



**CULTURE**

TEL 206.296.7580

V/TTY 206.296.8574

FAX 206.296.8629

101 PREFONTAINE PL S  
SEATTLE WA 98104

[WWW.4CULTURE.ORG](http://WWW.4CULTURE.ORG)

## Landmark Rehabilitation 2012 Guidelines and Process

### Who Can Apply

Stewards of King County Landmarks

#### *Eligible Properties:*

- A designated King County Landmark
- A designated City Landmark located in a jurisdiction participating in the King County Interlocal Preservation Program (KCIPP)
- A contributing property located within a King County or KCIPP landmark district.

#### *Eligible Applicants*

- Owners of record of designated King County Landmarks, or KCIPP landmark properties (including private individuals, businesses, organizations, and public agencies other than K-12 schools or school districts)
- Long-term lessees of same, in conjunction with owners of record

### What Gets Funded

Project planning, design, materials, labor, permits and fees

#### *Eligible Activities*

- Project planning (including cost estimating, structural investigations, architectural assessment)
- Architectural and engineering design; construction drawings; bid documents
- Building permits and fees
- Materials and contracted labor
- Landscaping (if the landscaping is a designated feature of significance)
- Documented project management and administration costs related to the project, up to 15% of the grant award

### When to Apply

2012 Program Deadline: March 7th, 5pm PST

Online application period opens January 6, 2012. January - February: indicate your Intent to Apply, schedule a site visit, and attend a workshop. Deadline for application is March 7, 2012 at 5pm PST. Projects, or portions thereof, funded through this program may begin no earlier than May 1, 2012.

## How Awards are Made

Review criteria and competitive selection process

Applications to the Landmark Rehabilitation Program are reviewed by staff for accuracy and completeness. An independent peer review panel of preservation specialists meets to review applications. The panel will select and recommend the most compelling projects for funding, based on the following criteria:

### Review Criteria

#### Quality & Significance

- Significance of the landmark, and extent to which the project addresses its historic features
- Degree to which the project follows good preservation principles, as embodied in the Secretary of the Interior's Standards for Rehabilitation found online at <http://www.nps.gov/hps/tps/standguide/>
- Clarity and completeness of the application

#### Impact & Public Benefit

- Extent to which the project will aid in the long-term preservation and continued use of the landmark property
- Potential of the project to stimulate economic activity or improvements in the neighborhood or community
- Degree to which the project will benefit the general public, including residents, school children, local organizations, or tourists. Note: occasional public access to the exterior of the property is required if not visible from a public right-of-way

#### Feasibility

- Readiness of the applicant to undertake the proposed work this year (percentage of project costs in hand or firmly committed, architectural and engineering studies completed or in progress, or other indications of project viability)
- Demonstrated experience and expertise of the project team to successfully complete the project on time and on budget
- Financial viability, including credible cost estimate from a qualified contractor or architect; ability of the applicant to undertake the project on a reimbursement basis; and financial capability of the applicant to handle unforeseen cost overruns

## Additional Preservation Program Priorities

- Project addresses an urgent preservation or stabilization need
- Project has been considered in the context of a comprehensive preservation plan (please attach any existing planning documents or condition assessments)
- Project is not eligible for any other 4Culture funding programs

Applications from under-represented geographic areas or populations will be prioritized if above criteria are met.

## *Competitive Selection Process and Timeline*

1. **Indicate your Intent to Apply** - Prior to preparing an application, applicants must contact the Program Coordinator to discuss the proposed project. **FIRST-TIME APPLICANTS MUST SCHEDULE A SITE VISIT.** Contact Flo Lentz at (206) 296-8682 or [Flo.Lentz@4culture.org](mailto:Flo.Lentz@4culture.org) to discuss your project and schedule a site visit.
2. For tips on preparing a strong application, attend a free workshop in January or February.
3. Completed applications due Wednesday, March 7, 2012.
4. Late March: peer review panel meets to review and score applications.
5. April: Panel recommendations are forwarded to 4Culture's Historic Preservation Advisory Committee, and the 4Culture Board of Directors meets to take final action.
6. Early May: applicants receive formal notification from 4Culture.
7. 4Culture staff works with award recipients to develop a contract for specific work to be funded. 4Culture reserves the right to re-define the project scope to address critical needs first. The contract will specify a schedule for reimbursement payments to be made upon submittal of documented project expenditures. The contract will also specify insurance requirements, and public benefit obligations to be recorded with property title.
8. Projects must be underway within 12 months of the day the award is approved by the 4Culture Board.

## *Requirements and appeals*

Learn about the legal requirements of award recipients and about the process for appeal of a 4Culture award by visiting [http://www.4culture.org/apply/documents/Obligations\\_and\\_Appeals.pdf](http://www.4culture.org/apply/documents/Obligations_and_Appeals.pdf).

## **Important FAQs**

### **How large are Landmark Rehabilitation awards?**

Awards have ranged from \$3,000 to \$12,000 over the past 5 years.

