

Carbon County Historic Rehabilitation Program (CCHR)

Application Instructions

Congratulations on your invitation to submit a CCHR application. The Historic Economic Recovery Group (HERG) will score each application according to the criteria outlined in the CCHR Criteria and Guidelines. The application requires further project information including describing existing conditions, greater detail of the proposed work, project timeline, budget line items, and the project's urgency and sustainability. Unambiguous, succinct language as well as clear, well-lit photos of existing conditions, sketches, and drawings must communicate how well a project will meet the Secretary of the Interior's Standards. Work that reintroduces missing features should be based on historic photos or historic drawings showing that feature. In the absence of such information, work should be in character with the building and represented with a sketch/drawing.

One basis of the application review is the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#) (Standards). The CCHR grant is an incentive for working within the Standards, meeting the historic property and its character on their terms. To determine how well work meets the Standards, the HERG relies on an application's clarity of communication, any drawings, photos of existing conditions, and any historic photos needed to guide restorative work. The Standards apply to both interior and exterior work. The HERG reviews the entire building project against the Standards, even work not being paid for with CCHR funds. For ongoing projects, applicants must provide a broad view that includes work already completed and work that CCHR funding would continue to support. Because properties associated with funded projects will be subject to a multi-year preservation easement that the Montana State Historic Preservation Office (SHPO) will monitor, applicants must describe future work to the greatest extent possible. This includes any adjacent, or related new construction on the property.

A grant award is based on whether the overall project meets the criteria listed in the CCHR Criteria and Guidelines, including how well the project adheres to the Standards. The HERG applies the Standards in a reasonable manner, taking into consideration economic and technical feasibility of work. To be awarded a grant, a project must be consistent with the historic character of the property and, where applicable, the greater historic district in which it is located. CCHR funds may not be used for new construction, nor can monies expended for new construction be used as match toward the CCHR grant.

Submitting the Application

All applications will be submitted online using the RLACF's grant management software. You can access the application [here](#). For further details on how to access the application, see Appendix C of the CCHR Criteria and Guidelines. Applications are due by the date provided in your invitation letter. Application submissions will close by the deadline or when all invited applicants have submitted their applications.

For help with the online application process, please email kendall@rlacf.org. Provide the name of the person applying and the corresponding email. You can also call RLACF at: (406)-446-2820. If you need to access the application in a different format (i.e. a pdf), please let us know and we will accommodate you as best as possible.

Note: CCHR does not award funds for window replacement on the grounds of improving a building's thermal efficiency. CCHR does support work that repairs and thermally upgrades historic windows. Because preservation projects often involve window replacement where historic units are missing or beyond feasible repair, RLACF strongly recommends that applicants review the Department of the Interior's [Planning Successful](#)

Carbon County Historic Rehabilitation Program (CCHR)

Application Instructions

[Rehabilitation Projects](#) webpage and submit photos and drawings specified therein. Window replacements that are without basis or are inadequately specified are not eligible for funding.

APPLICATION FORM INSTRUCTIONS

Property name, address, city/state/ZIP: This information should have transferred from the LOI. If not, please list the property name and address used in the LOI.

Property's National Register (NR) status: Indicate whether the property is listed in the NR. Properties that contribute to NR listed historic districts are listed properties.

Total Project Cost, CCHR Grant Request, and Matching Fund Amount: We anticipate some applicants have secured additional funds and arrived at more precise estimates since submitting the LOI. Please list the total cost of the project for which you seek funding, the amount of CCHR grant funding you request, and the total amount of cash and in-kind match. The CCHR grant request plus the match amount should equal the total project cost.

EIN & UEI Numbers: Please insert your organization's/business's nine-digit EIN number assigned by the IRS and your organization's/business's 12-digit Unique Entity Identifier (UEI), assigned when you verify your organization/business in SAM.gov. You will need to obtain a UEI in SAM.gov if you have not already. If you need assistance with this, refer to Appendix D of the CCHR Criteria & Guidelines or email kendall@rlacf.org for help.

Applicant name, address, and contact information: Please provide all required contact information for the individual/organization applying for the property.

Required and Optional attachments: All applicants must upload a location map and site plan. See the bottom of the application instructions to view an example of a location map and site plan. Please upload letters of support to this section as well. Private and for-profit individuals must upload at least 3 letters of support.

The following sections of the application form address aspects of the proposed project that will allow the HERG to score the application according to the criteria and rubric discussed in the CCHR Criteria and Guidelines.

