

ST. JOSEPH, MISSOURI SAVE OUR HERITAGE GRANT

OVERVIEW

The City of St. Joseph has identified the improvement of community appearance as one of its primary goals. The Save Our Heritage Grant (SOHG) program supports that goal by making funds available for the restoration of historic structures.

PURPOSE

The goal of the SOHG program is to provide property owners an incentive to preserve, restore, and/or rehabilitate their historic structures in order to help rebuild and stabilize historic neighborhoods.

PROGRAM OBJECTIVES

- To reduce blight in historic neighborhoods;
- To preserve historic buildings;
- To provide incentives for historic preservation;
- To provide financial assistance to property owners in overcoming the barriers associated with the preservation of historic structures.

PROGRAM DESCRIPTION

Property owners may apply for up to \$24,000 per year per structure. SOHG is a reimbursement grant requiring a 1-to-1 match; applicants will be required to demonstrate availability of enough private funds in order to be awarded funds under the SOHG program.

INELIGIBLE USES OF SOHG FUNDS

SOHG funds cannot be utilized for property acquisition or paying off existing debt.

APPLICATION AND SELECTION PROCESS

Applications may be obtained in person from the Historic Preservation Planner (HPP) or by calling (816) 271-5349. To determine initial eligibility, HPP staff will meet with the Applicant to review the scope of work. The pre-application process will also include a site visit by City staff. If the Applicant and City staff representative reach consensus, staff will review the project documentation to ensure compliance with the goals and requirements of the SOHG program.

SELECTION CRITERIA AND REVIEW

Projects will be prioritized and ranked according to the Project Review Criteria Form. Projects must meet the minimum score in accordance with the basic review criteria prior to consideration. Prioritization of applications will be based on the overall score awarded Applicants based on basic review criteria and bonus points awarded for achieving certain key objectives of the SOHG program.

RIGHTS RESERVED

The City of St. Joseph reserves the right to reject all applications up to the limit of closing. The specific SOHG program policies and procedures herein are subject to revision or amendment by the City of St. Joseph. The City may discontinue the SOHG program at any time, subject to the availability of funding.

CONDITIONS OF GRANT FUNDS

To access SOHG program funds, Applicants must demonstrate a commitment to implement building improvements; must certify that work will commence within 90 days of funding approval; and that the Applicant shall complete the project within one year thereafter. Applicant will be in default if work is not undertaken within the specified time period, with 100% of paid costs and expenses to be reimbursed to the City of St. Joseph.

Applicants must initiate scope of work with private funds first before grant funds can be requested. Grant funds will be reimbursed to Applicant upon completion of approved scope of work.

In the event of default, the entire amount of outstanding Save Our Heritage Grant funds shall become due and payable, plus collection costs and reasonable attorney fees, if applicable. One or more of the following events shall constitute a default:

1. The Applicant fails to pay, when due, any real estate taxes or special assessments on the subject property during the period of grant funding.
2. The Applicant expends SOHG funds for uses other than approved project costs as represented in the original application.
3. The Owner/Applicant transfers ownership or interest in subject property to another party during a period of two (2) years following the completion of the project, unless such transfer secures the prior written approval of the City of St. Joseph.
4. The Owner/Applicant fails to maintain the property in accordance with the City of St. Joseph's property maintenance codes Article: I, Section: 7-351 for a period of two (2) years following the completion of the grant period.

APPLICATION REQUIREMENTS

The following materials are required for an application to be considered complete:

1. Completed application form
2. Detailed Scope of Work
 - a. Description of proposed work. Work must be done in accordance with the Design Guidelines of the City of St. Joseph, available online at <https://www.stjoemo.info/DocumentCenter/View/13522/Design-Guidelines-PDF> .
 - b. Estimated date of completion of all work. Please note that all portions of the project must be completed within one year of the awarding of the grant.
 - c. A detailed list of materials to be used in the project.
 - d. Detailed project budget.
 - e. Photographs, drawings, and/or architectural renderings if applicable.
3. Three itemized bids for each element of the Scope of Work
 - a. Bids must be from contractors licensed by the City of St. Joseph
If applicant is unable to secure three bids; documentation of the effort should be provided (contact HPP staff for assistance).
 - b. If the work requires a sole-source provider applicant is not required to provide three bids.
4. Work may be performed by the Applicant, to the extent allowed in city code, and can be applied for the matching funds at Ten Dollars (\$10) per hour.
 - a. Applicant will be required to provide proof that the work will be done adequately;
 - b. Applicant will provide documentation of the dates and hours worked.
5. Property deed with legal description of the property.
6. Proof that all property taxes are paid and current.
7. Proof of property and liability insurance.
8. Proof of the matching funds in the form of cash, loans, line of credit letter from a lending institution. Work to be done by the Applicant and/or volunteers may be applied to the proof of matching funds at a rate of \$10 per hour.
9. "Before" photographs of the building showing the parts of the building that will be impacted by the project.

In order to receive reimbursement funds that have been awarded by the SOHG program, the Applicant must provide to the City:

1. Paid invoices indicating that the Applicant has spent their portion of the matching grant before requesting reimbursement from SOHG. (If the project budget is \$30,000 and the Applicant has been awarded \$15,000 from SOHG; the initial \$15,000 of the Applicant's private funds must have been shown to have been expended before any portion of the \$15,000 of SOHG funds will be made available).

2. Proof that the work has been completed and done appropriately
 - a. "After" photographs.
 - b. A site inspection by City staff may be required prior to payment.

PROJECT REVIEW CRITERIA FORM

Applications for funding under the City of St. Joseph Save Our Heritage Grant program will be evaluated using the following criteria. These criteria ensure that each project that is approved furthers the goals of the SOHG program, as well as contributing to the proper stewardship of monies allocated for such goals.

Applications must score a minimum of eight (8) points, including all the Basic Review Criteria points in order to be considered for funding.

Basic Review Criteria	Criteria Weight	Score
Application complete with all required documentation	1	
Application meets general program objectives	1	
Project structure is at least 50 years old	1	
Scope of Work complies with the Design Guidelines	1	
Subtotal		

Bonus Review Criteria	Criteria Weight	Score
Project structure is an officially designated Local Landmark	4	
Project structure is in a Local Historic District	3	
Project structure is listed individually on the National Register of Historic Places or is a contributing structure in a National Historic District (if the structure is not located in a Local Historic District)	2	
Project structure has been listed on the City’s “Most Endangered Properties” list	2	
Project structure contributes to the cultural heritage of the City of St. Joseph	2	
Project structure is in the Downtown Precise Plan	1	
Project structure is located along the Frederick Corridor	1	
Project structure is in the area covered by the South St. Joseph Development Corporation	1	
Project furthers the City of St. Joseph’s efforts to be more sustainable	1	
Project is an example of adaptive reuse	1	
Scope of Work calls for the use of historically appropriate materials	1	
Project will improve the streetscape in a historic neighborhood	1	
Subtotal		
Total		

