



Historic Preservation Pipeline Initiative Grant

Application Guide

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Application Process Overview

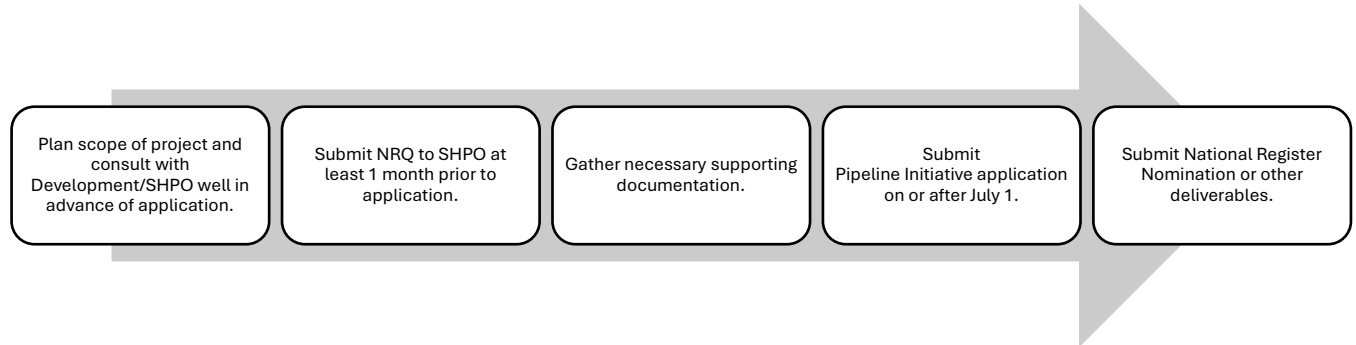
The primary goal of the Pipeline Initiative is to develop a pipeline of properties that are eligible for redevelopment assistance through the Ohio Historic Preservation Tax Credit program.

The Pipeline Initiative is non-competitive, and grants are awarded on a first come, first served basis to projects that meet all the eligibility requirements and have complete applications. The program allocation is refreshed on the first day of the state fiscal year (July 1); the award cycle begins each year on this date. The total allocation available is \$100,000 and, in the past, this has been fully allocated within a few months of the beginning of the fiscal year. After that amount has been allocated to eligible projects, the application portal will be closed until the next fiscal year begins. Applicants are encouraged to apply on July 1 or shortly after for the best possible opportunity for available grant funding.

Prior to submitting an application, all applicants are encouraged to discuss their project with both the Ohio Department of Development’s Office of Strategic Business Investments and the State Historic Preservation Office. Applicants are encouraged to read the additional attachment, Program and Policy Guidelines, prior to starting an application.

Application information and documentation requirements are below. Please read all instructions carefully before submitting your application.

Timeline and Program Contacts



Program Contacts

Ohio Department of Development
Lisa Brownell
(614) 752-2345
lisa.brownell@development.ohio.gov

State Historic Preservation Office
(614) 298-2000
shpo@ohiohistory.org

Online Application

The program application is available at <https://development.ohio.gov/HistoricPipeline>. An account must be created at the Agency Web Portal Login with a username/email address and password to begin and access applications. This account will allow access to the application at any time before submittal and will also allow you to access applications for reference after they have been submitted. Application viewing is linked via the username/email address, such that all applications created under the same username/email can be accessed by that login. Development strongly encourages applicants to use a building owner’s email, rather than a consultant’s email, for this login.

After the login access is created, the applicant is directed to Development’s applications portal. Click “Ohio Historic Pipeline Grant” to advance through the portal.

Once the applicant reaches the “Ohio Historic Pipeline Grant Application Welcome” window, the applicant will enter their Federal Tax ID (FEIN) and click continue. If the applicant does not have an FEIN, please email Lisa Brownell at lisa.brownell@development.ohio.gov for an alternative application process.

Next, an application list will appear, and you can either begin a new application, via the “+ New Application” button below, or revisit an existing application by clicking on the “View/Edit” icon of an in-progress application. Note that applications will still be accessible to view and print after they are submitted (in a read-only format). Once you have completed the login process, you are ready to begin filling out the application.

TIPS

- Use the “Save & Next” button to move between sections in the application.
- **Never** use the web browser’s back button. Use the tabs at bottom of each page (“Previous” and “Save and Next”) to navigate forward and reverse.
- Information entered will not be saved until the “Save” or “Save and Next” button at the bottom of each page is used.
- While moving through the application, click the “Save” button periodically to save application information.
- Attachments for requested information are in Section C - Supporting Documentation. Click “Upload Files” to browse your documents from your files. Please select the appropriate attachment for the document being attached as requested in the application. Once the document loads, click “done” and move onto the next file upload.
- The application will accept attachments in PDF, Excel, JPG, and Word format. However, PDF format is recommended for all attachments. Try to keep file sizes at 5 MB or smaller.
- Please review your application before submitting.
- To exit out of the application before submittal, click “Save” and then “Back to Application List” or you may logout by clicking on the applicant profile drop-down menu in the right-hand corner and clicking “Logout”. The partially completed applications will be retained in the portal and can be accessed through the log-in process in the “Ohio Historic Pipeline Grant” window.