Project Timeline: State when the CCHR funded work will begin; estimate completion dates of the project's key components; and when all CCHR funded work would be complete. If the project extends beyond the phase of CCHR funded work, please describe future phases to the best of your abilities.

Please describe your project timeline and all work that will be undertaken on the property, including each feature and space to be affected by work. Describe work beyond the CCHR grant cycle that would be reviewed under a preservation easement. Begin by describing site work, including the extent of any ground disturbing activity marked on a site plan. Follow this by describing existing exterior conditions and work, including new construction; and then describe existing interior conditions and work. Reference photo or drawing numbers that show the feature and depict proposed treatments. Describe processes such as masonry cleaning in the application narrative.

Carbon County Historic Rehabilitation Program (CCHR)

Application Instructions

Project Urgency: This is the CCHR criteria focused on the goal of funding projects that address fundamental and pressing needs, not only to the property itself, but also to the community. Please explain how this project will address an urgent need or threat to the property itself AND to the surrounding community. What will become of the property if the project does not move forward? What factors threaten the community in which the property is placed and how will the project address those factors?

Project Sustainability: Please explain how the project, once complete, will have long-lasting beneficial effects on the property, and how the property owners intend to maintain the property into the future. And explain how the project will provide an ongoing economic benefit to the community.

(BONUS) June 2022 Flood Impact: This question will address whether the property was impacted by the June 2022 flood. Applicants should distinguish between non-physical (economic, cultural, or other relevant non-physical impact) and physical (damage to the property itself) impact. Applicants can describe either non-physical impact or physical impact or both if the property experienced both.

Budget Table: Please complete the provided budget template to provide detail of your proposed budget. Provide cost estimates that are based on verifiable, reasonable, and allowable costs. Insert rows as needed to identify line-item costs, including specific materials, types of labor (for example, a consultant to prepare the NR nomination, roofing contractors, etc.), and the cost of reporting and planning work directly related to the completion of the project. Place the amounts to be paid by CCHR funding, cash contributions to the project (provided by personal and/or other nonfederal grant/loan sources), and in-kind donations in the corresponding columns.

Budget Narrative: Please provide a detailed explanation of how you arrived at the cost estimates listed in the budget table, how you plan to fund the project with a combination of CCHR funds and other sources, tell us what those other sources are, and whether those other sources have been secured.

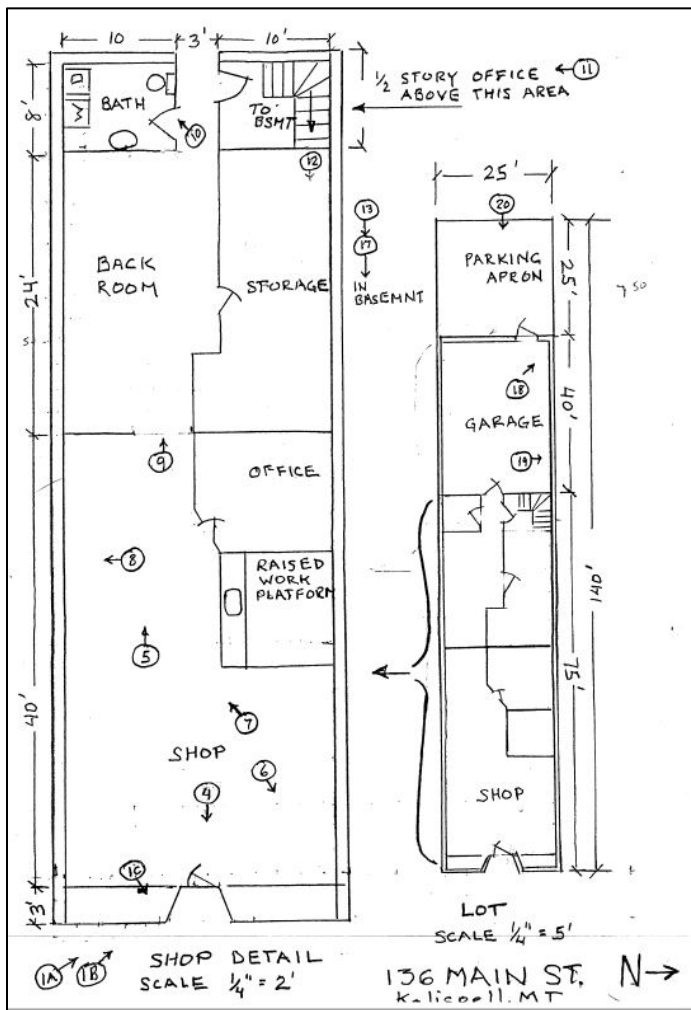
Detailed Description of Rehabilitation / Preservation Work: This section of the application is used to provide a detailed description of the proposed work. "Features" are the items, such as windows, floors, trim, doors, etc. that are part of the proposed project work. Please include all aspects of the project, even those not paid for by CCHR funds. The date of the feature should indicate whether the feature is part of the original construction or added later. Photo and drawing numbers should correlate to the labeled photos and drawings submitted with the application. Describe the proposed work succinctly but completely, how the work would impact the feature, and how the work adheres to the Standards.

