

MID-CITY REHABILITATION GRANT PROGRAM GUIDELINES



ADMINISTERED BY
THE LOUISIANA OFFICE OF CULTURAL DEVELOPMENT
DIVISION OF HISTORIC PRESERVATION

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MID-CITY REHABILITATION GRANT PROGRAM

Guidelines and Instructions

INTRODUCTION

As a result of the Veteran's Affairs Medical Center (VAMC) being built in New Orleans' Mid-City National Register Historic District (MCONRHD), the Department of Veteran's Affairs (VA), the City of New Orleans and Louisiana Division of Administration, Office of Facility Planning & Control (FP&C) are supporting the Louisiana Division of Historic Preservation (DHP) with developing and implementing a program to promote the preservation and rehabilitation of contributing elements within MCONRHD, which were adversely affected by this undertaking. The Division of Historic Preservation consulted with the Mid-City Neighborhood Organization (MCNO), Historic Districts Landmarks Commission (HDLC) and Phoenix New Orleans (PNOLA), as well as other interested parties to develop revitalization strategies.

PROGRAM PURPOSE

The Mid City Rehabilitation Grant Program has been instituted to help restore historic properties within the MCONRHD, including eligible properties relocated within the district from the VAMC or LSU Medical Center (LSUMC) project sites. The VA, the City and FP&C will support the eligible historic preservation costs of this program up to \$1,400,000 until all funds are expended or for a period of time not to exceed three years.

The Grant program will focus on providing grants to individual home and business owners within the MCONRHD to rehabilitate their eligible historic properties. This program will be eligible for exterior rehabilitation only. Individual grants will be funded up to a maximum amount of \$20,000 each, and are exempt from federal and state income taxes.

ELIGIBILITY REQUIREMENTS

Properties must be within the boundaries of the MCONRHD and must be considered Contributing Elements within the historic district or must be eligible to be considered Contributing Elements upon completion of the exterior repair/rehabilitation work. This determination will be made by Division of Historic Preservation staff based on the photographs submitted in the application as well as pre-approval of contractor, approval of the Scope of Work and final evaluation of the completed work and eligibility approval by the National Register staff.

National Register of Historic Places Status: To qualify, properties must fit within one of the following National Register of Historic Places categories, AND must be within the boundaries of the Mid City National Register Historic District (MCONRHD).

1. Individually listed on the National Register;
2. A contributing historic property (as determined by the Division of Historic Preservation) in the National Register historic district;
3. Individually eligible for the National Register, as determined by the Division of Historic Preservation;
4. As relocated buildings are generally no longer considered contributing, any buildings relocated as part of the mitigation of the VA and LSU hospital sites

must be determined to still be eligible for the National Register after final rehabilitation is complete.

Applicants should check with the Division of Historic Preservation Mid-City Rehabilitation Grant Program regarding National Register status prior to submitting a completed application (contact grant program manager Cynthia J. Steward). Should you wish to learn more about the National Register or review the current listings on-line, go to www.louisianahp.org

If a property will require additional work above and beyond that provided by the grant for its associated Scope of Work, the grantee must agree to perform all additional exterior work to meet the Secretary of the Interior's Standards (<http://www.nps.gov/hps/tps/standguide/>). The Division of Historic Preservation project officer may be available for consultation regarding the appropriateness of any additional exterior work. Additionally, properties eligible for this grant program may also be eligible for Federal or State Historic Tax Credits on non-grant funds.

If a property is found by the Division of Historic Preservation staff to be ineligible for the grant program, the applicant may appeal that finding, per the process outlined in the Appeals section of this document.

WHAT WILL BE FUNDED

This list of activities eligible for funding is not exhaustive and is intended to provide tangible examples of what can be funded with this grant. Specific work scopes will be tailored to each property. All work must be performed by licensed or qualified professional historic preservation contractors.

- (1) roof repairs, including replacing a destroyed historic-style roof (such as Spanish tile) or replacing historic roof elements (such as terra cotta ridge tiles)
- (2) window (including decorative stained glass), door, and related trim
- (3) fascia and siding repairs
- (4) distinctive architectural features requiring replacement due to damage or destruction, such as bracketed cornices, decorative rooftop ventilators, sculptural features, distinctive dormers, and distinctively crafted brickwork
- (5) porch, gallery and exterior stair replacement including handrail, guardrail and newel posts
- (6) property weatherization
- (7) structural framing members related to exterior elements

WHAT WILL NOT BE FUNDED

This list of activities ineligible for funding is not exhaustive and is intended to provide tangible examples of what cannot be funded with this grant. Specific work scopes will be tailored to each property.

- (1) Work covered and funded by insurance and other recovery entities
- (2) new additions
- (3) interior rehabilitation
- (4) moving properties
- (5) elevating properties
- (6) properties owned by governmental entities
- (7) religious properties (per Federal requirements)

PROGRAM REQUIREMENTS

All work done must comply with the Secretary of the Interior's Standards for Rehabilitation, and furthermore may not compromise existing historic elements of the subject property. All repair/rehabilitation work must conform to these Standards.