Step-by-Step Instructions

The following step-by-step instructions are provided to assist applicants in completing the online application. The application includes similar instructions throughout the question to aid applicants. Please refer to both to guide you through the application. Applicants are responsible for reading and complying with all instructions prior to submission.

SECTION A - Project Information

1. Project Types- Three primary project types can be eligible for grant funding. Choose which project type best defines which you are seeking grant funding for. Project types are listed below.

Type A) National Register Nomination for Individual Building (up to \$4,000)

- Eligible Activities: Research and consulting to complete forms to nominate an individual building to the National Register of Historic Places. County courthouses may be the subject of a Type A application if National Register designation will encourage redevelopment of historic buildings in close proximity.
- Eligibility: Requires support of building owner. A Building must not have already been included in an application to the Ohio Historic Preservation Tax Credit program.

Type B) National Register Nomination for a Historic District (up to \$12,000)

- Eligible Activities: Research and consulting to complete forms to nominate or amend historic district to the National Register of Historic Places.
- Eligibility: Requires support of building owners and local jurisdiction (municipality or township).

Type C) National Register Integrity Investigation of an Individual Building (up to \$12,000)

- Eligible Activities: Brick and mortar activities to the exterior of a building to reveal intact historic materials. Activities can include removal of non-historic alterations (e.g. non-historic facades) and weatherization necessary as a result of the work, but not installation of materials that attempt to recreate a historic appearance. All proposed work will be reviewed and must meet the U.S. Secretary of Interior’s Standards for Rehabilitation. Requests for awards larger than \$12,000 will be considered for projects with significant economic development potential.
- Eligibility: Requires approval of building owner. the building(s) must not have already been included in an application to the Ohio Historic Preservation Tax Credit program.

Other types of projects may be eligible for funding, including Multiple Property Documentation (MPD). Please consult with Development if you are planning to undertake this type of project or have an idea for another type that does not exactly fit in one of the other types.

2. Name of Project and Address

- Provide the name of the project – if it is an individual building it will be the name or street address of the building (e.g. 123 Main Street or The Smith Building). If the project is to nominate a district, provide the name of the historic district (e.g. Downtown Elmvile Historic District).

3. Applicant Information

- The entity who will be receiving the grant should be listed here. It can be an individual, government organization, nonprofit, or business entity.
- The owner’s name is only required for individual properties, (i.e. Type A and Type C projects).

4. Building Owner Information

- The owner of the building, including address and contact information.
- For Type A and Type C projects only the owner’s name is required for individual properties.
- For Type B projects, with multiple building owners, please use the following naming convention for the required fields:
 - Building owner first name: “Multiple”
 - Building owner last name: “Owners”
 - Organization, if applicable: State the name of the organization that represents the building owners, if applicable for type B projects.

5. Project Financial Information

- Enter the cost to complete the project on which the grant dollars will be spent (prepare a National Register nomination, perform brick and mortar integrity investigation work, etc.). This does not refer to the cost of the rehabilitation project that may occur in the future.
- Enter the amount of grant funds you are requesting. Maximums are \$4,000 for Type A, \$12,000 for Type B, and \$12,000 for Type C.
- Attach a basic budget ([SECTION C - Supporting Documentation](#)) for both sources and uses of funds. In addition to anticipated Pipeline Initiative grant funds, please identify by name any other funding sources committed or anticipated at the time of application. Provide vendor estimates, if available at the time of application, to document all proposed uses. No in-house expenses may be supported by grant funds; only third-party invoices will be reimbursed.

6. National Register Questionnaire

- Enter the date the applicant submitted the NRQ to SHPO. Applicant needs to have a “green light” response from the SHPO prior to applying for Pipeline funding which will be attached in ([SECTION C - Supporting Documentation](#)).

SECTION B - Narratives

Indication of Support

This textbox will be used to include statements of support from ownership for Type A and C projects only. If the applicant is the owner, enter in the box a statement that confirms that. This will be used in lieu of the “Supporting Documents” attachments for Section C. If the applicant is not the owner, attach a letter from the building owner that acknowledges the application for Pipeline Grant funds and enter into the box a description of the attached letter.

