

Process for Completing Rehabilitation/Restoration Projects

Grant payments for LCHIP Historic-Resource projects are made in three disbursements. Certain elements of the work must be completed before each payment is made. Once the work elements have been approved, it may take up to six weeks to process a request for disbursement.

1. First Disbursement Requirements (50% of grant award)

To receive the first grant payment, all eight of the following items must be submitted, reviewed, and approved by LCHIP (and the Division of Historical Resources, "DHR") before the work begins. LCHIP and our partner DHR require up to 45 days to conduct the review of plans and scope of work, once all materials are submitted and all questions are answered. Both LCHIP and the DHR make every effort to perform this review as quickly as possible. The scope of work may need to be modified in order to comply with the Secretary of the Interior's Standards.

- 1.1. Project Agreement: This is the contract between LCHIP and the Recipient. It explains, among other things, the scope of work and the rights and responsibilities of LCHIP and the recipient. The Project Agreement should be signed and returned to LCHIP.
- 1.2. Estimated Timeline: This should include, at minimum, an estimate of when the work will be halfway completed, when the work will be done, and when all closing documentation will be completed and submitted to LCHIP. This will be used to schedule follow-up reminders and requests for documentation. We understand that this is an early estimate of the schedule and dates may change. Projects are expected to be completed within 24 months of the grant award date. If the timeline extends beyond this period, please include an explanation of why it does.
- 1.3. Plans and/or Detailed Scope of Work: Prepare a detailed description of the proposed scope of work, using both text and photographs. Also include documents from contractors indicating how and with what materials the work will be done. Specifications or cut-sheets from manufacturers may be appropriate for proposed new materials. If there are new design elements, include architectural plans, too. If a formal bidding process took place, the Request for Proposals may be helpful. The more detail and description are provided, the easier and quicker the approval process will be. These materials are used to assess compliance with best practices in historic preservation. THESE MATERIALS MUST BE APPROVED BY LCHIP BEFORE BEGINNING THE WORK.
- 1.4. List of Contractors: List the names of the individuals or firms that will work on the project. If the contractors have not been identified yet, please indicate when that decision will be made.
- 1.5. Proof of Insurance: Adequate insurance – including liability coverage – is required.
- 1.6. Draft Stewardship Plan: This explains how the Recipient will ensure that the property will be maintained in good condition over time. This plan will also be reviewed by the Division of Historical Resources. Refer to the definition of "Stewardship" in LCHIP's *Criteria, Guidelines and Procedures*. See also <http://www.lchip.org/documents/Stewardship%20Plan%20Guidance%20Document.pdf> for general information about stewardship plans, or contact the LCHIP office for sample documents from other projects.
- 1.7. Updated Project Budget: Update the LCHIP Project Budget worksheet submitted with your grant application to reflect the approved scope of work, contracted pricing, and updated funding. Your updated project budget should align with the budget submitted with your grant application to the extent possible.
- 1.8. Proof of Match Funds: Matching funds must be secured before the first disbursement of funds. At least half of the match must be in cash. Depending on the source of funds, the proof of match may be bank statements, treasurer's reports, award letters for other grants, or statements from in-kind donors of the approximate value of their donation.
- 1.9. Land Trust Alliance Standards: According to LCHIP's *Criteria, Guidelines and Procedures*, recipients must be

willing to commit to and show evidence of adopting the appropriate components of the Land Trust Standards and Practices. General information about them and how they apply to Historic Resource projects can be found at <http://www.lchip.org/documents/LTA%20Standards%20for%20Historic%20Resource%20Applicants.pdf>

2. Second Disbursement Requirements (30% of grant award)

To receive the second disbursement, complete and submit to LCHIP:

2.1. Draft Baseline Documentation Report: When all the work is complete, the Baseline Documentation Report (BDR) will document what was accomplished with the LCHIP grant and provide a clear record of the physical condition and historic character of the resource. The final report will be due when closing out the grant. At this stage, please submit a *draft*. Create an outline of the full BDR (consulting LCHIP's *Criteria, Guidelines and Procedures*), and complete, at minimum, the following sections:

- Location, address, and boundaries of the property (legal description),
- Brief statement of the significance of the property, and
- Description of the physical evolution of the property, noting major additions and alterations

2.2. Signage Request: If the resource does not already have a plaque acknowledging a previous LCHIP grant, this form provides information, so that we can order a permanent metal sign to display on the property, consistent with the prospective Stewardship Agreement.

