



COMMUNITY  
DEVELOPMENT

**City of Bend  
Historic Preservation Restoration Grant**

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**City of Bend**  
**Historic Landmarks Commission**  
**Historic Preservation Restoration Grant**

The City of Bend has received a grant from the State Historic Preservation Office to assist property owners with needed historic restorations. The Bend Landmarks Commissioner's restoration grant program will make these funds available to property owners of designated historic properties desiring to make exterior rehabilitation or restoration improvements.

Properties listed on the National Register of Historic Places, either individually or contributing to a historic district are eligible.

Restoration or rehabilitation work shall be located on the primary façade of the structure or on a façade that is highly visible to the public. Structural improvements to preserve the integrity of the structure may also qualify. Painting is not an eligible activity. All work must meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.  
<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

Projects may receive 50% of the project cost up to a maximum of \$3,000 in grant funds, whichever is the lesser amount.

Projects must be completed by August 15, 2024.

If you are interested in applying for these grant funds, submit the Restoration Grant Application to the Community Development Department. The Bend Landmarks Commission staff in consultation with the Bend Landmarks Commission will review applications on a first-come, first-served basis. Applications and grant program guidelines are available at [www.bend@bendoregon.gov](mailto:www.bend@bendoregon.gov) or from the Community Development Department, City Hall 710 NW Wall Street, Bend.

Questions about the program or the application should be directed to Heidi Kennedy at 541-617-4524 or at [hkennedy@bendoregon.gov](mailto:hkennedy@bendoregon.gov).

**CITY OF BEND  
BEND LANDMARKS COMMISSION  
HISTORIC PRESERVATION RESTORATION GRANTS**

The City of Bend has received a grant from the State Historic Preservation Office to assist property owners with needed historic restorations. The Bend Landmarks Commission's restoration grant program will make these funds available to property owners of designated historic buildings desiring to make exterior rehabilitation or restoration improvements. The conditions of this program require that all improvements and projects be in keeping with the architectural integrity of the structure.

Questions about the program or the application should be directed to Heidi Kennedy at 541-617-5424 or by email at [hkennedy@bendoregon.gov](mailto:hkennedy@bendoregon.gov).

The process and eligibility for participating in this program is as follows:

1. Eligibility:

- a. Properties listed on the National Register of Historic Places, either individually or contributing to a historic district are eligible.

2. Projects:

- a. Restoration or rehabilitation work shall be located on the primary façade of the structure or on a façade that is highly visible to the public. Structural improvements to preserve the integrity of the structure may also qualify.
- b. Design and materials shall be in keeping with the architectural integrity of the structure. Contemporary materials such as vinyl and fiber cement boards are not eligible for grant funding.
- c. Additions or non-historic alterations are not eligible.

3. Application:

- a. Complete the Restoration Grant Application and submit it to the Community Development Department – Heidi Kennedy. City staff will review the applications on a first-come, first-serve basis.
- b. Include copies of at least two bids with the application, or provide a written explanation of why only a single bid was warranted. Property owners may do the work themselves; however, only the cost of materials will be funded by the grant if work is performed by the owner and not by a licensed contractor.
- c. Detailed plans of the proposed work, photos (digital photos preferred) of the façade prior to work, specifications, and any manufacturer's product information shall be submitted with the application.

4. Review, Approval and Conditions:

The City will review and approve projects that are in keeping with the historic integrity of the structure, subject to the following conditions:

- a. Historical restoration and restoration projects will be given priority over

periodic maintenance-type projects. For example, a project to restore architectural details such as transom windows or to remove contemporary alterations will be given priority over the installation of awnings. Conditions of approval may be applied to a project.

