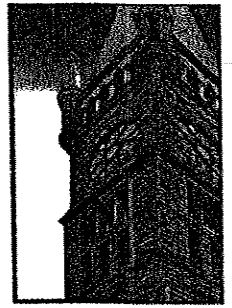


OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT  
CITY OF SCRANTON, PENNSYLVANIA



HISTORIC PRESERVATION PROGRAM  
CARE AND PRESERVATION OF HISTORIC STRUCTURES FUNDING APPLICATION  
FUNDING YEAR \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Property to be Assisted: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Is property designated an historic property either by listing in the National Register of Historic Places or the City Landmark Registry? \_\_\_\_\_

Property owner (if different): \_\_\_\_\_

Address: \_\_\_\_\_

PROJECT DESCRIPTION (Using no more than two (2) additional 8 1/2 X 11 sheets summarize the following):

- I. Describe property, present use, condition.
- II. Describe proposed work, if work other than assisted work will be undertaken during the project period, describe the scope and timing of that work.
- III. Describe applicant/organization and any previous experience in undertaking similar projects.
- IV. Provide the name of the project architect, address and phone (attach qualifications).

\_\_\_\_\_

WORK COST BREAKDOWN

- I. Provide a detailed cost plan of all proposed work undertaken utilizing CDBG funding.
- II. Additional funds. (provide evidence funds need to complete the project beyond the CDBG funding are available)

Donor:

Source:

Kind:

Amount:

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SCHEDULE (Work must not begin prior to notification of grant award and must be completed within one year of contract date).

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REQUIRED PLANS, SPECIFICATIONS AND DOCUMENTATION

Please be advised that all projects receiving funding must be reviewed by the City's Architecture and Urban Design Commission and are subject to all applicable planning, zoning, and permit reviews as required by the City of Scranton.

Enclose with this application:

- I. Photographs of two views of the assisted property (2 copies each)
- II. Plans and specifications for project work. If other work is to be accomplished during the project period, submit plans and specifications for that work also.

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I certify that if selected for grant assistance, I intend to carry out the project described above in accordance with all the requirements described in this package and the Secretary of the Interior's Standards for Rehabilitation of Historic Structures.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CARE AND PRESERVATION OF HISTORIC STRUCTURES GRANT PROGRAM**  
**Private Non-Profit Structures**

The City of Scranton is particularly fortunate to have a wealth of architecturally and historically important buildings. To help ensure sufficient financial support for preservation efforts, the Office of Economic and Community Development (OECD) has established a fund with Community Development Block Grant monies (CDBG) to assist owners of historically significant properties with stabilization, rehabilitation and restoration of their structures.

The types of projects we are generally seeking will encourage the rehabilitation of historic buildings, either publicly or privately owned structures located in the City's Commercial Districts in accordance with the Secretary of the Interior's Standards for Rehabilitation. Preference will be given to projects involving structures located in the Lackawanna Avenue Commercial Historic District. New ideas and innovative projects are welcomed in the spirit of expanding the range of preservation knowledge and models.

A major consideration for CDBG funding is the historic significance of a project property. All projects must meet at least one of the following criteria:

- listed individually in the National Register of Historic Places or on the Local Landmark Registry for the City of Scranton
- located in and contributing to a historic district listed in the National Register or on the Local Landmark Registry for the City of Scranton
- the property meets National Register eligibility criteria either individually or as a contributing part of a potential historic district or Local Register eligibility criteria.

All proposed projects should reflect the applicant's preservation development strategy and should result in additional preservation activity in the area. Every effort should be made by grant recipients to use techniques to ensure that the historic and architectural value of project properties will be preserved in the future.

Stabilization, rehabilitation and restoration work must be done in accordance with the Secretary of the Interior's Standards for Historic Preservation Projects. In most cases, plans and specifications must be approved by the State Historic Preservation Office.

CDBG Grants can be used to stabilize, rehabilitate or restore a National Register listed or locally listed eligible property for use, lease or resale. Funds may be used for pre-development costs associated with but preceding restoration/rehabilitation construction work such as historic structures reports, feasibility and engineering studies and architectural plans and specifications.

These costs must be incurred on or after the date of the award letter. Grants cannot be used to fund any activity retroactively.

**Awards:** Minimum grant assistance is \$5,000.00

**Ineligible expenses:** Regular staff or faculty salaries, organizational overhead costs, refinancing existing debt, property acquisition,

**Deadlines:** Through exhaustion of funds

The proposed rehabilitation/restoration plans are subject to competitive bidding procedures and Davis-Bacon Act wage compliance standards.

CDBG Historic Preservation Grant assistance is designed to leverage local participation in a project.

**Applicants:** Applicants may be any property owner owning a historically significant property located within the City's Central Business Districts.

**Grant Selection Process and Award Conditions:**

Prospective applicants should submit a brief letter of intent including the following: a concise summary of the proposed project and schedule for completion, amount of CDBG funds requested and intended use of funds, total project cost and other sources of project financing, proposed loan/grant security on the applicant and the property's historical significance.

Grant recipients will be required to execute an agreement with the Office of Economic and Community Development outlining the terms and conditions of CDBG assistance. In addition, grant recipients will be required to execute a Mortgage Indenture as well as a Declaration of Restrictive Covenants, which Restrictive Covenants shall exist as covenants running with the land providing for the maintenance and administration of the property for a demonstrable public benefit for a period of five (5) years. The Mortgage Indenture and Declaration of Restrictive Covenants will be filed of record with the Office of the Recorder of Deeds at the sole expense of the recipients. Recipients will file quarterly reports from the time of the allocation commitment and submit a final project report.

It is hoped that this program will invite owners of significant historic structures to assess their property's needs and assist them in preservation of these significant structures.