

State Historic Preservation Office

CLG Grant Application

2010-2011 Grant Cycle

The purpose of the CLG grant program is to assist local governments with their historic preservation programs. The grant of composed of federal and state funds, requires a 50/50 match of local funds or donated services/supplies, including staff and preservation commission members' time. Grants are restricted to local governments "certified" by the State Historic Preservation Office and the National Park Service. Grants are awarded on a non-competitive basis in order to ensure that all local programs benefit. Grant awards may be less than requested in the grantee's application.

Maximum grant awards are expected to be \$17,000 based on fund availability.

Mail, fax or email both sections of the completed application no later than **February 26, 2010** to:

State Historic Preservation Office
Attention: Kuri Gill
725 Summer Street NE, Suite C
Salem OR 97301

Notification of grant awards will be made by late March, with contracts available for a start date of April 1st. For assistance, contact Kuri Gill, 503-986-0685, **Kuri.Gill@state.or.us**.

I. APPLICANT INFORMATION & BUDGET SUMMARY

First Name: Liza Last Name: Mickle

Organization: Bureau of Planning and Sustainability, City of Portland

Address: 1900 SW 4th Avenue, Ste. 7100 City: Portland State: OR Zip: 97201

Phone: 503-823-7666 Fax: 503-823-7800 Email: lmickle@ci.portland.or.us

Names of State Legislators: Senate: See attached list House: See attached list

Grant Request: \$17,000.00 This amount is reimbursable.

Local Match: \$17,000.00 Same as grant request.*

Proposed Total Project Budget: \$34,000.00 Grant Request + Local Match (Same as Item 11 in Section II)

Match Sources: General Funds

*In order to simplify record keeping SHPO requests that CLGs show only a 1:1 local match on the application. Any over match can be recorded separately and submitted with the end of grant cycle report. Federal funds may not be used for match, excluding CDBG funds.

SUBMISSION CERTIFICATION: The signers below certify the intent of the Local Government to carry out the proposed objectives and commitments in this application, if approved for funding by SHPO.

Signature: Steve Dotterer Date: _____

Authorized Representative

Signature: Art DeMuro Date: _____

Landmarks Commission Chair (recommended)

SECTION II: PROPOSED SCOPE OF WORK - Complete the sections that apply to your proposed activities for this grant cycle. Please be specific in explaining your proposed projects, particularly in estimating costs and describing the quantity and quality of the "products" your project will generate. If you would like to show a match beyond the 1:1 required match place that amount in the "Over Match" field in each budget section. SHPO staff will be available for guidance before your projects begin. The current federal maximum per hour that can be paid by grant or match for staff or consultants is \$87.82/hr in Portland Metro area and \$83.54 elsewhere.

1. PROGRAM ADMINISTRATION

These costs are related specifically to management of the grant. Please feel free to add additional lines for clarity. Total for this section must not exceed 15 % of the grant amount.

Scope of Work - Include staff and tasks involved.

Planner and administrative support for grant application and monitoring, expenditure reports, and payment requests.

Professional Contractor or Consultant	
Volunteer Time (\$8.40/hour)	
Staff	\$2,500.00
List position & wage: 42 hrs. @ \$60	
Travel (\$.55/mile)	
Materials & Equipment	
Printing, Design, etc.	
Other:	
Expected Over Match:	Total: \$2,500.00

2. RECONNAISSANCE LEVEL SURVEY

Systematic architectural survey conducted by qualified consultants or archaeological survey conducted by qualified archaeologists. (See professional requirements in Appendix A.) Architectural survey products must meet the standards required in "Guidelines for Conducting Historic Resource Surveys in Oregon" (current version). The survey time per building is approximately 10-20 minutes. The consultant rate is usually \$40-\$80 per hour. Archaeological surveys must generate a survey report and appropriate site and isolate find forms required by SHPO. The documentation must meet state standards. Volunteer or student work must be supervised by a preservation professional.

Scope of Work - Include timeline of project, approximate number of structures and geographic area.

This RLS will be conducted in East Portland, a large area that has been "underserved" by historic preservation research, policies and protections. East Portland lacks an adequate inventory of potential historic resources, although a significant number of properties in the area are more than 50 years old (44%). The RLS will focus on resources considered to be at-risk, looking at factors such as zoning entitlements, property values, public infrastructure investments and urban renewal areas. Several hundred properties will be surveyed. Survey results will be incorporated in Portland's Historic Resources database and website, presented to the public, and used for planning purposes. The City of Portland will seek bids beginning in April 2010 and anticipates the survey will be completed by fall 2010. Professionally qualified staff will work on this project.

Professional Contractor or Consultant	_____	\$12,000.00
Volunteer Time (\$8.40/hour)	_____	
Staff	_____	
List position & wage: _____	_____	
Travel (\$.55/mile)	_____	
Materials & Equipment	_____	
Printing, Design, etc.	_____	
Other: _____	_____	
Expected Over Match: _____	Total: _____	\$12,000.00

3. INTENSIVE LEVEL SURVEY

Historical documentation of buildings identified in the reconnaissance survey or other process, OR, systematic archaeological survey involving comprehensive survey of all areas within survey boundaries. Architectural survey products must meet the standards required in "Guidelines for Conducting Historic Resource Surveys in Oregon" (current version). Surveyors must meet professional requirements (see Appendix A). The documentation must meet state standards. Volunteer or student work must be supervised by a preservation professional. The SHPO survey data forms for each historic building average 25-50 hours to research and fill out. Consultant rates are approximately \$40-\$80 per hour.

Scope of Work - Include timeline of project and number and description of properties.