- b. Grants shall not be awarded for work that is completed. Secondary considerations may be given and grants awarded for recently purchased materials and for work already in progress only if all grant funds have not been awarded prior to February 15, 2024.
  - c. Projects may receive 50% of the project cost or up to a maximum of \$3,000 in grant funds, whichever is the lesser amount. (Example: A project of \$2,000 would be eligible to receive a \$1,000 grant or 50% of the project cost. A \$10,000 project would be eligible to receive a maximum \$3,000 grant.)
  - d. Grant recipients are required to display a sign (available from the Community Development Department) identifying the project as having received grant funding. The sign shall be displayed during construction and for one month after the project is complete.
  - e. Projects must be completed by August 15, 2024. Funds shall be distributed to the owner (not the contractor) upon completion of the project. All grant funds shall be distributed by August 31, 2024.
  - f. Grants may be considered taxable income. Grant recipients will receive an IRS 1099 form and may be required to report the income on their tax returns.
  - g. Grant recipients shall take photographs during the project showing the work in progress. Submittals should include photographs of people doing the work.
  - h. Grant recipients shall enter into a Preservation and Maintenance Agreement with the following conditions:
    1. The Owner agrees to assume the cost of the continued maintenance and repair of the property so as to preserve the architectural, historical or archeological integrity of the same in order to protect and enhance those qualities that made the property eligible for listing as a Historic Resource.
    2. The Owner agrees that no visual or exterior structural alterations will be made to the property without prior written permission of the Bend Landmarks Commission.
    3. The Owner agrees that the State and City of Bend, its agents and designees shall have the right to inspect the property at all reasonable times in order to ascertain whether or not the conditions of this agreement are being observed.
    4. The Owner agrees that the property shall remain a designated resource for at least five (5) full years following completion of the project. If the property is removed or delisted during this time, the grant shall be repaid in full to the City.
  - i. Grant recipients shall contact the Community Development Department when the proposed work actually begins, and when the project is complete. A staff member will inspect the work when the project is completed.
  - j. Grant recipients shall obtain any necessary City or Building permits prior to start of work.
5. Grants are awarded on a first-come, first-served basis. The decision of the City staff concerning grant awards is final.
  6. Payment of grant amounts shall be made after all work is complete. Grant recipient

shall submit copies of receipts and contractor's payments, photographs of the work in progress, and photographs of the completed work. Digital photos are preferred. Payment requests shall be submitted no later than August 15, 2024.

**CITY OF BEND  
HISTORIC PRESERVATION  
RESTORATION GRANT  
APPLICATION**

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**Contact Information**

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Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

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**Property Information**

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Name of Site or Building: \_\_\_\_\_  
Address: \_\_\_\_\_ Zone: \_\_\_\_\_  
Tax map & parcel number: \_\_\_\_\_ Related Planning File #: \_\_\_\_\_

**Project Description:** Briefly explain the proposed work and the materials to be used.  
NOTE: SOME ALTERATIONS MAY REQUIRE HISTORIC REVIEW AND/OR BUILDING PERMITS. \_\_\_\_\_

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**FILING INFORMATION:** City Staff will review the applications on a first come first served basis. A pre-application meeting with the staff is required prior to acceptance of the application as complete. Only complete applications will be scheduled for review.

**PLANS:** A site plan indicating location of the structure on the property and the location of the proposed alterations is required. Diagrams shall show the proposed alterations indicating style and type of materials proposed to be used. Scaled free-hand drawings are acceptable.  
Historic Preservation Grant Program 2023-2024

(The following are definitions of the various types of work activities noted in the Secretary of the Interior's Standards for the Treatment of Historic Properties. They are for reference when identifying the type of work proposed in this grant application.)

**PRESERVATION** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.)

**REHABILITATION** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

**RESTORATION** depicts a property at a particular period of time in its history, while removing evidence of other periods.

**RECONSTRUCTION** re-creates vanished or non-surviving portions of a property for interpretive purposes.

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**Historic or Preservation Significance:** Describe how the project will enhance the historical nature of, or preserve, renovate or rebuild, the historical aspects of the structure.

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**Historical Documentation:** Indicate any physical evidence such as old paint lines, original moldings, historic photographs, etc. that support your request to alter the exterior.

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**Photographs:** Submit "before" photos of the project site. "During work and after" photographs are required upon completion of the project. Digital photos should be submitted on disk or via an e-mail attachment.

**Project Costs:** Attach the contractor's bids, or a list of detailed estimates for materials. (Example: Paint: 10 gallons @ \$25/each = \$250; Siding (type): 600 feet, 1"X6"@ \$1/foot= \$600). Eligible labor costs are limited to those performed by a licensed contractor.

Materials and Labor

Cost Estimate

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Total: \_\_\_\_\_

Project Scheduling:

Beginning Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Since funding is limited, the grant recipient must contact staff if work on the project cannot start within 15 days of the scheduled beginning date to apply for a beginning time extension. Projects must be completed by August 15, 2024.

Grant recipients shall contact staff when the proposed works actually begins, and when the project is complete. Staff will inspect the work when the project is complete prior to any grant funds distribution.