Carbon County Historic Rehabilitation Program (CCHR)

Application Instructions

Photos/Drawings and Photo/Drawings Keys

The application requires additional photos/drawings and photo/drawing keys for a greater level of detail. Please insert photos, label them with the feature name, corresponding photo/drawing number, and the photographer's name. Photos must be well-lit and in color. A photo/drawing key must accompany the photos. Photo/drawing keys are typically site plans and/or floor plans plotting each photo's and/or drawing's location, numbers, and direction arrow showing the photo's and/or drawing's direction. Photo keys can be hand-drawn and must include the property name, address, and north arrow. See below for sample drawings/sketches.



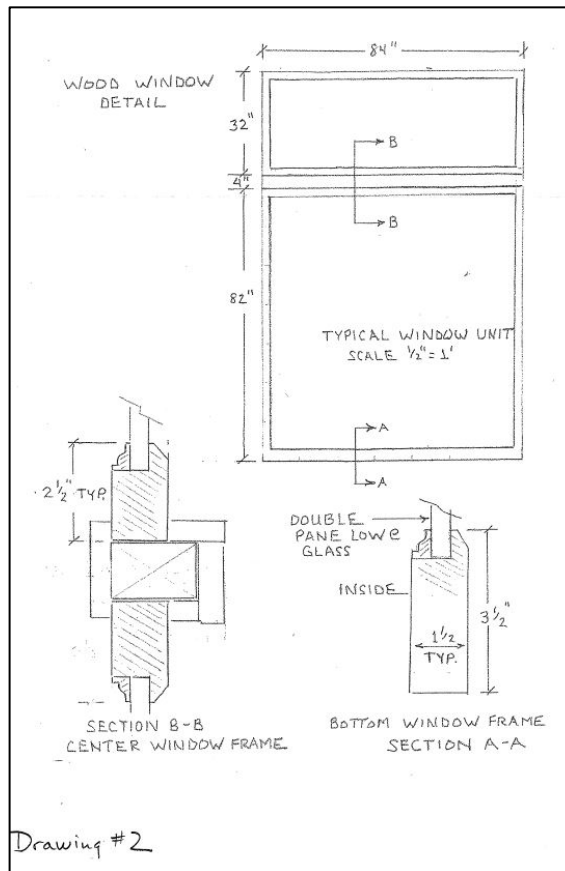
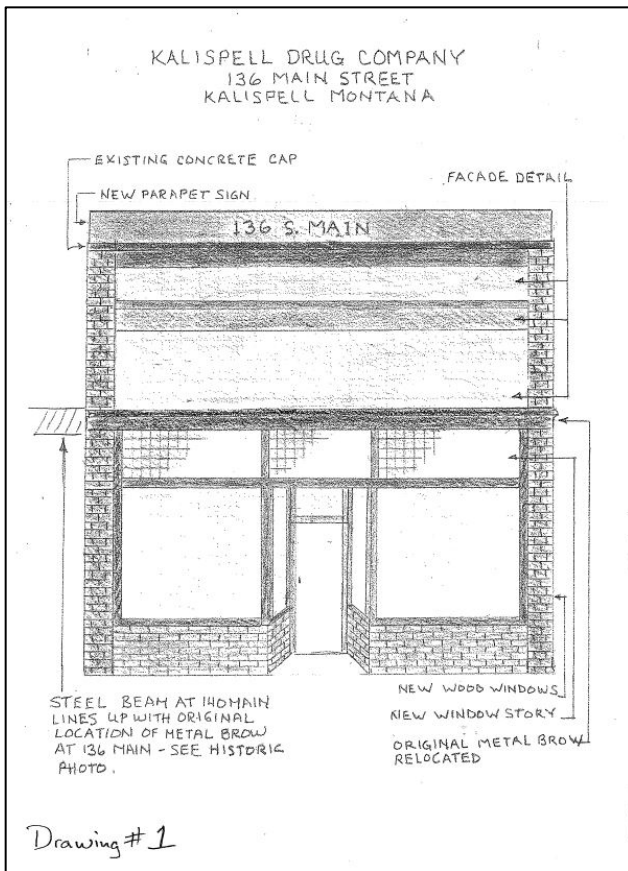
Sample Photo Key

