Historic Rehabilitation Program

The Historic Rehabilitation Program makes funding opportunities available for residents restoring and maintaining Local Historic Landmarks and properties in the Local Historic Districts. The mission of the program is to financially support property owners’ restoration efforts and to preserve Cedar Rapids’ historic properties.

Program Guidelines

1. Structure subject to the work must be within a local historic district or be a local historic landmark.
2. Interior work (including inside an enclosed porch), mechanical work, electrical work, plumbing work, fences, landscaping, additions or new accessory building construction is not eligible for grant.
3. Labor performed by a homeowner or contractor(s) who are not state licensed shall not be eligible for grant.
4. No more than one grant shall be awarded per address per fiscal year.
5. Grant eligible work shall be consistent with what is recommended within the City of Cedar Rapids Historic Preservation Design Guidelines or the National Park Service Preservation Briefs when a contemplated activity is not addressed within the Historic Preservation Design Guidelines.
6. Any work subject to grant which began prior to historic review by the Community Development Department or Historic Preservation Commission shall not be eligible for grant.
7. Any work subject to grant which began prior to the issuance of a building permit (when such permit is required) shall not be eligible for grant.
8. Any work subject to grant which began prior to written approval from the Community Development Department to proceed, shall not be eligible for grant.
9. Any activity or work to the structure which results in the permanent removal of ornamental or architectural detailing (including but not limited to trim, molding, and cornices) shall not be eligible for grant. These elements may be removed to complete the activity, but shall be reinstalled in their exact location unless otherwise approved.
10. Property taxes must be current on the property which is subject to the grant.
11. Work shall be completed within one year of written permission to proceed unless otherwise specified by the Community Development Department.
12. Priority for grant funding will be given to:
   a. Projects involving an owner occupied structure which is the owner’s primary home
   b. Applicants who have not been awarded a grant in the past three (3) years
   c. Projects involving the primary structure on the property
Eligible Projects

1. Historic window repair.
2. Window replacement when repair is not possible; replacement windows shall maintain grille patterns and exact sizing of the original window opening. Only wood windows shall be eligible for grant.
3. Historic wood door refinishing/repair and subsequent re-installation of same door.
4. Replacement of a vinyl or metal front door with a wood door.
5. Painting of wood or stucco exterior, including trim around windows.
6. Front porch repair, removal of concrete entry steps or opening an enclosed front porch using wood materials or synthetic materials simulating wood as approved by HPC.
7. Repair of any exterior wall consisting of wood, brick or stucco where the original materials are being maintained or replaced to match that of the historical material or look.
8. Underside roof element repair/maintenance of wood or historic elements visible from the exterior of the structure including, but not limited to rafter tails, cornices, roof brackets and barge boards.
9. Removal of metal/synthetic soffits and fascia and restoration or historically accurate reconstruction of wood elements including, but not limited to rafter tails, cornices, roof brackets and barge boards.
10. Removal of synthetic (metal, vinyl or aluminum) siding and restoration/reconstruction with wood lap, wood shake, hardee plank, cement board or stucco exterior.
11. Exterior chimney repair including tuck-pointing, re-flashing, reconstruction/restoration with historically appropriate/original bricks or repairs to exposed brick chimney which retain brick finish.
12. Installation of roofing material using asphalt shingles, composition shingles, or another material approved by HPC.
13. Repair, maintenance, or if necessary, recreation of ornamentation and architectural detailing features which have documented historical evidence of being installed on the property.
14. Removal of fencing which is not recommended within the City of Cedar Rapids Historic Preservation Design Guidelines.
15. Reversal of any previous, historically inappropriate alterations that were not created by current property owner.
16. New construction projects that follow the City of Cedar Rapids Historic Preservation Design Guidelines are eligible for the maximum grant amount.
Grant Structure

Applicants of the Historic Rehabilitation Program are eligible for a grant that covers 50% of their project costs, up to $5,000. Applicants with a gross annual household income at or below 100% Area Median Income are eligible for a grant that covers 75% of their project costs, up to $7,500. The actual amount an applicant receives is determined by their gross annual household income and their total project costs. Approved grant recipients will receive the grant only when the project is completed and a proof of payment is submitted to the City. The grant will be paid as a reimbursement to the recipient.

Example funding scenarios:

<table>
<thead>
<tr>
<th>Total Project Cost</th>
<th>Approved applicant with household income above 100% AMI</th>
<th>Approved applicant with household income at or below 100% AMI</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,000</td>
<td>Receives $4,000 grant</td>
<td>Receives $6,000 grant</td>
</tr>
<tr>
<td>$15,000</td>
<td>Receives $5,000 grant</td>
<td>Receives $7,500 grant</td>
</tr>
</tbody>
</table>

Registered non-profits are eligible for a grant that covers 75% of project costs up to $7,500, but must submit additional documentation demonstrating their federal designation as a non-profit to be eligible.

Process to Apply & Receive Grant

1. Applications for the Historic Rehabilitation Program are due to the Community Development Department by **May 31, 2019 at 12:00 PM**. Applications received after the deadline will be processed on a first come, first served basis, but only after all other on time applications have been reviewed by the Community Development Department. Interested applicants are encouraged to contact the Community Development Department to find out if applications are still being accepted after the deadline.