The second year of the grant will focus on a more intensive evaluation of a subset of properties in East Portland, based on the results of the RLS. A context statement and data analysis will be prepared as part of the evaluation. Survey results could lead to National Register nominations for selected properties or groups of properties. Professionally qualified staff will work on this project.

Professional Contractor or Consultant	_____	
Volunteer Time (\$8.40/hour)	_____	
Staff	_____	\$7,900.00
List position & wage: City Planner(s), 130 hrs. @ \$60	_____	
Travel (\$.55/mile)	_____	
Materials & Equipment	_____	
Printing, Design, etc.	_____	
Other: _____	_____	
Expected Over Match: _____	Total: _____	\$7,900.00

4. NATIONAL REGISTER NOMINATIONS

Involves completing forms and all supporting documentation for National Register designation of significant resources. It is best to hire a consultant to complete the forms and shepherd the document through to the National Park Service. Consultants must meet professional requirements (see Appendix A). Consultant rates are approximately \$40-\$80 per hour. It usually takes 100-150 hours to complete all the details for a single property nomination and up to a year to complete the process. Check with SHPO about the eligibility of properties prior to application.

Scope of Work - Include timeline and brief description of properties to be nominated.

Professional Contractor or Consultant _____

Volunteer Time (\$8.40/hour) _____

Staff _____

List position & wage: _____

Travel (\$.55/mile) _____

Materials & Equipment _____

Printing, Design, etc. _____

Other: _____

Expected Over Match: _____ Total: _____

5. PUBLIC EDUCATION

Tours, slide presentations, lectures, brochures, books, historical markers, public events, websites, newsletters, preservation awards, etc.; **must be related to preservation of historic or archaeological sites.**

Scope of Work - Describe project(s) including timeline, quantity, type and distribution of product.

Professional Contractor or Consultant _____

Volunteer Time (\$8.40/hour) _____

Staff _____

List position & wage: _____

Travel (\$.55/mile) _____

Materials & Equipment _____

Printing, Design, etc. _____

Other: _____

Expected Over Match: _____ Total: _____

6. PLANNING, REVIEW AND COMPLIANCE

Local review of proposals for demolition, exterior alterations, and new construction projects; design review: development, publication and implementation of design standards or guidelines; revision of preservation ordinances, etc.

Scope of Work - Include number of meetings and general review & compliance work planned.

Ongoing responsibilities of the City of Portland as a CLG include local review of National Register and Special Assessment applications and staff support to the Portland Historic Landmarks Commission. Additional planning work under this grant will support The Portland Plan, the City's strategic plan for the next 25 years. Work will include evaluating the City's existing historic preservation policies and incentives and developing targeted approaches to meet historic preservation needs while accommodating anticipated growth. Improving connections between preservation planning and sustainable development will also be explored.

Professional Contractor or Consultant	_____	
Volunteer Time (\$8.40/hour)	_____	
Staff	_____	\$9,600.00
List position & wage: City Planner(s), 160 hrs. @ \$60	_____	
Travel (\$.55/mile)	_____	
Materials & Equipment	_____	
Printing, Design, etc.	_____	
Other: _____	_____	
Expected Over Match: _____	Total: _____	\$9,600.00

7. PRE-DEVELOPMENT

Preparation of feasibility studies, working drawings and specifications for the rehabilitation, preservation and stabilization of properties eligible for or listed in the National Register. Projects must meet state and federal rehabilitation standards and should be performed by appropriate professionals (i.e., architects or engineers; see professional requirements, Appendix A).

Scope of Work - Describe project, type, method, product and timeline.

Professional Contractor or Consultant	_____	
Volunteer Time (\$8.40/hour)	_____	
Staff	_____	
List position & wage: _____	_____	
Travel (\$.55/mile)	_____	
Materials & Equipment	_____	
Printing, Design, etc.	_____	
Other: _____	_____	
Expected Over Match: _____	Total: _____	

8. DEVELOPMENT

Labor and material costs for rehabilitating National Register properties (must be on the Register prior to rehab work). Most projects will likely be single activities, such as re-roofing, painting, window repair, etc. All projects should have "Predevelopment" studies completed in advance. All proposed work must meet the Secretary of the Interior's "Standards for Rehabilitation." Selection of the property to receive the grant should be based on an open and fair selection process if it is privately owned.

Scope of Work - Include property name and timeline. Please attach photos and work plan including methods and materials.

Professional Contractor or Consultant _____

Volunteer Time (\$8.40/hour) _____

Staff _____

List position & wage: _____

Travel (\$.55/mile) _____

Materials & Equipment _____

Printing, Design, etc. _____

Other: _____

Expected Over Match: _____

Total: _____

10. OTHER ACTIVITIES

Attendance at in-state and out-of-state historic preservation conferences, other activities that do not readily fit a category above. Please be as specific as possible and give separate dollar amount estimates for each proposed activity.

Scope of Work - Describe all additional projects including timeline, method and scope.

Funding for the Portland Historic Landmarks Commission for education and outreach activities, including conferences, events, and other targeted approaches to address historic preservation needs.

Professional Contractor or Consultant _____

Volunteer Time (\$8.40/hour) _____

Staff _____

List position & wage: _____

Travel (\$.55/mile) _____

Materials & Equipment _____

Printing, Design, etc. _____

Other: Landmarks Commission opportunities \$2,000.00

Expected Over Match: _____

Total: \$2,000.00

11. TOTAL PROJECT BUDGET (Total of items 1-10 and includes grant request and match) \$34,000.00
[Submit by Email](#)
[Print Form](#)

APPENDIX A

Professional Qualifications Standards

Note: Consultants hired for CLG projects should meet the following qualifications.

The following requirements are used by the National Park Service, and are published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.