



TOWN OF GLOCESTER
Office of the Town Planner
1145 Putnam Pike, P.O. Drawer B
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**The Town of Glocester is pleased to announce the
Chepachet Village National Register District Historic
Revitalization Subgrant Program
2020**

The Town of Glocester invites owners of commercial and mixed use buildings that are contributing structures to the Chepachet Village National Register District to submit proposals for grants for exterior building improvements.

The objective of the Historic Revitalization Subgrant program is to support the rehabilitation of historic properties at the National, State and local level of significance in order to rehabilitate, protect, and foster economic development of rural communities. This program will fund physical preservation projects for historic sites including architectural/engineering services and physical preservation.

Complete grant information and application is available at www.glocesterri.org

Proposals are due no later than **4:00 p.m. on October 9, 2020**. Incomplete or late proposals will not be considered.

Questions related to this subgrant program may be directed to Karen Scott, Town Planner in writing only, by e-mail karenscott@glocesterri.org or by mail to 1145 Putnam Pike, Chepachet, RI 02814.

This grant program is generously funded through a grant from the Historic Revitalization Subgrant Program as administered by the National Park Service, Department of Interior.

Chepachet Village National Register District Historic Revitalization Subgrant Program

Glocester Planning Department
1145 Putnam Pike
Chepachet, RI 02814
(401) 568-6206

ACKNOWLEDGEMENTS

This grant program is generously funded through a grant from the Historic Revitalization Subgrant Program as administered by the National Park Service, Department of Interior.

The objective of the Historic Revitalization Subgrant program is to support the rehabilitation of historic properties at the National, State and local level of significance in order to rehabilitate, protect, and foster economic development of rural communities through subgrants which come from States, Tribes, Certified Local Governments, and non-profits able to support a competitive subgrant program. This program will fund physical preservation projects for historic sites including architectural/engineering services and physical preservation.

The Town of Gloucester is a Certified Local Government.

The views and conclusions contained in this document are those of the Town of Gloucester and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.

REQUEST FOR PROPOSALS

The Town of Gloucester invites owners of commercial and mixed use buildings that are contributing structures to the Chepachet Village National Register District to submit proposals for grants for exterior building improvements.

BACKGROUND

By establishing local historic district commissions and instituting design review, Rhode Island communities monitor and guide construction activity in their historic areas. Gloucester's local historic district was established to preserve the Chepachet Village Historic District in the Town which reflects elements of its cultural, social, economic, political and architectural history.

Local historic district designation reflects Gloucester's desire to stabilize and improve property values in such historic districts, to preserve specific buildings, to foster civic beauty, to strengthen the local economy and to promote the use of such districts and specific buildings for the education, pleasure and welfare of the residents of the Town of Gloucester. Through the establishment of a local historic district commission and the process of design review, Gloucester monitors and guides exterior alterations, demolitions and new construction in the district to preserve the past for the future.

On November 22, 1991, the Gloucester Town Council approved the appointment of the Town's first Historic District Commission. There are about 100 properties in the Chepachet Village Local Historic District. The Gloucester Historic District Commission (GHDC) reviews all new construction on any existing lot or lots, including window replacements, paint color changes and any construction, alteration, removal or demolition of a structure affecting the exterior appearance of any structure, including appurtenances within the Historic District. A certificate of appropriateness is necessary for all new construction on any existing lot or lots, including window repair/replacements, paint color changes and any construction, alteration, removal or demolition of a structure affecting the exterior appearance of any structure, including appurtenances within the Historic District. A certificate of appropriateness is required before the issuance of a building permit.

Each potential grant recipient will be required to obtain a Certificate of Appropriateness from the GHDC prior to any work commencing at the property.

All work must comply with the Secretary of the Interior's Standards and Guidelines for Rehabilitation. These Standards and Guidelines pertain to buildings of all occupancy and construction types, sizes and materials. They apply to permanent and temporary construction on the exterior of existing buildings within the local historic district as well as new construction. The GHDC cites one or more of these standards in each decision it makes on an application.

1. The property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time, and those changes that have acquired historical significance in their own right shall be retained and preserved.
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historical materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would not be impaired.

FUNDING AVAILABLE

There is a total of \$250,000 available for this subgrant program. A portion of this funding will be reserved for architectural and engineering related to the project selection and project implementation. While there is no match required for this grant program, proposals that include investment in addition to the grant funds will be evaluated higher. It is anticipated that 3-5 grant awards will be made.

