



## HISTORIC PRESERVATION GRANT Detailed Instructions

The Forest Grove Historic Landmarks Board's Preservation Grant Program makes funds available to property owners of *registered* historic buildings who plan to make:

- Exterior preservation, rehabilitation, restoration, or reconstruction improvements
- Improvements preserving the building's structural integrity such as adding foundations and earthquake retrofits

Owners of *Historic Contributing* structures in the Clark, Painter's Woods, and Walker-Naylor National Historic Districts are also eligible to apply for these grants for the above project types. To qualify for a grant, all improvements and projects should be in keeping with the architectural integrity of the structure. Wherever possible, projects should also reflect original construction techniques and materials used when the structure was built. Projects should also be in keeping with the [Historic District Design Guidelines as per Section V of the City of Forest Grove Design Review Handbook](#). Design assistance is available free of charge from the Historic Landmarks Board and from the Community Development Department. Contact the City Planner at (503) 992-3233 for information.

To apply for a Historic Preservation grant:

1. Complete the *Historic Preservation Grant Application* and submit it to the Community Development Department at 1924 Council Street, Forest Grove, Oregon 97116. Applicants may request only one project at a time. If their first application within a fiscal year is completed and approved, they may submit a second application after April 1 of the same fiscal year. Applications must also include:
  - At least two bids from Oregon-licensed and bonded contractors. Applications for DIY projects must also include an invoice showing cost of materials in addition to at least two bids from licensed contractors.

**Note:** No application will be reviewed that does not have at least two bids attached.

If available, applications should also include:

- Photos (including close-ups of any architectural details involved in the preservation project)
- Samples of replacement and new construction materials
- Manufacturer's specifications and details of product installation
- Scaled plans, elevations, and/or section drawings that include major architectural features, as well as the design and location of the project as proposed

The Board reviews applications on the fourth Tuesday of each month. Applications received by the third Monday of each month will be processed during that same month. *Applicants or their representative (e.g., contractor) must attend the Board meeting to respond to any questions.*

2. The Board reviews and approves projects that are keeping with the historic integrity of the structure subject to the following conditions and criteria:
  - i. The Board reserves the right to approve a project depending on conditions that property owners must meet for the project before funding is provided.
  - ii. Any property that is on the National Historic Register that receives a grant must remain on the Register for at least five full years following project completion. If the property is removed from the Register, the grant must be repaid in full to City of Forest Grove.
  - iii. In the Clark, Painter's Woods, and Walker-Naylor National Historic Districts, all *Historic Contributing* structures are eligible.
  - iv. All projects are eligible to receive up to a maximum \$750 grant or 50% of the project cost, whichever is less.
  - v. During the duration of the project, grant recipients are required to display a sign (available from the City Planner at (503) 992-3233) identifying the project as being awarded grant funding.
  - vi. Projects must be started within 90 days and completed within 180 days of the date when the grant is awarded. Funds are distributed to the owner (not the contractor) upon completion, inspection, and final approval of the project. If a project cannot be started within 90 days or completed within 180 days, property owners must contact the City Planner at (503) 992-3233 to discuss a possible extension.
  - vii. Owners must contact the City Planner at (503) 992-3233 upon project completion. Funds are granted after work is complete and inspected by a Historic Landmarks Board member.
  - viii. Grants are considered taxable income and must be reported on your income tax return.
3. The grant cycle is based on the fiscal year (July 1 – June 30). Applications for each new fiscal year may be submitted by June 15 and anytime thereafter if funding remains available. *Funds are available no sooner than July 1 or when released by the City. Grants are not awarded for materials already purchased or for work already in progress or completed.* First-time applicants in the current fiscal year receive priority in cases where two or more applicants apply for funding that is insufficient to cover all grant requests. Previous grant recipients in the current fiscal year may apply for any funds remaining in the fourth quarter (April–June) as long as their previous projects are completed. If insufficient funds remain for award to two or more grant applicants, the Board will use their discretion in how to award the remaining funds.
4. Questions about the program or the application should be directed to the City Planner at (503) 992-3233 during regular business hours, or e-mail at [jreitz@forestgrove-or.gov](mailto:jreitz@forestgrove-or.gov)