



Spokane Historic Preservation Office
Historic Preservation Facade Improvement Grant Program
 Program Information

OVERVIEW:

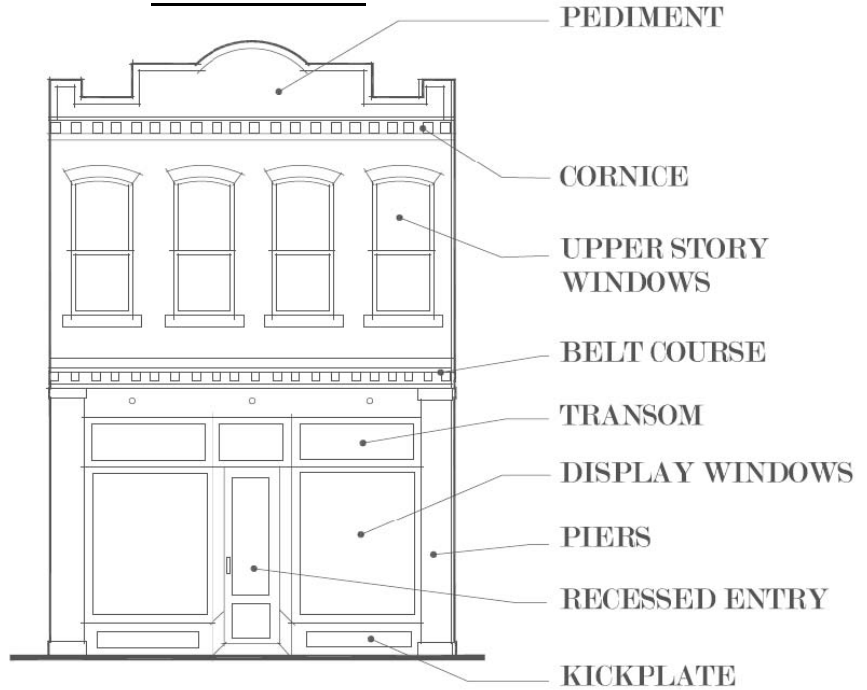
The Historic Preservation Facade Improvement Grant Program is a revitalization incentive program designed to encourage the rehabilitation/restoration of residential and commercial historic building facades that represent the history of the City of Spokane. **All grants are subject to availability of funding.**

WHO CAN APPLY?

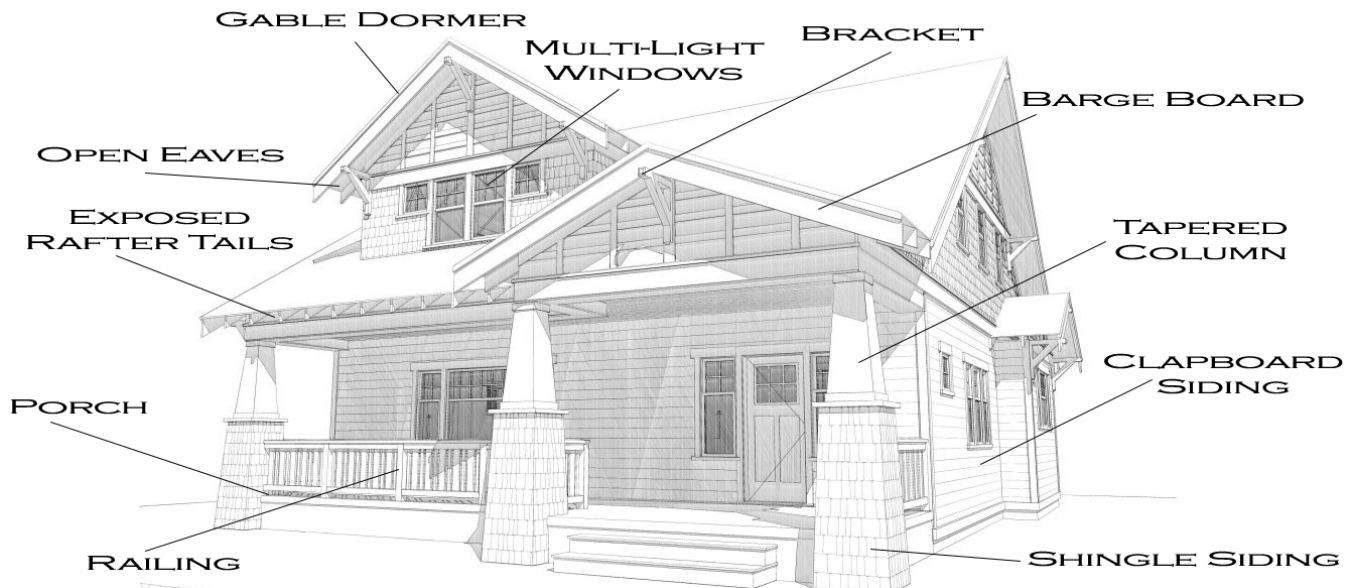
The Historic Preservation Facade Improvement Grant Program is available to owners of properties listed on the **Spokane Register of Historic Places AND located within the City of Spokane.**

***Facade** is defined as any portion of the exterior of a structure visible from the public right-of way. The drawing to the right is an example of a commercial storefront facade with typical architectural components. Residential facades are also eligible. (See below)*

COMMERCIAL



RESIDENTIAL



FUNDING:

Funding is provided in an amount equal to 50% of the eligible expenses, but no grant shall exceed **\$5,000**. These grant funds will be reimbursements, paid after qualifying rehabilitation work is completed and approved by the Spokane Historic Preservation Office (SHPO). The applicant must submit proof of payment to the SHPO for all project costs, after which a reimbursement will be issued to the applicant.

