

- The project work must be completed by **December 31, 2014**. If an extension is needed, the applicant must submit an extension request letter and renegotiate a work timeline with the Trust Board Staff.
- The Trust Board has permission to access the site to photograph the structure, at no cost to the property owner, before the project begins. These photographs will be owned by the Trust Board and used for promotion of the Ebey's Forever Grant Program.
- The Trust Board has permission to feature the projects in images and other media for promotion and educational purposes consistent with Trust Board mission and to promote the Ebey's Forever Grant Program.
- The Trust Board's Ebey's Forever Grant Program must be acknowledged on any materials publicizing the project, produced by the building owner.
- Proposed rehabilitation work supported by this program will be reviewed by program staff for the Trust Board of Ebey's Landing National Historical Reserve.
- All recipients of an Ebey's Forever Grant must fill out a W-9 Miscellaneous Income Tax Form
- If a recipient of a grant or subsequent owner of a property that was assisted by a grant takes any action within the term of the preservation easement on the property (between 5 and 20 years, based on the amount of the grant award) which destroys the building's historic integrity or context, the preservation grant shall be repaid in full within one year. Such actions may include, but not limited to, demolition or substantial alteration.

Pre-Application Meeting

- **A pre-application meeting between potential applicants and Trust Board Staff is strongly encouraged.**
- Please contact Sarah Steen at sarah_steen@partner.nps.gov or 360.678.6084 to schedule an appointment.

Ebey's Forever Grant Program 162 Cemetery Road P.O. Box 774 Coupeville, WA 98239 360.678.6084	DEADLINE: February 28, 2014 **Applications must be received in the office by 5:00 p.m. Friday, February 28, 2014.** ***Late applications will not be accepted.***
Instructions:	• Read the *Ebey's Forever Grant Program Guidelines* before completing. • Contact Preservation Coordinator, **Sarah Steen**, at **360.678.6084** or **sarah_steen@partner.nps.gov** with questions or for assistance. • Type information into form boxes next to or under each section heading. • Up to two typed continuation sheets may be used, as needed. • Signature of the owner is required.

Section 1. **Property Information**	Building Name: Street Address: City/ County/ Zip Code: Date of Construction: Parcel Number: *Blue Books Inventory* Page Number:
Section 2. **Owner Information**	Name: Mailing Address: City: Zip Code: Daytime Phone: Evening Phone: Email:
Section 3. **Applicant Information** If different from owner	Name: Mailing Address: City: Zip Code: Daytime Phone: Evening Phone: Email:
Section 4. **Amount Requested** There is no limit to how much can be requested	**$**

Section 5. Project Summary Briefly describe the proposed project. Include the area/portion of the building requiring work, what you propose to do, who will complete the work, when you anticipate completing the project, and why it is necessary.

Section 6. Status of Property If you are unsure of the status of your property or whether the property is currently part of a conservation or preservation easement program, contact Sarah Steen at the Trust Board Office at 360.678.6084.	
A. Historical Designation of Building	☐ Listed as Contributing – Central Whidbey Island Historic District, National Register of Historic Places, 1995 Update. ☐ Local Designation
B. Easements	Is the property protected through a conservation easement, transfer of development rights, or any other program providing conservation/preservation incentives? ☐ Yes ☐ No
If yes, explain. For easements, provide the name of the easement holder and the easement term:	
C. Property History Attach historic images	Expand on the history of the building/property such as: use, original owner, builder, architect, family stories and memories, etc. - attach additional pages if necessary.

Section 7. Building For Which Funds Are Requested

Date of original construction (approximate): Building Dimensions:
Original use: Current use:

Current condition:
Using the checklist below, indicate the relative condition for each building element.
Rank the top five elements in terms of priority/urgency (1 = most urgent).

Building element	Good	Fair	Poor	Deteriorated (needs replacement)	Notes on priority
Foundation	☐	☐	☐	☐	
Roof	☐	☐	☐	☐	
Rafters	☐	☐	☐	☐	
Sills	☐	☐	☐	☐	
Posts	☐	☐	☐	☐	
Bracing	☐	☐	☐	☐	
Exterior siding	☐	☐	☐	☐	
Windows	☐	☐	☐	☐	
Doors	☐	☐	☐	☐	
Other:	☐	☐	☐	☐	
	☐	☐	☐	☐	

Section 8. Proposed Work

Please review the *Ebey's Landing National Historical Reserve Design Guidelines* and *The Secretary of the Interior's Standards for the Treatment of Historic Properties* with potential contractors to ensure that they understand the historic preservation focus of this grant program. We encourage you to engage the Historic Preservation Commission in your planning process. You may include a more detailed bid or estimate for proposed work as one of your attachments.