TIMELINE

Proposals are due no later than 4:00 p.m. on October 9, 2020. Proposals may be mailed or hand delivered in a sealed envelope marked “Glocester Historic Revitalization Subgrant Program” and delivered to:

Glocester Town Hall
1145 Putnam Pike
Chepachet, RI 02814
ATTN: Karen Scott, Town Planner

NOTE: Proposals received after the due date and time or missing required information will not be considered. Proposals faxed or e-mailed to Town Hall or otherwise misdirected to other locations will not be considered.

Grant awards are expected to be announced in November 2020. All proposals awarded funding will be required to obtain a Certificate of Appropriateness from the GHDC and National Park Service approval prior to executing a Project Cooperative Agreement with the Town of Glocester. No work may commence until the Certificate of Appropriateness and National Park Service approval is obtained and a Project Cooperative Agreement is executed. If, after a four (4) month time period, the grantee has not obtained the required Certificate of Appropriateness and National Park Service approval and/or the Town of Glocester can reach no consensus on a Project Cooperative Agreement, the Town may rescind the grant offer. Projects should target an 18-month maximum timeframe for the completion of the construction projects. Building permits must be obtained for all projects.

ELIGIBLE ENTITIES

Owners of commercial and mixed use buildings that are contributing structures to the Chepachet Village National Register District are invited to submit proposals for the historic revitalization subgrant program. Religious institutions are not eligible for these grant funds.

ELIGIBLE ACTIVITIES

Proper, regular maintenance is vital for all structures in a local historic district. Eligible activities include repair, in-kind replacement and restoration activities. In all cases, in-kind replacement will only be considered if repair and/or restoration have been deemed unfeasible by the Gloucester Historic District Commission. No interior work is eligible for grant funding. Exterior work only is eligible for grant funds.

Definitions

Repair - Work meant to remedy damage or deterioration of a structure or its appurtenances, which will involve no change in materials, dimensions, design, configuration, texture or visual appearance.

Restoration - Re-creating an original architectural element so that it closely resembles the appearance it had at some previous point in time, based on historical, documentary, physical or pictorial evidence.

In Kind Replacement - Replacement of an architectural feature damaged or deteriorated beyond repair, where the new feature will match the feature being replaced in design, materials, dimensions, configuration, texture and visual appearance.

Eligible Repair/Restoration/ Replacement Projects

- **Exterior Wood** - Wood shingles and clapboards and wood trim elements such as corner boards, brackets, belt courses, window and door surrounds, moldings and other decorative features. Removal of inappropriate siding materials (ex. Aluminum or vinyl siding) and replacement with appropriate materials.
- **Masonry** - Brick, stone, stucco and concrete, including repointing and approved methods of gentle cleaning.
- **Painting** - Repainting of exterior surfaces.
- **Doors** - Exterior doors including transoms, porticoes, sidelights, pilasters, and columns.
- **Porches and Steps** - Exterior porches, steps, railings, including caps and balusters.
- **Windows** - Repair and appropriate replacement of windows, including the installation of storm windows.
- **Roofing and Gutter Systems** - Repair and appropriate replacement of roofing including cresting rails, balustrades, finials, cupolas, monitors, chimneys, headhouses and roof decks and gutter systems, including flashing, gutters, leaders and downspouts.
- **Signage** – Signage requests will be considered on a case by case basis.

SUBMISSION REQUIREMENTS

All proposals must include the following:

1. A completed application for grant funding, including signatures from the applicant. Each property owner must sign the Owner Authorization Form. If the property owner is a corporation or other entity, please include documentation of the eligible signatories on behalf of the corporation/entity.
2. Cost estimates for each element of the work proposed. **A written quote prepared by a licensed contractor is required for all work elements proposed for funding.**
3. Long term vision for the property beyond improvements funded by the subgrant program, if applicable.

EVALUATION OF PROPOSALS

The primary purpose of the historic district ordinance is to preserve districts and specific buildings of the Town of Glocester which reflect elements of its cultural, social, economic, political and architectural history. Alterations which recognize, maintain and preserve distinctive features, materials, finishes, construction techniques and examples of craftsmanship will help to protect the integrity of the historic property and the district.