2.3. Midpoint Site Visit: Contact LCHIP's historic-resources staff to arrange a site visit.

3. Final Disbursement Requirements (balance of grant award)

The final disbursement is made when LCHIP is satisfied that all project requirements have been completed, including all six of the items below. LCHIP requires at least 5 weeks to review these final items before the final disbursement is made. Please time submittals accordingly.

3.1. Final Project Budget: This shows all project costs and sources of funding, together with invoices documenting significant expenses. This serves as final documentation of all matching sources, including cash and non-cash. Find a final budget worksheet at: <http://www.lchip.org/index.php/for-applicants/for-historic-resource-applicants>

3.2. Documentation of Final Expenses: Provide copies of final invoices or statements for all significant expenses.

3.3. Final Baseline Documentation Report: Expand the draft baseline documentation submitted at midpoint by adding:

- a description of the final condition of property based on visual inspection,
- a site plan from a tax map or survey,
- a sketch floor plan, and
- photographs.

Number the pictures, and insert corresponding numbered arrows on the site and floor plans, indicating the direction of each view. High-resolution digital photos embedded into a Word document are fine (no more than two images per page, please). Insert a caption with each image, indicating property name, date, photographer's name and description/location of where the photo was taken (for example, "Smith House, 12/12/18/John Doe, photographer/front elevation" or "from entry, looking north").

Photos should include:

- Whole structure showing major faces or elevations
- Setting around the structure
- Significant exterior features
- Significant interior features
- Improved areas

Baseline Documentation can be completed by the Recipient or by a paid (or volunteer) consultant. Any costs associated with completing the Baseline Documentation can be included in the Total Project Cost.

The Baseline Documentation must be approved by LCHIP staff for completeness. If staff determines that the submitted Baseline Documentation is not complete, it will be returned to the Recipient with notes from LCHIP regarding what additional material is necessary. If a second submittal is not complete, LCHIP reserves the right to require the Recipient to hire a consultant to complete the Baseline Documentation.

<http://www.lchip.org/documents/Baseline%20Documentation%20Form.pdf> provides instructions for completing the Baseline Documentation Report.

- 3.4. **Final Stewardship Plan:** Provide the final Stewardship Plan, as may have been revised based on earlier comments from LCHIP staff.
- 3.5. **Final Site Visit:** LCHIP staff will conduct a final site visit upon completion of the project.
- 3.6. **Return “Project-in-the-Works” Sign:** LCHIP provides temporary metal signs to some projects while they are underway to promote both the project and LCHIP. This sign must be returned to LCHIP before the project is considered complete. LCHIP reserves the right to withhold \$100 from the final grant payment or invoice the grantee \$100 if the sign is not returned.
- 3.7. **Publicity:** LCHIP requires the grant recipient to inform their state legislators when the project is completed. This can be accomplished by issuing a press release, sending individual e-mail messages, inviting them to an on-site event, etc.
- 3.8. **Stewardship Agreement Recorded:** A Stewardship Agreement between LCHIP and the grant recipients is required for every restoration or rehabilitation project. The Stewardship Agreement will be recorded with the property deed, and will include the stipulation that the resource can only be sold if the new owner agrees to sign a new Stewardship Agreement with LCHIP. Length of terms of agreement between LCHIP and grant recipient are linked to amount of grant received and may be adjusted to incorporate the expected lifetime of the restoration/rehabilitation project and size and scope of the activities for which LCHIP funds are utilized. LCHIP will provide the language for the Stewardship Agreement required for the project. The agreement must be signed the by Recipient and LCHIP and must be recorded at County Registry of Deeds before the final disbursement can be made and the project is considered complete.

Questions? Please contact the LCHIP office at (603) 224-4113.