Project Description Narrative

Project Description: Provide a short description of the project proposed to be undertaken with the Pipeline Initiative funding. Include information about how the project was initiated, goals of the project, all project partners, and the role of each partner in the project. This narrative should not include information about a potential rehabilitation project and/or redevelopment potential of the property or properties as this will be requested in the next section.

The project description should include a work schedule identifying major timelines for completing the project. Projects are expected to be initiated within 60 days of approval and to be completed within one year of approval.

Type A and B projects: Include a work schedule with anticipated submission date of nomination to the State Historic Preservation Office.

Type C projects: Explain how it has been determined that historic materials and features remain and attach detailed specifications for removal of non-historic materials. All proposed work will be reviewed and must meet the U.S. Secretary of Interior’s Standards for Rehabilitation.

Redevelopment Potential Narrative

The primary goal of the Pipeline Initiative is to develop a pipeline of properties that are eligible for redevelopment assistance through the Ohio Historic Preservation Tax Credit program. In this section, applicants will provide a narrative explaining why the building or buildings have potential for commercial or multi-family housing redevelopment using the Ohio Historic Preservation Tax Credit program. Include information about local planning or redevelopment efforts; existing zoning; development trends; developer or investor interest; or the physical condition, structure and location of the property or properties that demonstrates potential for redevelopment investment. Also include information on why these conditions are not expected to change during the duration of the project. If the project is an individual nomination of a county courthouse to the National Register, explain how designation of the building will lead to redevelopment of historic buildings in close proximity to the courthouse.

SECTION C - Supporting Documentation

Property Owner Support –

- Individual building/ property (Type A), If the applicant is the owner provide a statement from that person/entity stating that **in Section B – Narratives “Indication of Support”**
- Or
- Individual building/ property (Type A), If the applicant is not the owner provide a letter from the building owner that acknowledges the application for Pipeline Grant funds **in Section B – Narratives “Indication of Support”**

- Historic District (Type B), Include a letter of support from an organization that represents property owners. Attachment includes a letter written by an organization that represents the property owners to demonstrate support for the project.
- Or
- Historic District (Type B), Include a letter of support from majority of property owners. The applicant may supply a letter of support signed by a majority of property owners in the district or individual letters signed by a majority of property owners to demonstrate support for the project.

- Integrity Investigation (Type C), If the applicant is the owner, provide a statement from that person/entity stating that **in Section B – Narratives “Indication of Support”**
- Or
- Integrity Investigation (Type C), If the applicant is not the owner, provide a letter from the building owner that acknowledges the application for Pipeline Grant funds **in Section B – Narratives “Indication of Support”**

Supporting Documentation

- NRQ Response Letter: All applicants (for projects Type A, B, or C) should attach a copy of the NRQ response letter from SHPO.
- Project Budget: All applicants (for projects Type A, B, or C) should attach a copy of the project budget. This should only include sources and uses for the scope of the project for which the Pipeline Grant funds are requested, not the larger future redevelopment project.
- Project Estimate from vendor: All applicants (for projects Type A, B, or C) may attach a copy of estimate from consultant(s) to support the budget. This is not required, but is preferred.
- Letters of support from highest elected official of jurisdiction where project is located: This is required for Type B projects only. This should be a letter signed by the highest elected official in the jurisdiction in which the project is located. This is usually the mayor.
- Project narrative supporting documentation: If you need more space than was provided in the text box for project narrative, attach additional pages here. This is not required.
- Redevelopment potential narrative supporting documentation: If you need more space than was provided in the text box for redevelopment potential narrative, attach additional pages here. This is not required.

Submission

The final step prior to submitting the application is to sign and date on the submit tab. This form acts as the official signature on the application.

After completing all of the fields and attaching all necessary documentation, applicants may click on the green “Submit Application” button at the bottom of the application page. This will **not** provide the applicant an opportunity to review each section of the application and the attachments prior to submission, so be sure to review your application in its entirety before clicking the submit button.

If any required fields have not been completed in the application, an error message will come up at the top of the application. This message will prompt the applicant to complete the identified fields, listing the sections/questions that need to be completed. Once the identified fields have been completed, the applicant will allow you to submit successfully.

Once the application has been submitted, a confirmation email will be sent to the email address that was used to establish the login account. This email may go to your spam folder, but if you do not receive this email, contact Lisa Brownell.

To access and/or print the application after submittal, log in to the application portal with the username/email and password created at the initial log in. Click the “Ohio Historic Pipeline Grant” on the application list to reach the “Ohio Historic Pipeline Grant Application List” window. Then, select the appropriate application to “View/Edit”, You may save/print each application tab (Project Information/Narratives/Supporting Documentation/Submit) by right clicking on the page of the tab you wish to print, then click on “Print...” and the print dialog box will come up. You may either print it on paper or save as PDF.

Please read all instructions carefully before submitting your application.