Proposals will be evaluated, scored and ranked by a Review Committee assembled by the Town Council of the Town of Glocester. Scoring of proposals will be based upon the following criteria:

Contributing structure to the Chepachet Village National Register District	Threshold Requirement
The historical and architectural significance of the structure and its appurtenances	25 points
The visibility of the structure and its appurtenances within the district	25 points
The impact of the proposed changes to expand existing or provide opportunities for new small businesses in the historic district	15 points
Recent (past 2 years) or proposed investment by the property owner in the property.	15 points
Requested grant amount is consistent with level of effort proposed in Scope of Work.	5 points
Clarity of the improvements articulated in the scope of work	5 points
The impact of the proposed changes to expand or provide opportunities for new residents to live in the historic district	5 points
The impact of the proposed changes to expand or provide opportunities for tourism in the historic district	5 points
TOTAL:	100 points

The Review Committee may conduct site visits to some or all of the properties. The Review Committee may also request additional information from some or all of the applicants to assist in clarifying a grant request.

FURTHER INFORMATION

Questions related to this subgrant program may be directed to Karen Scott, Town Planner in writing only, by e-mail karenscott@glocesterri.org or by mail to 1145 Putnam Pike, Chepachet, RI 02814.

NOTICE TO APPLICANTS

1. All costs associated with developing or submitting a proposal in response to this request or to provide oral or written clarification of its content shall be borne by the applicant. The Town assumes no responsibility for these costs. No costs incurred prior to an executed Cooperative Agreement are eligible for reimbursement.
2. Applicants are advised that all materials submitted to the Town of Glocester for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
3. The Town reserves the right to accept or reject any or all proposals or to offer grants at lesser amounts than requested. All grants are subject to the availability of federal funding in the levels anticipated at the time of this offering.
4. Any award resulting from this invitation will be subject to the 2 CFR 200.317, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (https://www.ecfr.gov/cgi-bin/text-idx?SID=f56763b6f3b4fcc0b3f44463ec66f0b9&mc=true&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl), or The Town of Glocester Procurement Policies, whichever is more restrictive.
5. All subgrants must follow the Historic Preservation Fund Grant Manual - https://www.nps.gov/preservation-grants/manual/HPF_Manual.pdf
6. All grant funds will be issued as reimbursements to qualified requests. Invoices must be submitted for completed work within the grant scope in order to receive funding. No project expenses outside the scope of work outlined in the Cooperative Agreement will be reimbursed by the Town. Any violation of the applicable accounting or procurement procedures or failure to comply with grant award conditions may result in forfeiture of grant funding reimbursement.
7. A mandatory meeting with Town officials and successful grantees with their contractors will be required prior to the commencement of any work. All work associated with the grant funds must be completed by a qualified contractor licensed in the State of Rhode Island, bonded and insured. In addition, any contractor performing work under this grant program will be required to provide evidence of qualification in restoration and rehabilitation of historic buildings.
8. All projects must include a sign to be designed and produced by the Town of Glocester, visible and accessible to the public throughout the term of the project noticing that the project is being supported in part by a grant from the Historic Revitalization Subgrant Program from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.

9. The use of federal funds to improve public buildings, to finance services or programs contained in public building, or alter any building or facility financed in whole or in part with Federal funds (except privately owned residential structures), requires compliance with the 1990 Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Architectural Barriers Act (ABA).
10. All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended;; Title V, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; and with all other Federal law and regulations prohibiting discrimination on the grounds of race, color, sexual orientation, national origin, disabilities, religion, age or sex.
11. Section 54 USC 302902 of the National Historic Preservation Act requires that Historic Preservation Fund grantees agree to assume, after completion of the project, total cost of the continued maintenance, repair and administration of the grant-assisted property in a manner satisfactory to the Secretary of the Interior. All grant awardees shall sign a Preservation Covenant/Easement with the State Historic Preservation Officer. The term of the covenant/easement must run for 5-20 years determined by the amount of the subgrant. The covenant/easement must be executed by registering it with the deed of the property.



Town of Gloucester, RI
Chepachet Village National Register District
Historic Revitalization Subgrant Program Application

This application form must be submitted for all subgrant applications.

APPLICANT INFORMATION

Applicant Name: _____
Primary Contact (if applicant is an organization): _____
Applicant Address: _____
Applicant Phone: _____ Applicant E-mail: _____

OWNER INFORMATION (Owner Authorization form must be completed for each owner)

Owner Name (s): _____

PROJECT INFORMATION

Historic Property Name: _____
Physical Address/Location of the Project: _____
Assessor's Plat and Lot (s) of Project: _____
Zoning District: _____ Year Built: _____

Is this project a contributing structure to the Chepachet Village Historic District? Yes No

TYPE OF PROJECT (select all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Exterior Wood | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Roofing and Gutter Systems |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Porches and Steps | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Other: _____ |

BUDGET SUMMARY (Attach complete itemized budget for the proposed project on a separate sheet). **A written quote prepared by a licensed contractor is required for all work elements proposed for funding.**

Total Project Cost: _____

Total Grant Request: _____

Total Applicant Contribution for *Current* Project: _____

This can include work to be completed or cash funding towards the project proposed for funding. Please attach an itemized list of all additional investment proposed as part of the project.