- (1) Upon notification of selection, the Division of Historic Preservation's designated project officer will work with each grantee to develop a detailed Scope of Work for each property, to be used as part of the applicant's final grant agreement.
- (2) Work must commence no more than 30 days from grant execution and must be completed within 12 months of start date. Project Officer will have the right to reject work that deviates from the approved Scope of Work or of poor quality. All work must be done by professional licensed or qualified historic preservation contractors. Property owners and/or their family members who meet these qualifications must provide two additional cost estimates from alternate qualified professionals. Grantee must provide project officer with a copy of contractor's license/qualifications for approval prior to commencing work along with a copy of contract for construction that includes scope of work to match grant agreement.
- (3) If a grantee deviates from the established Scope of Work in the course of the project, the Division of Historic Preservation may choose to disallow further payments for that property. Grantees disallowed further payments in this manner may appeal per the process outlined in the Appeals section of this document.

SELECTION CRITERIA

Eligible applications will be ranked by appointed selection panels that will rank applications according to predetermined criteria. Applicants will be notified when their review is finalized.

Applications will be ranked according to criteria including but not limited to:

- (1) project viability
 - a. Projects will score higher depending on the degree to which the proposed work will positively affect the historic character of the property and/or its surroundings.
 - b. Although matching funds are not required, they might improve the viability of the overall project. All matching funds must be expended prior to disbursement of grant funds.
- (2) property occupancy, including whether property is occupied by a former resident of the VA/LSU footprints and displaced by the hospital projects or if property itself was relocated from VA/LSU footprints
- (3) location of property within the MCNRHD, proximity to hospital footprints and/or density of historic fabric near project location

HOW THE PROCESS WORKS

Applicants are encouraged to contact grant program manager Cynthia J. Steward, for assistance with their applications. Applications will be available online or may be obtained from the Division of Historic Preservation at the address referenced in the "Contact Us" section of this document.

Application Submission (completed applications must be postmarked by October 14, 2011 or hand delivered by 4:00 PM)

- Applications must be submitted in hard copy. Faxed applications and applications submitted electronically will not be accepted.
- Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from the application will not be considered part of the application and will not be included in evaluation of the application.
- Application will not be accepted or reviewed unless all sections are completed fully.
- Application material will not be returned.

Application Checklist (see grant application for full explanation):

- One original full application secured with a paperclip or binder clip (do not staple or bind).
- One set of photographs and corresponding photo diagrams of the property in its current state (Application will not be reviewed without photos).
- Zone map
- If available, one set of photographs of the property prior to damage/alteration.
- Contractor's cost estimates for proposed project (if grantee is a contractor, see Program Requirements section of this document).
- Original Executed Certification.

Appeals

Persons objecting to any decision may appeal to the State Historic Preservation Officer (SHPO). Appeals must be in writing and received by the SHPO within fifteen days of the notice of the decision. The SHPO must respond within 45 days. In responding, the SHPO may (1) support the original decision; (2) recommend reconsideration of the decision; (3) enter into consultation to resolve the issue; or (4) overturn the decision, and if applicable, take such action as may be deemed appropriate.

Notification

The Division of Historic Preservation will notify applicants of the outcome of the selection process and recommended funding. Each successful applicant will be assigned a project officer to work closely with each grantee to: (1) develop and execute a scope of work and grant agreement; (2) guide and monitor each project; and (3) ensure that all work meets federal and local historic preservation standards. Grant recipients will be required to stay in close touch with their assigned project officer.

Payment Schedule

Grants will be awarded up to the amount of \$20,000 per property. Funds will be disbursed as reimbursals for money expended on work stipulated in the agreed upon Scope of Work. Up to four requests for reimbursal may be made for each grant, for no less than 25% of the grant value for each application.

Applicants may appeal the grant amount awarded directly to the SHPO per the Appeals section of this document.

Final Report

A final report must be filed prior to final payment. Instructions for filing final reports will be provided to all grantees by the project officer. Final reports must include photographs of completed work and copies of final labor and materials invoices on appropriate worksheets (provided by project officer), as well as the project officer's final report including approval of all work completed. Grantees will be advised to keep all original documents, receipts and paperwork for their own records. No documents will be returned once submitted.

PUBLIC RECORD

All information submitted to this program is considered public record when the applications are received by the Division of Historic Preservation.

CONTACT US

Direct all information to:

Mid-City Rehabilitation Grant Program
Louisiana Office of Cultural Development
Division of Historic Preservation
400 Esplanade Avenue
New Orleans, LA 70116
csteward@crt.la.gov, email
504-568-2500, phone

Visit us online at:

http://www.crt.state.la.us/hp/grants/NOLA_midcity_rehabilitation_grant_program.aspx

This program has been financed with state funds through the Louisiana Division of Administration, Office of Facility Planning & Control and federal funds from the Department of Housing and Urban Development (CDBG Funds) and the Department of Veteran's Affairs, through the Louisiana State Department of Culture, Recreation and Tourism, Office of Cultural Development, Division of Historic Preservation. However, the contents and opinions incorporated into this program, do not necessarily reflect the views or policies of the state and/or federal agencies noted above, nor does the mention of trade names or commercial products constitute endorsement or recommendation by any of these agencies. The Division of Historic Preservation reserves the right to make changes to these Guidelines as deemed necessary and appropriate.