2. No less than two written quotes/bids for work must be obtained from state licensed contractors and are due at the time of application submittal. Quotes/bids are not required if work will be completed by homeowner and is eligible to be completed by a homeowner.

3. Project review and approval of a Certificate of Appropriateness (COA) by the Historic Preservation Commission for the activities prior to grant review.

4. Review and approval of eligible grant applications will be completed by Community Development staff. In the event that more eligible applications are submitted for funding than funds are available, the Historic Preservation Commission will review and prioritize project funding.

5. The City and approved applicant sign an agreement before grant-funded projects can begin.

6. Building permit for approved work is obtained from the Building Services Department if a permit is required for the activity.
7. Work is completed as approved in the agreement; submit proof of payment or receipts to Community Development Department within six months of written permission to proceed. Receipts or invoice shall be for work approved as part of grant only. Separate receipts or invoices shall be used to separate work or products not part of approved activities.

8. Inspection of work by the Community Development Department after the final inspection and approval from the Building Services Department (if a building permit was required). If the work was done in accordance with what was approved in the written notice to proceed, the grant will be approved. The City of Cedar Rapids reserves the right to withhold grant for any work done that is not in accordance with what was approved or is substandard in actual finish.

9. Approved applicants will receive a check of an amount in accordance with the terms of the program guidelines.
CEDAR RAPIDS
Historic Rehabilitation Program Application FY 2020
Community Development Department, 101 First Street SE, Cedar Rapids, IA 52401, Phone 319-286-5041

The following information is necessary for all those interested in participating in the Historic Rehabilitation Program. Please answer all questions and provide all attachments. Incomplete applications will not be accepted. Sections beginning with ^ may be skipped if a Certificate of Appropriateness has previously been obtained for the work AND the work has not begun.

<table>
<thead>
<tr>
<th>Owner Information</th>
<th>Applicant Information (skip if owner)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name/Company</td>
</tr>
<tr>
<td>Address</td>
<td>Email</td>
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<td>City</td>
<td>Email</td>
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<td>State Zip</td>
<td>Address</td>
</tr>
<tr>
<td>Phone Email</td>
<td>City State Zip Phone</td>
</tr>
</tbody>
</table>

Address of Property where work will occur: ______________________________________________________

Is this a rental property or secondary home? □ Yes □ No

Have you filed an insurance claim for the project you are applying for? □ Yes □ No

Project type: □ House □ Garage □ Shed □ Fence □ Other _________________________________________

Project description (please be as detailed as possible): ____________________________________________

____________________________________________________________________________________________

^Existing Material(s): _____________________________________________________________

____________________________________________________________________________________________

^Material(s) Proposed: ________________________________________________________________

____________________________________________________________________________________________

Will you be permanently removing architectural detailing/ornamentation? □ Yes □ No

If Yes, please explain what you are removing and why: __________________________________________

____________________________________________________________________________________________

Description of how project meets the City of Cedar Rapids Historic Preservation Design Guidelines or rationale for why the project is not consistent with the Design Guidelines: __________________________________________

____________________________________________________________________________________________
^Location: Describe where (what part of building, or where on property) work will be done:  

__________________________________________________________

^Include at least one of the following applicable materials: □ Physical Material(s) Sample  
□ Product Catalog, indicating chosen product □ Photo of exact product which will be installed

^For reconstruction, one of the following: □ Sketches □ Renderings □ Construction Drawings

I have included bids/quotes of two state licensed contractors for the project*: □ Yes □ No

*Bids/quotes not required for work done by homeowner which is eligible to be done by homeowner, but estimate of materials cost is required.

Grant Determination

All approved applicants of the Historic Rehabilitation Program are eligible for a grant that covers 50% of their project costs, up to $5,000. If an applicant has a gross annual household income at or below 100% AMI*, they are eligible for a grant that covers 75% of their project costs, up to $7,500. To qualify for the 75% grant, please provide additional information below:

How many people live in your household? Please check box: □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8+

What was your gross household income last year? Please check box:

□ $0-$62,600  □ $62,601-$71,500  □ $71,501-$80,400  
□ $80,401-$89,300  □ $89,301-$96,500  □ $96,501-$103,600  
□ $103,601-$110,800  □ $110,801-$117,900  □ $117,901 or more

*100% of Area Median Income (AMI) is determined by HUD and varies by household size.

I, the owner or designated representative of the property, have read the application and acknowledge the City of Cedar Rapids Historic Preservation Design Guidelines, as they relate to my project will be used to determine if my project is approved. I also acknowledge I have read the requirements for the Historic Rehabilitation Program. I acknowledge that the information provided in this application, including all attachments, are accurate and correct, and that an incomplete application will not be accepted.

I have included the required applicable attachments with this application: □ Yes □ No

I have read the requirements for the Historic Rehabilitation Program: □ Yes □ No

Owner signature: ____________________________________________

If the area where the work on the project is not readily visible from a public right-of-way (alley or street), I authorize a staff member of the Community Development Department to come onto my property to obtain photo(s) of the area where the work will occur.

Owner signature: ____________________________________________

City of Cedar Rapids Historic Preservation Design Guidelines and Historic Rehabilitation Program information available at: www.cityofCR.com/HPC or by visiting the Community Development Department Office in City Hall at 101 First Street SE, Cedar Rapids, IA 52401.