



# Historic Rehabilitation Program



The Historic Rehabilitation Program makes funding opportunities available for residents restoring and maintaining Local Historic Landmarks and properties in the Local Historic Districts. The mission of the program is to financially support property owners' restoration efforts and to preserve Cedar Rapids' historic properties.

## Program Guidelines

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1. Structure subject to the work must be within a local historic district or be a local historic landmark.
2. Interior work (including inside an enclosed porch), mechanical work, electrical work, plumbing work, fences, landscaping, additions or new accessory building construction is not eligible for grant.
3. Labor performed by a homeowner or contractor(s) who are not state licensed shall not be eligible for grant.
4. No more than one grant shall be awarded per address per fiscal year.
5. Grant eligible work shall be consistent with what is recommended within the City of Cedar Rapids Historic Preservation Design Guidelines or the National Park Service Preservation Briefs when a contemplated activity is not addressed within the Historic Preservation Design Guidelines.
6. Any work subject to grant which began prior to historic review by the Community Development Department or Historic Preservation Commission shall **not be eligible** for grant.
7. Any work subject to grant which began prior to the issuance of a building permit (when such permit is required) shall **not be eligible** for grant.
8. Any work subject to grant which began prior to written approval from the Community Development Department to proceed, shall **not be eligible** for grant.
9. Any activity or work to the structure which results in the permanent removal of ornamental or architectural detailing (including but not limited to trim, molding, and cornices) shall **not be eligible** for grant. These elements may be removed to complete the activity, but shall be reinstalled in their exact location unless otherwise approved.
10. Property taxes must be current on the property which is subject to the grant.
11. Work shall be completed within one year of written permission to proceed unless otherwise specified by the Community Development Department.
12. Non-profits and rental properties are eligible for funding, as well.
13. Priority for grant funding will be given to:
  - a. Projects involving an owner occupied structure which is the owner's primary home
  - b. Applicants who have not been awarded a grant in the past three (3) years
  - c. Projects involving the primary structure on the property
  - d. Projects in Census Blocks that have received less program funding

## Eligible Projects

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1. Historic window repair.
2. Window replacement when repair is not possible; replacement windows shall maintain grille patterns and exact sizing of the original window opening. Only wood windows shall be eligible for grant.
3. Historic wood door refinishing/repair and subsequent re-installation of same door.
4. Replacement of a vinyl or metal front door with a wood door.
5. Painting of wood or stucco exterior, including trim around windows.
6. Front porch repair, removal of concrete entry steps or opening an enclosed front porch using wood materials or synthetic materials simulating wood as approved by HPC.
7. Repair of any exterior wall consisting of wood, brick or stucco where the original materials are being maintained or replaced to match that of the historical material or look.
8. Underside roof element repair/maintenance of wood or historic elements visible from the exterior of the structure including, but not limited to rafter tails, cornices, roof brackets and barge boards.
9. Removal of metal/synthetic soffits and fascia and restoration or historically accurate reconstruction of wood elements including, but not limited to rafter tails, cornices, roof brackets and barge boards.
10. Removal of synthetic (metal, vinyl or aluminum) siding and restoration/reconstruction with wood lap, wood shake, hardee plank, cement board or stucco exterior.
11. Exterior chimney repair including tuck-pointing, re-flashing, reconstruction/restoration with historically appropriate/original bricks or repairs to exposed brick chimney which retain brick finish.
12. Installation of roofing material using asphalt shingles, composition shingles, or another material approved by HPC.
13. Repair, maintenance, or if necessary, recreation of ornamentation and architectural detailing features which have documented historical evidence of being installed on the property.
14. Removal of fencing which is not recommended within the City of Cedar Rapids Historic Preservation Design Guidelines.
15. Reversal of any previous, historically inappropriate alterations that were not created by current property owner.
16. New construction projects that follow the City of Cedar Rapids Historic Preservation Design Guidelines are eligible for the maximum grant amount.

# Grant Structure

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Applicants of the Historic Rehabilitation Program are eligible for a grant that covers 75% of their project costs, up to \$10,000. The actual amount an applicant receives is determined by their total project costs. Approved grant recipients will receive the grant only when the project is completed and a proof of payment is submitted to the City. The grant will be paid as a reimbursement to the recipient or to the contractor. Applicants should indicate their interest in reimbursements going to the contractor on page two of the application.

