

SAVE OUR HERITAGE GRANT
GRANT REQUIREMENTS
FY 2020-2021
CITY OF ST. JOSEPH, MISSOURI

The City of St. Joseph offers the Save Our Heritage Grant (SOHG) annual program to help save threatened historic properties and make them useful again. Approximately \$150,000.00 is appropriated annually for this purpose. The SOHG is intended to help stimulate investment in restoration and rehabilitation of buildings in our historic areas downtown and midtown. The City reserves the right to vary from these guidelines as necessary in order to protect significant landmarks.

[Do you need assistance because English is a second language?](#)

I. SOHG Application Deadlines

1. [Annual SOHG shall be advertised in local media on Sunday February 23, 2020](#); at least One Hundred Twenty (120) days prior to the deadline for the of SOHG Application.
2. Annual SOHG information including Requirements and Applications shall be posted on the City of Saint Joseph's Historic Preservation webpage at <https://www.stjoemo.info/271/Historic-Preservation>.
3. [The cut off deadline for submitting questions regarding the applications shall be 5:00pm C. T. Friday June 26, 2020.](#)
4. [Applications shall be complete with the applicant providing HPP **all** required information by 5:00pm C. T. Tuesday June 30, 2020](#) or they will not be heard by the Landmark Commission until the information is provided; **IF** there are grant funds remaining.
5. If there are funds remaining in the SOHG fund applications will be accepted at any point up until 5:00pm C.T. Friday April 30, 2021.

Any questions regarding the SOHG application process shall be submitted in writing or email to the HPP at sdesplanques@stjoemo.org. All questions will be answered in writing and posted on the HPP webpage. This allows for the HPP to document all questions and answers and provide ALL applicants the same information.

II. Please Provide a Detailed Project Scope of Work:

1. A Scope of Work listing what type of repairs, rehabilitation or restoration you are applying for; you may include multiple items **(for example)** replace deteriorated roof and replace with new shingles, repoint the masonry and repair windows, *etcetera*.
2. An estimated completion date, this may be phased for each part of the project, **(for example)** the roof will be completed by (month and year) the re-pointing will be completed by (month and year) and the windows will be repaired by (month and year), *etcetera*.
3. A list of materials that will be used for items listed in the Scope of Work.
4. Photographs, drawings and/or architectural renderings **(If applicable*)**.
5. A site map **(If applicable*)**

*Please contact the HPP by email or writing if you have questions regarding numbers 4 - 5 above.

III. Application Process:

1. The applicant(s) shall be the owner of the property and provide a proof of ownership shall be in the form of a RECORDED Warranty Deed, Quit Claim Deed or Deed of Trust.
2. The applicant(s) shall provide Proof of (All taxes and delinquencies owed to the City have been paid.)
3. The applicant(s) shall provide proof of fire insurance.
4. Applicants are encouraged to meet with the HPP prior to beginning the application process.
5. Applications shall be complete with the applicant providing HPP with all required information or they will not be heard by the Landmark Commission until the information is provided.
6. Investment, 100% matching funds, in cash, loans, line of credit letter from lending institution, donations such architectural/engineering services, volunteer labor etc. may be considered for part of the matching funds if the project cannot proceed without them. Donations of building material may not be claimed as matching funds.
7. Work may be performed by the applicant or contractors licensed by the City of St. Joseph. All applications shall contain three itemized bids* from separate contractors with their applications.*Or proof of effort to acquire additional bids. Applicants are required to document
 - a. What contractor they contacted and when they made the contact?
 - b. When they followed up with the contractor?
 - c. How long did you wait for the contractor to show up to give a bid?
 - d. Provide Name and contact information for the contractor.
 - e. The applicant shall contact the HPP to confirm if their effort to acquire additional bids is sufficient to count as a bid.
8. If the applicant is going to do all of the work themselves, and/or have volunteers help, no other bids or E-Verify information will be required. Work may be performed by applicant, to the extent allowed in city code, can be considered for the matching funds at Ten dollars (\$10.00) an hour. The applicant shall provide the HPP with a typed spreadsheet documenting the dates and hours worked.
9. The contractor working on the project must provide the electronic signature form E-Verify form. The City will not release SOHG funds unless an E-Verify electronic signature form is provided by the contractor. Information on and application for the E-Verify program can be found at WWW.dhs.gov/E-Verify.
10. In rare cases where the work requires a specialist such as a stained-glass artisan or marble mantle repair, a sole source provider, the applicant is not required to provide three itemized bids. The applicant shall contact the HPP to confirm the work can only be done by an artisan/ sole source provider.
11. Only the funds for approved work, completed after the contract has been signed by the city manager, can be used towards the required 100% matching funds.
12. The City will only reimburse the grantee for work done that is listed in the contract's "Scope of Work."
13. If applicant cannot attend the L. C. meeting to present their application, they shall be required to provide a signed notarized letter of agency stating what person or entity has the authority to present the application in their place.

14. If no one shows up at the L. C. meeting to present a SOHG application to the commission the application will be postponed to the next meeting, if there are still funds available.
15. After all, SOHG funded repairs are completed the owner shall not transfer title to the property for a period of two years from the date of completion of items listed in the SOHG contract Scope of Work and maintain the property in accordance with the City of St. Joseph's property maintenance codes Article: II, Section: 7- 351.
16. The grantee shall provide city staff with a Waiver of Lien, W-9 Form and itemized "paid" invoices prior to the release of their SOHG funds.

IV. Priorities for Save Our Heritage:

1. All properties listed, past and present, on the "Top Ten Most Endangered Historic Properties List" and "Properties in Peril List" as adopted by the St. Joseph Landmark Commission.
2. Located within a Local Landmark District such as Museum Hill or Hall Street, or other historic property so designated by the City Council.
3. Listed in the National Register of Historic Places, either individually or as a contributing building in a National Register district.
3. Located in the Downtown Precise Plan.
4. Properties located along the Frederick Corridor
5. At least 50 years of age.
6. Other threatened properties may be approved by the Landmark Commission as eligible for designation as a Local Landmark or an endangered structure that is historically significant to St. Joseph's heritage on a case by case basis; such determinations shall be made prior to applying for the grant.

V. Examples of projects or programs eligible for Save Our Heritage Grants include:

1. Major exterior repairs such as roofs, installing gutters and downspouts, siding, re-pointing brick, porches, windows and other repairs that stabilize and/or improve the historic appearance of the property;
2. Interior repairs such as restoration or rehabilitation of foundations, walls, historic woodwork, ceilings and flooring.
3. Measures, in compliance with city code, to protect properties from damage from water, vandalism, and fire, including boarding up and properly securing them as the first phase towards their rehabilitation and restoration. Plans for future phases of the rehabilitation and restoration of the property shall be required. Projects which are Local Landmarks or located within a Local Landmark District shall comply with Landmark Commission's Design Guidelines. Projects located within the Downtown Precise Plan Zone District are subject to compliance with the findings and conditions of the Downtown Review Board. Other projects shall comply with the Secretary of the Interior's Standards for Rehabilitation; copies can be obtained on-line at the following web address <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>. All projects shall comply with applicable federal, state and local regulations. The applicant will be required to sign a performance contract with the City of St. Joseph to ensure that the project is completed as agreed upon.

All SOHG applications shall be provided to City Council, with the Landmark Commission recommendation, as a Resolution for Council's consideration.

Please direct all questions regarding Save Our Heritage Grants in writing or email to:

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City of St. Joseph

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