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Grant Application for

**City of Corvallis CLG**

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## Contact

The purpose of the CLG grant program is to assist local governments with their historic preservation programs. The grant is composed of federal and state funds, and requires a 50/50 match of local 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 \$13,000 BASED ON FUND AVAILABILITY:**

**Grant Application Deadline is FEBRUARY 27, 2015:**

**Sponsor Name:**  
City of Corvallis

**First Name:**  
Carl

**Last Name:**  
Metz

**Address 1:**  
501 SW Madison Ave

**City:**  
Corvallis

**State:**  
OR

**Zip Code:**  
97330

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541-766-6576

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# Project

**Project Name:**

City of Corvallis CLG

For the project name please use the city name and CLG. "City of Paris CLG":

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 in the fields provided and submitted with the final grant report. Federal funds may not be used for match, excluding CDBG funds. :

**Funds Requested:**

\$13,000.00

this amount is reimbursable:

**Matching Funds:**

\$13,000.00

must be equal to request:

**Total Cost:**

\$26,000.00

funds requested + matching funds:

**Estimated Over Match:**

\$45,000.00

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## Finance

Use this form to enter the budget category for each project type. For example, Public Education - Staff time 3 hrs @ \$52.00; Public Education - Design, Printing, etc.; NR Nomination - Contractor. It will add your projects together for the for a final project cost. There is not a place here for the over match. You may enter that in the project tab. Please use Oregon minimum wage for volunteer rate. Please refer to the sample budget emailed to you. It can also be found on the CLG tool page on our website. [http://www.oregon.gov/oprd/HCD/SHPO/pages/clg\\_tools.aspx](http://www.oregon.gov/oprd/HCD/SHPO/pages/clg_tools.aspx):

# Supplemental

## 1. GRANT ADMINISTRATION:

These costs are related specifically to management of the grant - tracking volunteer hours, submitting reports, etc. Costs related to projects (RFP process and Contracting) should be included in the project budget. Total for this section must not exceed 15% of the grant amount. Please include rate for each staff person.:

### 1. Scope of Work - include staff and tasks involved :

Corvallis Planning Division staff will conduct the following tasks: maintain grant documentation, track staff and volunteer hours, maintain reimbursement records, and create grant progress and billing reports.

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## 2. RECONNAISSANCE LEVEL SURVEY :

Systematic architectural survey conducted by qualified consultants or archaeological survey conducted by qualified archaeologists. (See attachment or manual.) 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.:

2. Scope of Work - include timeline of project, approximate number of structures and geographic area. :

## 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 Resources Surveys in Oregon" (current version). Surveyors must meet professional requirements (see grant manual). 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. :**

**3. Scope of Work - include timeline of project and number and description of properties :**

#### **4. NATIONAL REGISTER NOMINATIONS :**

**Involves completing forms and all supporting documentation for National Register designation of significant resources. Consultants must meet professional requirements (see manual). Consultant rates are approximately \$40-\$80 per hour. It usually takes approximately 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. :**

**4. Scope of Work - include timeline and brief description of properties to be nominated :**

#### **5. PUBLIC EDUCATION :**

**Tours, mobile phone tours, lectures, brochures, public events, exhibits, websites, newsletters, preservation awards, etc.; must be related to preservation of historical or archaeological sites.:**

**5. Scope of Work - describe project(s) including timeline, quantity, type and distribution of product. :**

**Historic Preservation Month activities, in conjunction with Benton County staff and volunteers, for two years. Activities include tours, open houses, and workshops located throughout Corvallis and Benton County. CLG support includes advertising, printing, and other support as needed. Activities will be in May 2015 and May 2016. Preservation Awards for two years. CLG support includes hosting, printing, framing, and other support as needed. Awards ceremonies will be in May 2015 and May 2016.**

#### **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 :**

**6. Scope of Work - include timeline, details (purpose and method) of planning project, and general description of review and compliance work.:**

Creation of a Corvallis Historic Preservation Plan utilizing the services of a consultant along with staff and volunteer time. The Plan will evaluate current local regulations, identify the community's preservation-related needs, and create an implementation plan to inform future city staff and Historic Resources Commission work programs. The planning process is expected to begin Summer 2015 and will be completed by August 31, 2016. City staff estimates that the total cost of the plan's development will range between \$20,000 and \$30,000, but may exceed this amount. The amount being requested in this grant application is expected to account for a portion of the cost of the consulting services. The remaining consulting services, and staff, costs will be borne by the City of Corvallis. City Planning Division staff provide consultation to the general public relating to historic preservation, conduct Historic Preservation Permit (HPP) application review analysis, and attend monthly Historic Resources Commission meetings. Based on previous years' CLG reports, staff time spent in this capacity is estimated to exceed \$55,000. Any over match which will be reflected in reports to SHPO. Historic Resources Commission members provide volunteer support at monthly meetings, and with other duties as assigned. Based on previous years' CLG reports, volunteer time spent in this capacity is approximately \$3,000. Any over match which will be reflected in reports to SHPO.

**7. PRE-DEVELOPMENT :**

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

**Scope of Work - include property name, address, purpose of the work, and timeline. Attach photos of the property, particularly ones that show the need for planning.:**

**8. DEVELOPMENT :**

**Labor and materials 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, 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. :**

**8. Scope of Work - include property name and address and project timeline. Please attach photos and work plan including methods and materials. :**

## **9. 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 each project including timeline, number of people served, trainings and conferences planned, how the project will be completed and by whom, etc.:**

Staff and Historic Resources Commissioners attendance, covering registration and travel costs, at the Oregon Heritage Conference, and/or other approved training opportunities.

**10. Describe a potential back up project in case a project doesn't work out or you come in under budget.:**

Development - Local pass-through grant program for exterior projects involving Designated Historic Resources listed on the National Register, either individually or as a Contributing resource within a National Historic District. The City of Corvallis included such a grant program as part of the 2013-2014 CLG grant, and this program would be conducted in a similar fashion. Public Education - Staff time spent working on the city website's historic preservation page for the purposes of updating, expanding and improving public access to research and educational resources. Public Education - Purchase of historic preservation related materials for public and staff use, to be available at the Planning Division offices.

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# Project Budget Worksheet

Grant Administration - Staff 10hr/\$25 & 5.5hr/\$30	\$420.00
Public Ed - Staff 16hr/\$25 & 20hr/\$30	\$1,000.00
Public Ed - Materials	\$1,200.00
PR&C - Consultant	\$10,000.00
PR&C - Staff 25hr/\$25 & 335.5hr/\$30	\$10,700.00
PR&C - Volunteer Time 157hr/\$12	\$1,880.00
Other - Training	\$800.00

**Total Project Cost:**

**\$26,000.00**

## Source of Funding Worksheet

Grant Administration - Staff 10hr/\$25 & 5.5hr/\$30: City	\$420.00
PR&C - Staff 25hr/\$25 & 335.5hr/\$30: City	\$10,700.00
PR&C - Volunteer Time 157hr/\$12: City	\$1,880.00

**Total Match for Sponsor:** \$13,000.00  
**Grant Funds Requested:** \$13,000.00  
**Total:** \$26,000.00

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