Carbon County Historic Rehabilitation Program (CCHR)

Application Instructions

Sketches and Drawings

Architectural drawings and sketches are helpful in any application. These are necessary in some projects including window replacements and/or repair, storefront restoration projects, ADA compliant ramps, reconfigured floorplans, or any other treatment that can't easily be fully described with words. In some cases, annotated photographs of affected areas can be alternatives to drawings. Sketches and drawings must be numbered, labeled with the property named, sketch/drawing number, and the feature it represents. Sketches and drawings must be labeled on the photo/drawing key.



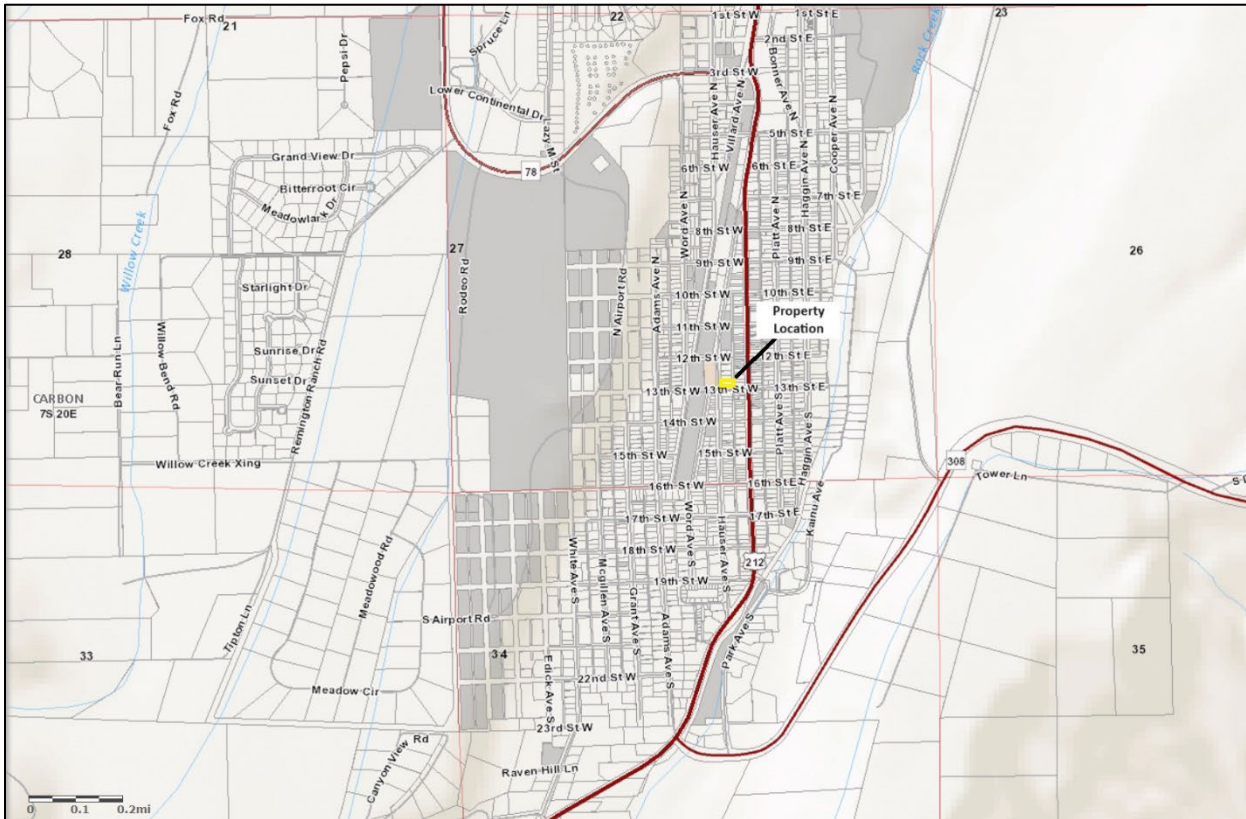
Sample Storefront Restoration and Storefront Assembly Sketch

Carbon County Historic Rehabilitation Program (CCHR)

Application Instructions

MAP AND SITE PLAN

Location Map: Insert or attach a map image – such as a topographic map, [Montana Cadastral](#), or a Google Maps image. The map should be of sufficient scale to place the property in relationship to its community.