Describe the techniques and materials that you will use.

Section 9. Readiness to Proceed with Proposed Project

Projects awarded grant funds must be completed by the end of 2013. Indicate if funds are committed for this project. Commitment of funds means that the applicant has the cash on hand to complete the project or has an agreement with a lender to acquire the necessary funds. Note: grants are reimbursement grants only – applicants must expend costs associated with the project and then request reimbursement for eligible costs covered by the grant award. Grant money cannot be received by applicants prior to implementation of the project.

Work Element	Completion Date	Are funds committed?
1.		☐ Yes ☐ No
2.		☐ Yes ☐ No
3.		☐ Yes ☐ No
4.		☐ Yes ☐ No
5.		☐ Yes ☐ No
6.		☐ Yes ☐ No

Section 10. Project Budget

Break down major expenses into smaller categories, such as labor and materials, or by task such as roof replacement, foundation repair, etc. Permit fees including those for Historic Preservation Committee Review will be accepted for reimbursement.

A. Project Expenses: Estimated Costs followed by specific work tasks

$

$

$

$

$

$

$

Total Project Expenses: $

Total Grant Requested: $

B. Matching Funds: The Ebey's Forever Grant is a matching funds grant requiring recipients to provide at least half of the total costs. Matching funds include your own cash, loans, other grants, and in-kind donations (donated labor, equipment, materials).

Matching Funds **Cash** (your own cash, loans, other grants)

$

$

$

$

Total Matching Funds – Cash: $

Matching Funds **In-Kind Donations** (value of donated labor, equipment, materials.)

$

$

$

$

Total Matching Funds – In-Kind: $

TOTAL PROJECT BUDGET: Grant Request + Matching Cash + In-Kind: $

Section 11. Public Benefit

One of the purposes of this program is to promote and preserve the Reserve's rural heritage through historic preservation for the benefit of the public. This can include long term preservation, visibility of the building from public roads, and/or occasional public access for special events or tours.

A. Is the building visible from public roads, trails, or other public places? (If yes, provide the name of the public road providing the best vantage point for the building, as well as a photo illustrating the view of the building/structure from the road)

B. Is the property regularly or occasionally open to the public? Has the property been included in public building tours, hosted school groups, or provided other educational opportunities?

C. How will the project help to ensure the long term preservation and continued use of the property?

D. Describe the plan in place to maintain the property for a period of at least 10-20 years.

E. If a grant is awarded the building owner will be required to enter into a management agreement on the property to ensure the building is not adversely impacted by future action, such as demolition or inappropriate alteration. The term of the management agreement may be 5-20 years, depending on the amount of the grant award.

If awarded a grant, will you agree to enter into this management agreement: ☐ Yes ☐ No

Section 12. Financial Need

How critical is an Ebey's Forever Grant in terms of completing this project? How will you proceed if you receive a reduced grant or no grant this year?

Section 13. Experience & Qualification

Describe any major repair work or restoration projects that you have completed in the past ten years on this or similar properties. If you have talked with or selected an architect, structural engineer, or construction contractor for your project, describe their experience working on historic buildings.

Section 14. Additional Information

Please add any additional information pertaining to the proposed scope of work and the overall preservation of your building.

Section 15. Attachments. *Digital images/photos cannot be returned.*
Include the following attachments: ▪ Copies of any bids, cost estimates or condition assessments, etc. used to develop your proposal ▪ For non-profit organizations: include a list of board members and an operating budget for most recently completed fiscal year for each application copy submitted. ▪ For local governments must a brief profile of department mission, lead staff, and annual budget. ▪ One set of photographs including Elevations (North, South, East and West), 6-10 photos that show the building, clearly illustrate the area(s) of the proposed work, and illustrate the view of the building from a public right of way, if applicable. ▪ Historic photos of the property/building.

Section 16. Certification
I certify to the best of my knowledge that the information provided in this application is complete and accurate. Owner's Signature: _____ Date: _____ (If different from above) Co-owner's Signature: _____ Date: _____ (If applicable) Print Name(s): _____ If applicant is different from owner, applicant must also provide signature. Applicant's Signature: _____ Date: _____ Print Name: _____ **Note: Application will be returned if not signed.**

Please submit **1 signed original** and **10 copies** of the application with photos and any attached information, 3-hole punched on left side. Please do not staple. **You are welcome to submit digital photo files on a thumb drive in lieu of printed copies.**