### **Do you make partial awards? What about second or third awards?**

Fewer than 1/3 of applicants receive full funding in any one cycle; most receive a portion of the funds requested. You may apply and be awarded funds more than once, as long as you can demonstrate that your project is moving forward and meeting goals and timeline.

### **If I'm awarded funding, will I get the money up front?**

No, 4Culture awards are made only on a reimbursement basis. Reimbursement may be set up for two or more increments during contracting.

**What are my obligations if I receive an award?**

All recipients of Landmark Rehabilitation Program funds must meet defined insurance and public benefit requirements. For private property owners, public benefit requirements will be recorded with the property title. All award recipients must obtain a Certificate of Appropriateness (COA) from the King County Landmarks Commission, and any required County permits, prior to beginning construction.

**Will 4Culture staff help me with my application?**

Yes. Call or email us to indicate Intent to Apply, and to set up a site visit (required for first-time applicants) You are encouraged to attend a free workshop in January or February. We are happy to answer questions and give pointers!

**Who do I work with?**

Flo Lentz is your primary contact for the Landmark Rehabilitation Program. Contact Flo at (206) 296-8682 or [Flo.Lentz@4culture.org](mailto:Flo.Lentz@4culture.org).

**Ready to Apply**

How to submit your ONLINE application

STEP 1 - Read all of the above sections

STEP 2 - Gather and prepare your information

**You are required to submit your application using the online form. In this section, you will find information on how to prepare your application and submit support materials.**

***Preview Application with Help Notes***

As a guide to preparing your information before you log in to apply, we recommend you view and/or print the Preview Application with Help Notes. The Preview Application shows you what the actual online application will look like, and contains some important guidance for filling it out. Preview Applications with Help Notes are available via the program's web page or upon request from Preservation staff.

***Required Support Materials***

There are four additional items that **MUST** be prepared and submitted with the online application. You have some options as to how to submit these materials.

**1. 4Culture "Preservation Priorities" form**

Use this table to think about the overall, long-range needs of your landmark property, and to show us where your current request fits in. [Open, save to your computer, complete, and upload to application].

**[4Culture Preservation Priorities form](#)**

In order to fill out and **SAVE** this form, you must use Adobe Reader (download the latest free Adobe Reader at [www.adobe.com](http://www.adobe.com).) **ATTENTION MAC USERS:** The default program for PDF documents on a

Mac is *Preview*, which will not allow you to save information in our form. You MUST USE Adobe Reader instead.

## 2. 4Culture "Project Budget" form

Use this 2-page budget form to enter your estimated project expenses, and your expected income, including your request to 4Culture. Although not required, a cash or in-kind match of materials or labor will make your application more competitive. You can add detail as to how you arrived at these figures on the budget notes page. [Open, save to your computer, complete, and upload to application].

### [4Culture Project Budget form](#)

In order to fill out and SAVE this form, you must use Adobe Reader (download the latest free Adobe Reader at [www.adobe.com](http://www.adobe.com).) ATTENTION MAC USERS: The default program for PDF documents on a Mac is *Preview*, which will not allow you to save information in our form. You MUST USE Adobe Reader instead.

## 3. Contractor Bids

At least one contractor bid or architectural estimate for the proposed project is required. You can include a second estimate if you have one. [Scan the bids and upload to application; OR, send hard copies by mail].

## 4. Images

Send us 6 to 12 current digital color images (.jpg format preferred), no larger than 2 MB in size for each. Images must show entire historic property:

- In its setting or neighborhood context
- Each side of exterior of primary structure
- Features (exterior or interior) effected by proposed project

[Upload images, or copy to CD/DVD and send by mail].

### Optional Miscellaneous materials

Submit any existing master plans, studies, assessments; any existing site plans, drawings or sketches that support your project. [Send hard copies by mail; provide self-addressed stamped envelope if you would like materials returned].

All mailed support materials must be postmarked by March 7th, 2012 - mail to:

- Attn: Flo Lentz
- 4Culture / Preservation
- 101 Prefontaine Pl S
- Seattle, WA 98101

## STEP 3 - Sign in to fill out your application

**Individuals** must follow the link below to fill out the application designed for individual applicants. This means you, as an individual, will sign a contract with 4Culture should funds be awarded.

**Organizations (businesses, non-profits and public agencies)** must follow the link below to fill out the application designed for organization applicants. This means the entity you represent, not you as an individual, will sign a contract with 4Culture should funds be awarded.

Once you have started the process of applying online, you can hit "save" within each step of the application, sign out, and your application will remain saved as a draft. You can then return to your application any time before the deadline to continue working or to make changes by signing in with the username and password you created. Once you hit "submit," you will still be able to see your application, but you will not be able to make any changes.

For technical questions about the online application system, contact staff member Brandi Link at 206 296.8707 or [brandi.link@4culture.org](mailto:brandi.link@4culture.org).

This funding opportunity is currently closed. We will reopen the application for this opportunity at least 6 weeks before the next deadline.