ACKNOWLEDGMENTS

By signing this application form, I acknowledge and understand that:

- Section 54 USC 302902 of the National Historic Preservation Act requires that Historic Preservation Fund grantees agree to assume, after completion of the project, total cost of the continued maintenance, repair and administration of the grant-assisted property in a manner satisfactory to the Secretary of the Interior. All property owners shall sign a Preservation Covenant/Easement with the State Historic Preservation Officer. The term of the covenant/easement must run for 5-20 years determined by the amount of the subgrant. The covenant/easement must be executed by registering it with the deed of the property.
- All projects must include a sign to be designed and produced by the Town of Glocester, visible and accessible to the public throughout the term of the project noticing that the project is being supported in part by a grant from the Historic Revitalization Subgrant Program from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.
- All costs associated with developing or submitting a proposal in response to this request or to provide oral or written clarification of its content shall be borne by the applicant. The Town assumes no responsibility for these costs. No costs incurred prior to an executed Cooperative Agreement are eligible for reimbursement.
- A mandatory meeting with Town officials and successful grantees with their contractors will be required prior to the commencement of any work. All work associated with the grant funds must be completed by a qualified contractor licensed in the State of Rhode Island, bonded and insured. In addition, any contractor performing work under this grant program will be required to provide evidence of qualification in restoration and rehabilitation of historic buildings.
- All proposals awarded funding will be required to obtain a Certificate of Appropriateness from the GHDC and National Park Service approval prior to executing a Project Cooperative Agreement with the Town of Glocester. No work may commence until the Certificate of Appropriateness and National Park Service approval is obtained and a Project Cooperative Agreement is executed. If, after a four (4) month time period, the grantee has not obtained the required Certificate of Appropriateness and National Park Service approval and/or the Town of Glocester can reach no consensus on a Project Cooperative Agreement, the Town may rescind the grant offer. Projects should target an 18-month maximum timeframe for the completion of the construction projects. Building permits must be obtained for all projects.

The applicant hereby certifies that all of the information contained in this grant application is true and correct and all materials required by the submission checklist have been submitted.

Applicant Signature

Date

Printed Name

For Glocester Planning Office use only

Date Received: _____ Application Number: _____



**Town of Gloucester, RI
Owner Authorization Form**

Owner Authorization Forms for each owner of the property being considered for a Chepachet Village National Register District Historic Revitalization Subgrant are required.

I, _____ hereby certify that I am an/the owner of property designated as Plat _____, Lot _____, as shown on the Town of Gloucester Tax Assessor Maps.

ACKNOWLEDGMENTS

By signing this owner authorization form, I acknowledge and understand that:

- Section 54 USC 302902 of the National Historic Preservation Act requires that Historic Preservation Fund grantees agree to assume, after completion of the project, total cost of the continued maintenance, repair and administration of the grant-assisted property in a manner satisfactory to the Secretary of the Interior. All property owners shall sign a Preservation Covenant/Easement with the State Historic Preservation Officer. The term of the covenant/easement must run for 5-20 years determined by the amount of the subgrant. The covenant/easement must be executed by registering it with the deed of the property.
- All projects must include a sign to be designed and produced by the Town of Gloucester, visible and accessible to the public throughout the term of the project noticing that the project is being supported in part by a grant from the Historic Revitalization Subgrant Program from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.
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National Park Service approval and/or the Town of Gloucester can reach no consensus on a Project Cooperative Agreement, the Town may rescind the grant offer. Projects should target an 18-month maximum timeframe for the completion of the construction projects. Building permits must be obtained for all projects.

I hereby authorize and am in agreement with the application, signed by _____ (applicant), for a Historic Revitalization Subgrant for the subject property.

Owner Address: _____

Owner Phone: _____ Owner E-Mail: _____

WITNESS its name this _____ day of _____, _____.

BY: _____

Signature of Owner

STATE OF _____

County of _____

In _____ on the _____ day of _____,

before me personally appeared _____ (name) to me known and known by me to the party executing the foregoing instrument and acknowledged said instrument, by him/her executed, to be his/her free act and deed, as _____ (individual, corporation, trustee, partnership, non-profit, etc.).

Notary Public

My Commission Expires: _____