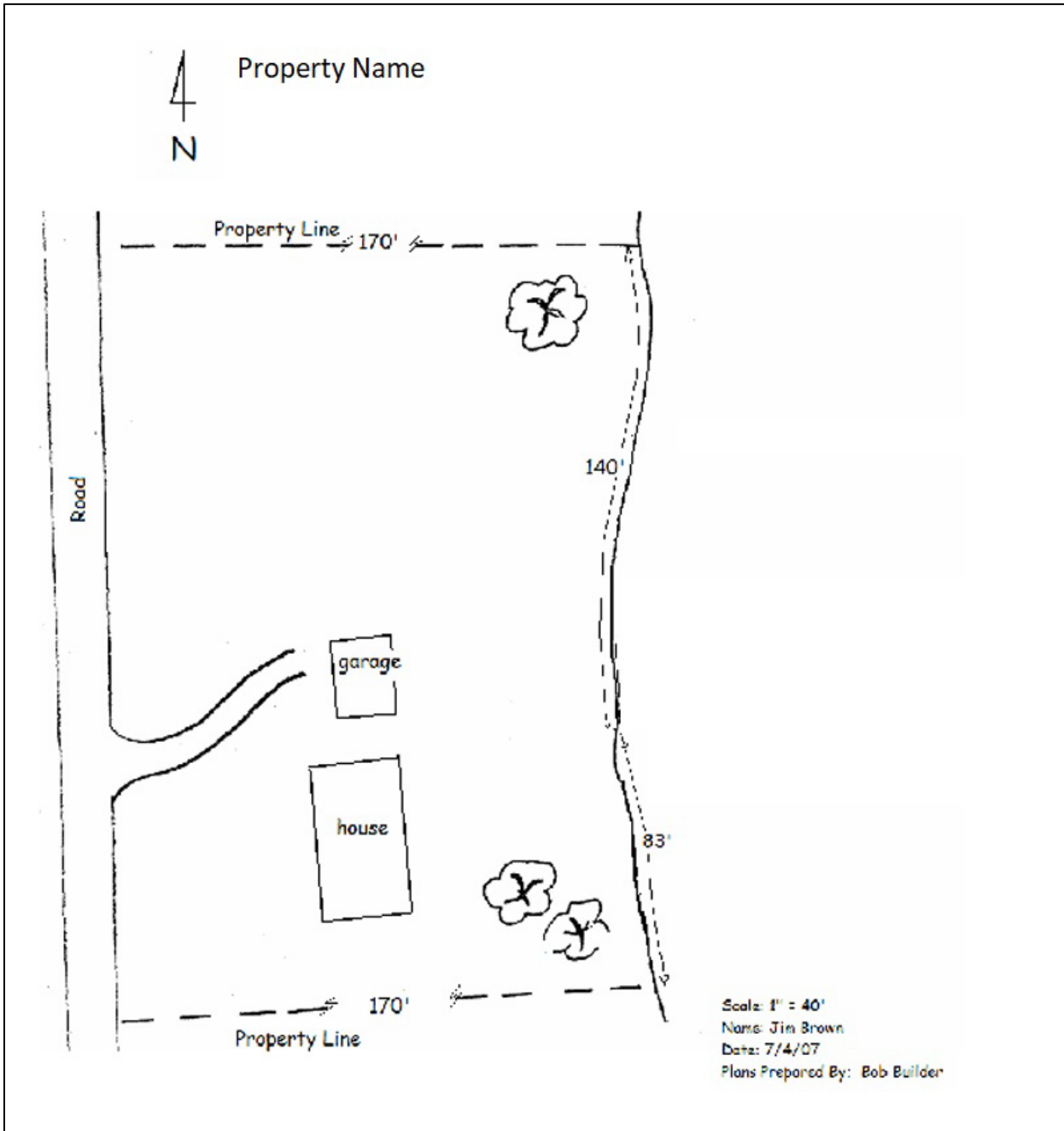


Sample Location Map

Carbon County Historic Rehabilitation Program (CCHR)

Application Instructions

Site Plan: Insert or attach a site plan identifying subject property, any related buildings/structures/objects/sites, boundaries, and north arrow. Each building, structure, object, and site should be labeled. Annotated aerial views or hand drawn site plans are acceptable.



Sample Site Plan