ELIGIBLE TYPES OF FACADE REHABILITATION WORK:

All work must be completed by a licensed contractor. The types of activities that are eligible under this façade program include, but are not limited to, the following:

- Selective demolition of inappropriate siding material and rehabilitation of historic facade
- Replacement of inappropriate windows with historically appropriate windows
- Rehabilitation of historically appropriate awnings
- Rehabilitation of historically appropriate exterior lighting fixtures
- Replacement of missing historic features provided adequate documentation exists
- Rehabilitation of historic doorways and storefronts
- Repointing masonry
- Repainting surfaces that were historically painted with appropriate color (No painting masonry)
- Rehabilitation of historic front porches, columns, and railings
- Rehabilitation of native rock walls on primary facade
- Rehabilitation of historic windows and/or creation of storm windows
- Design or engineering costs

***Historic renovations/rehabilitation must meet the *Secretary of Interior's Standards for Rehabilitation*.**

<http://www.historicspokane.org/design-review#standards>

The types of activities that are not eligible under this facade program include, but are not limited to, the following:

- New construction
- Property acquisition
- Interior improvements
- Flat or sloped roof repair and/or replacement not visible from the public right-of-way
- Machinery and equipment
- Interior furniture and fixtures

PROJECT PROCEDURES:

The following describes the procedural steps necessary to secure a Historic Preservation Facade Improvement Grant.

1. **Contact SHPO Staff:** Before submitting an application, the applicant should contact the SHPO to discuss the proposed project and whether or not it is eligible for the Historic Preservation Facade Improvement Grant Program.
2. **Application Submittal:** The applicant must complete a Historic Preservation Facade Improvement Grant Program Application and submit it to the SHPO via email or mail. Applications must be received by **April 7th for the 2025 grant cycle**. The application must include photographs of the facade and estimates for the proposed work. Completed applications will be dated and processed in order of receipt. The SHPO will not consider any application with incomplete or missing information. The SHPO will provide a ranked list of projects to SHLC for final review and decision.

3. **Final Review:** The Spokane Historic Landmarks Commission (SHLC) will review each project's application to determine if it meets the criteria and objectives of the Historic Preservation Facade Improvement Grant Program. Grants will be awarded based on the following criteria: **project description, impact of funding, project objectives, schedule for project completion, and overall quality of the application.** If the applicant's project is selected for funding by the SHLC, the applicant will be notified in a grant award letter including the scope of work and identifying any building permits or Certificate of Appropriateness (COA) that are required. The award letter must be acknowledged and returned with a signature from the applicant.
4. **Certificate of Appropriateness (COA), Building Permits, and Insurance:** If a COA or building permit is required, the applicant shall receive a COA and/or Building Permit for the proposed work. The applicant must also provide a copy of their property liability insurance. The COA, permits, and proof of insurance should be submitted within sixty (60) days of receipt of the grant award letter.
5. **NO WORK CAN BEGIN ON THE PROJECT UNTIL PROOF OF INSURANCE AND THE GRANT AWARD LETTER WITH THE SIGNATURE OF THE APPLICANT ARE SUBMITTED, AND ALL NECESSARY COA OR BUILDING PERMITS ARE ISSUED.**
6. **Rehabilitation Monitoring:** The SHPO will monitor the approved scope of work to assure compliance with the Award Letter.
7. **Final Inspection:** After the rehabilitation is completed, the applicant must submit a completion packet with supporting documentation including: progress photographs, completion photographs, detail of costs incurred, and paid invoices for all completed work. After receiving all documentation, HPO staff may conduct a site visit which will serve as an opportunity to confirm that the grant project was completed as agreed in the award letter.
8. **Final Approval by SHLC:** After the site visit is complete, the findings of fact will be presented to the SHLC and a final approval will be given for completion of the project. The grant payment will be issued within 60 days of approval. If the work is not completed as per the specifications, the grant will be withheld until all work is satisfactorily completed.

