

## Describing the Scope-of-Work of your LCHIP Project

Recipients must describe work to be undertaken on the structure or resource benefitting from LCHIP funding. Please submit this form before beginning work. Those who undertake rehabilitation without prior approval from LCHIP may jeopardize their grant award.

Proposed work will be evaluated using the Secretary of the Interior's Standards for the Treatment of Historic Properties. Conformance with the Standards will be determined on the basis of the application documentation and other available information by evaluating the property as it existed prior to the start of the work. The Standards are applied in a reasonable manner, taking into consideration economic and technical feasibility.

To describe the work to be done, applicant must provide the following information of each architectural feature or component to be rehabilitated:

- Feature
- Date of feature
- Description of existing feature and its condition
- Photo or illustration of the feature
- Description of proposed work and its impact on the feature

Begin with site work, followed by exterior, then the interior. Describe processes such as masonry cleaning in the narrative; do not simply attach specifications.

Include photographs showing the interior and the exterior before rehabilitation. Include the resource's site and environment, all of its sides, all major interior spaces and features, and representative secondary spaces and features, including areas where no work is proposed. Send drawings, sketches, or illustrations as needed, showing the existing conditions and the proposed rehabilitation work (along with new additions or new construction). Where necessary, include floor plans, sections, or elevations. Dimensions and notes must be clearly legible. For small projects, sketches may suffice. Drawings must be numbered and keyed to the application narrative.

## Special Rehabilitation Concerns

Several treatments can be problematic. The Guidelines accompanying the Secretary of the Interior's Standards, provide further guidance on these and other treatments. Applicants should address these concerns when undertaking work in any of these areas and include the information outlined below.

Exterior masonry cleaning. Owners are strongly encouraged to clean masonry only when necessary to halt deterioration or to remove graffiti and stains. Indicate the condition of each material to be cleaned. Specify what the cleaning is intended to accomplish (soot removal, paint removal, etc.) and what process is to be used. When chemical systems are to be employed, specify the product to be used and their application. Information for cleaning involving chemical processes should include products to be used and water pressure in pounds per square inch (psi). Provide material to show that the method selected will not harm the masonry. Summarize results of test patches, and include close-up color photographs of masonry surfaces before and after cleaning as evidence.

Exterior masonry repair. Indicate deteriorated areas in photographs or illustrations and describe repair method proposed. Provide evidence that repointing mortar will match the historic in composition (ratio of lime, cement, sand and any additives), color, texture, and tooling. Owners are encouraged to repoint only those portions of the masonry that require repair.

Windows. If replacement is proposed, indicate the condition of existing windows (sash, glazing, muntins, etc.) and the reasons for replacement. Photographs must be provided as evidence of severe deterioration; provide data on the cost of repairing existing windows versus installing replacements. Owners are strongly encouraged to retain and repair historic windows. Where replacement of existing windows appears justified by supporting documentation, and where the windows are an integral part of the building's design and character, replacement sash must match the original in size, pane configuration, color, trim details, and planar and reflective qualities, and, in most cases, materials. Scaled drawings comparing the existing windows with the replacement windows may be needed.

Interior partitions, trim, and finishes. Document the existing condition of the interior. Indicate both historic and non-historic walls. Show walls to be removed or altered. Note whether trim and wall and ceiling finishes will be affected. Owners are strongly discouraged from changing historic floor plans unnecessarily and from exposing masonry surfaces unless this condition is supported by historical evidence.

New heating, ventilation, and air-conditioning (HVAC) systems. Indicate what effect the new equipment and ductwork will have on the historic building. New systems must not run across windows or introduce an "unfinished" character to finished interior spaces. Installation of systems that cause damage to the historic building material or visual loss of character will not be eligible expenses.