Example funding scenarios:

<b>Total Project Cost</b>	<b>Approved applicant</b>
\$8,000	Receives \$6,000 grant
\$15,000	Receives \$10,000 grant

## Process to Apply & Receive Grant

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1. Applications for the Historic Rehabilitation Program are due to the Community Development Department by **May 31, 2024 at 12:00 PM**. Applications received after the deadline will be processed on a first come, first served basis, but only after all other on time applications have been reviewed by the Community Development Department. Interested applicants are encouraged to contact the Community Development Department to find out if applications are still being accepted after the deadline.
2. No less than two written quotes/bids for work must be obtained from state licensed contractors and are due at the time of application submittal. Quotes/bids are not required if work will be completed by homeowner and is eligible to be completed by a homeowner.
3. Project review and approval of a Certificate of Appropriateness (COA) by the Historic Preservation Commission for the activities prior to grant review.
4. Review and approval of eligible grant applications will be completed by Community Development staff. In the event that more eligible applications are submitted for funding than funds are available, the Historic Preservation Commission will review and prioritize project funding.
5. The City and approved applicant sign an agreement before grant-funded projects can begin.
6. Building permit for approved work is obtained from the Building Services Department if a permit is required for the activity.
7. Work is completed as approved in the agreement; submit proof of payment or receipts to Community Development Department within six months of written permission to proceed.

Receipts or invoice shall be for work approved as part of grant only. Separate receipts or invoices shall be used to separate work or products not part of approved activities.

8. Inspection of work by the Community Development Department after the final inspection and approval from the Building Services Department (if a building permit was required). If the work was done in accordance with what was approved in the written notice to proceed, the grant will be approved. The City of Cedar Rapids reserves the right to withhold grant for any work done that is not in accordance with what was approved or is substandard in actual finish.
9. Approved applicants or applicants' contractor will receive a check of an amount in accordance with the terms of the program guidelines.

# CEDAR RAPIDS

## Historic Rehabilitation Program Application FY 2025

Community Development Department, 101 First Street SE, Cedar Rapids, IA 52401, Phone 319-286-5041

The following information is necessary for all those interested in participating in the Historic Rehabilitation Program. Please answer all questions and provide all attachments. Incomplete applications will not be accepted. Sections beginning with <sup>^</sup> may be skipped if a Certificate of Appropriateness has previously been obtained for the work AND the work has not begun.

Owner Information	Applicant Information (skip if owner)
Name _____	Name/Company _____
Address _____	Email _____
City _____	Address _____
State _____ Zip _____	City _____
Phone _____	State _____ Zip _____
Email _____	Phone _____
<b>Address of Property where work will occur:</b> _____	
<b>Is this a rental property or secondary home?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Have you filed an insurance claim for the project you are applying for?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Project type:</b> <input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Shed <input type="checkbox"/> Fence <input type="checkbox"/> Other _____	
<b>Project description</b> (please be as detailed as possible): _____ _____ _____	
<b><sup>^</sup>Existing Material(s):</b> _____ _____	
<b><sup>^</sup>Material(s) Proposed:</b> _____ _____	
<b>Will you be permanently removing architectural detailing/ornamentation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, please explain what you are removing and why:</b> _____ _____	
<b>Description of how project meets the City of Cedar Rapids Historic Preservation Design Guidelines or rationale for why the project is not consistent with the Design Guidelines:</b> _____ _____	

**Location:** Describe where (what part of building, or where on property) work will be done:

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**Include at least one of the following applicable materials:**  Physical Material(s) Sample  
 Product Catalog, indicating chosen product  Photo of exact product which will be installed

**For reconstruction, one of the following:**  Sketches  Renderings  Construction Drawings

**I have included bids/quotes of two state licensed contractors for the project\*:**  Yes  No

\*Bids/quotes not required for work done by homeowner which is eligible to be done by homeowner, but estimate of materials cost is required.

**I am interested in learning more about direct reimbursements to the contractors:**  Yes  No

I, the owner or designated representative of the property, have read the application and acknowledge the City of Cedar Rapids Historic Preservation Design Guidelines, as they relate to my project will be used to determine if my project is approved. I also acknowledge I have read the requirements for the Historic Rehabilitation Program. I acknowledge that the information provided in this application, including all attachments, are accurate and correct, and that an incomplete application will not be accepted.

I have included the required applicable attachments with this application:  Yes  No

I have read the requirements for the Historic Rehabilitation Program:  Yes  No

**Owner signature:** \_\_\_\_\_

If the area where the work on the project is not readily visible from a public right-of-way (alley or street), I authorize a staff member of the Community Development Department to come onto my property to obtain photo(s) of the area where the work will occur.

**Owner signature:** \_\_\_\_\_

**City of Cedar Rapids Historic Preservation Design Guidelines and Historic Rehabilitation Program information available at:** [www.cityofCR.com/HPC](http://www.cityofCR.com/HPC) or by visiting the Community Development Department Office in City Hall at 101 First Street SE, Cedar Rapids, IA 52401.