PROJECT COMPLIANCE:

The Applicant for the Historic Preservation Facade Improvement Grant Program is advised of the following Program Compliance requirements:

1. **Eligible Structures:** Only properties listed on the Spokane Register of Historic Places and located within the City of Spokane are eligible to apply for the Historic Preservation Facade Improvement Grant Program. No exceptions to this requirement are available.
2. **Codes and Ordinances:** All work must comply with applicable codes of the City of Spokane.
3. **Project Documentation:** Applicants must collect and retain documentation of the project to include: pre-project photographs, progress photographs, completion photographs, a detailed accounting of costs, and paid invoices for all work completed.
4. **Deadlines:** Applications must be submitted by **April 7, 2025**; proof of insurance, COA, and Building Permit applications must be submitted within sixty (**60**) days of receiving the grant award letter; the materials for the project completion packet (which staff will work with you to complete) must be delivered to our office no later than **December 1, 2025** unless an extension is requested and granted.

EQUAL OPPORTUNITY:

All Applicants for financial assistance shall be given equal consideration and no person shall be excluded from participation, denied program benefits of discriminated against because of race, color, religion, gender, ancestry, national origin or handicap.

THE HISTORIC PRESERVATION FACADE IMPROVEMENT GRANT PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHEN APPLICABLE.

Five Tips for Completing a Successful Façade Grant Application

1) **Provide a thorough project description.**

This description should include thorough details outlining the scope of work for the project. What labor is required, what tasks will be completed, and what materials will be used?

2) **Explain how the proposal meets the program objectives.**

Your project description should include how your proposal will help to revitalize and improve the historic property. Why will this project improve and preserve an important historic resource for Spokane? Please also include how the project is consistent with the Secretary of the Interior's Standards.

3) **Make your case for why the limited grant funding is best spent on your proposal.**

Unfortunately, we have limited funding for this grant which makes it competitive. In 2024 we had twice as much requested as we had to award. Explain how your proposal is good bang for the buck, how the work might be delayed without funding support, and how the city's funds will leverage your personal funds to make a big impact.

4) **Detail your tentative project timeline.**

Projects should be scoped so that they can feasibly be completed before December 1, 2025. While extensions are possible, they are discouraged.

5) **Overall application completeness.**

Applications will also be scored on overall completeness. A thorough and complete application answers all the questions and gives a complete picture of the proposal, why it is necessary, and how it will get completed.



Spokane Historic Preservation Façade Improvement Grant Application



Primary Contact Information			
Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:	Primary Contact Address:
Primary Contact is the:			
<input type="checkbox"/> Property Owner <input type="checkbox"/> Registered Agent			
Checklist			
Attachments:			
<input type="checkbox"/> Copy of conceptual drawing of proposed work if applicable <input type="checkbox"/> Four or more photos of the building and proposed project location <input type="checkbox"/> Copies of estimate or bid from licensed contractor(s)/vendor(s) detailing all work items and costs			
Property Information			
Historic Name of Property:	Commercial or Residential?		
Property Address:	Date listed on the Spokane Register of Historic Places:		
Year Constructed:	Current Use of Property:		
Owner's Name:	Owner's Phone Number:		
Owner's Address:	Owner's Mailing Address:		
Owner's Email Address:	Number of Years Property Owned:		
Supplemental Questions			
Do the proposed façade improvements meet the eligibility criteria? Is the work consistent with the Secretary's Standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	See Eligible Types of Façade Rehabilitation in Historic Preservation Façade Improvement Grant Program – Program Information.
Has the property received the Special Valuation Tax Incentive for this property in the past, or is the property currently receiving Special Valuation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Special Valuation is a historic preservation incentive offered to historic property owners in the city.
This grant program provides reimbursement for eligible expenses. Does the applicant have a plan to finance the full cost of the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please explain:
Project Information			
Please provide a detailed description of the proposed rehabilitation. The description should include the objectives of this proposal and should make the case for . Attach additional pages for continued description if needed. (500 word limit)			

Why this is a project worthy of funding? What would be the impact if the applicant did not receive grant funding for this project? This is a competitive grant so financial impact as well as each applicant's level of need will be considered in the review process.

Please provide a tentative schedule for the project. Projects that can be completed within the 2025 construction season will be prioritized.

Estimated Project Completion Date:

Funding and Contractor Information

Grant Amount Requested:

Total Estimated Cost of the Project:

Contractor Providing Estimates:

Contractor's License Number:

Contractor's Phone Number:

Contractor's Email Address:

Note: Proof of payment (invoices, receipts, etc.) is required after the project is complete in order to receive reimbursement

Signatures

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____

Signature of Property Owner (Required If Different from Applicant): _____ Date: _____

Printed Name of Property Owner: _____

Grants will be awarded based on the following criteria: **project description, impact of funding, project objectives, schedule for project completion, and overall quality of the application.** Information on this program can be found in Historic Preservation Façade Improvement Grant Program – Program Information. For questions regarding this program, please contact Logan Camporeale at (509) 625-6634 or preservation@spokanecity.org.

Applications must be submitted by April 7, 2025.

Submission Options:

#1: Email completed applications along with all materials to: preservation@spokanecity.org

#2: Mail submission packet to:

Spokane Historic Preservation Office
808 W. Spokane Falls Blvd
Spokane, WA 99201

For Office Use Only:

Date Application Received: _____

Time Received: _____

Received By: _____