I have read the Secretary of Interior's Standards for the Treatment of Historic Properties, which it listed in Chapter 10.20 Historic Preservation Code for the City of Bend and agree to do the project as approved. I will notify Heidi Kennedy at [hkennedy@bendoregon.gov](mailto:hkennedy@bendoregon.gov) or 541-617-4524 when I begin the project and when the project is completed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**OREGON STATE HISTORIC PRESERVATION OFFICE**  
Certified Local Government Development Grant Project Packet Cover Form

**SECTION I. PROPERTY & GRANT INFORMATION**

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
County: \_\_\_\_\_  
Owner: \_\_\_\_\_  
SHPO Agreement Number: \_\_\_\_\_ Grant Award Amount: \_\_\_\_\_

**SECTION II. PROJECT DESCRIPTION**

*Please provide a description of the proposed work identifying issues being addressed and how. Attach additional pages if necessary. Be sure to include how the work will be done and discuss any original materials that will be altered, removed, or replaced. This section is intended to provide our reviewers with a "before and after" understanding of the project; how the building looks now versus how it will look once the project is complete.*

**SECTION IIA. PROJECT DETAIL – SELECT ALL THAT APPLY**

- |   |  |                    |
|---|--|--------------------|
| <input type="checkbox"/> Roof   | Date of Construction:                        | Existing Material: |
| <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replace | Proposed Materials:                          |                    |
| <input type="checkbox"/> Windows/Doors                                      | Date of Construction:                        | Existing Material: |
| <input type="checkbox"/> Repair <input type="checkbox"/> Replace            | Proposed Materials:                          |                    |
| <input type="checkbox"/> Structural or Foundation                           | Date of Construction:                        | Existing Material: |
| <input type="checkbox"/> Repair <input type="checkbox"/> Replace            | Proposed Materials: <input type="checkbox"/> |                    |
| <input type="checkbox"/> Siding   | Date of Construction                         | Existing Material: |
| <input type="checkbox"/> Repair <input type="checkbox"/> Replace            | Proposed Materials:                          |                    |
| <input type="checkbox"/> Facade   | Construction Date                            | Existing Material: |
| <input type="checkbox"/> Repair <input type="checkbox"/> Replace            | Proposed Materials:                          |                    |
| <input type="checkbox"/> Other:   | Construction Date                            | Existing Material: |
| <input type="checkbox"/> Repair <input type="checkbox"/> Replace            | Proposed Materials:                          |                    |
| <input type="checkbox"/> Ground will be disturbed.                          | Describe:                                    |                    |

**SECTION III. ADDITIONAL INFORMATION & ATTACHMENTS**

Please merge & attach items as one document and use the file name format "yourprojectaddress.pdf". Check the appropriate boxes below to indicate what information has been included. Only the map and photographs of property are required.

- Photographs
  - At least 2 photographs that provide an overview of the exterior of the property
  - At least 2 close-ups of the part(s) of the property where the project will happen
  - At least 2 photographs that provide a view of the property with neighboring properties.
- Map
  - Please include a topographic, Google, or Bing map that clearly shows the location of the property.
- Additional Information
  - Design plans
  - Product/material information sheets
  - Examples of similar completed projects
  - Other:

**Section IV. FOR SHPO COMPLETION**

Based on the information submitted to our office, we find that the proposed project adheres to *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. Pending concurrence from the National Park Service (NPS) regarding this finding, this project is fundable through a Certified Local Government Grant for development. Within 30 days of the signature below, please upload your Preservation Agreement to OPRD Grants Online. Work on your project cannot begin until a Preservation Agreement has been signed and the project has been submitted to and approved by the NPS.

\_\_\_\_\_  
SHPO Reviewer Signature

\_\_\_\_\_  
Date



## Historic Grant Program Guidelines

### Application Criteria

- Proposed work must enhance or restore the historic nature of, or preserve, renovate or rebuild, the historic aspects of the structure.
- Proposed work must meet the applicable Bend Chapter 10.20 Historic Preservation Code standards.
- Proposed work must be on the exterior façade of an eligible building.
- Work must be completed by a licensed contractor certified in Lead Safe Practices.
- Grants will not exceed actual cost of approved alterations, up to \$3,000 per applicant/property and will require a dollar-for-dollar match from the property owner.
- The applicant is required to complete the State Development Project coversheet and enter into a Preservation and Maintenance Agreement with the State of Oregon.

### Process

- Grants that meet the application criteria will be awarded on a first-come-first served basis.
- Applications period: June 20, 2023 to February 15, 2024, or until grant funds are awarded, whichever comes first.
- Grants up to \$3,000 may be distributed and will require a dollar-for-dollar match from the property owner.
- Work must be completed by August 15, 2024 and must be inspected and approved by staff. Funds are to be distributed after successful completion and final inspection of the project.
- While work is being completed, the property owner must post a notice on the property. The notice shall include the information listed below:



*Nature*  
**HISTORY**  
*Discovery*



COMMUNITY  
DEVELOPMENT

**This restoration project was funded, in part, by a matching grant from the Heritage Programs Division of the State Historic Preservation Office through funding from the National parks Service. The City of Bend grant program is administered by the City of Bend and the Bend Landmarks Commission.**