

Grant Application: Historic Preservation Fund Grants for Development & Pre-Development Projects

GUIDELINES FOR PREDEVELOPMENT PROJECTS

Historic Preservation Fund grants are available for the rehabilitation of Alaska buildings and structures listed in the National Register of Historic Places, individually or as contributing properties to a listed historic district. These grants can also be used to development different levels of predevelopment reports. This document highlights information expected for different predevelopment projects.

HISTORIC STRUCTURES REPORTS

Historic Structure Reports (HSRs) are multi-disciplinary planning documents, often created by a team of professionals to evaluate many aspects of a property simultaneously. It is a thorough record of existing historical research and resources as well as existing conditions. The HSR provides a forum to identify historic fabric and the means to minimize its loss, damage, or any adverse effects upon it. From an understanding of the historic fabric, long-term alternative actions and their impact on the site can be explored in the planning phase. The project team evaluates and documents:

- History of the construction, alterations, owners, and significant events at the property based on physical and documentary evidence
- Current conditions
- Remaining significant and character-defining features
- Evaluation of current and proposed program needs in relation to the historic fabric
- Recommended overall treatment approach (preservation, rehabilitation, restoration, or reconstruction)
- Recommended treatments for individual features or areas
- Prioritization of recommendations and cost estimates
- Identification of future areas of research or documentation

In order to integrate the many pieces of information into a coherent and comprehensive whole, the historic structure report is generally organized into two principal sections preceded by a brief introduction that summarizes overall findings and recommendations and provides project administrative data. The main sections of the report consist of (1) a narrative that documents the evolution of the building, its physical description, existing condition, and an evaluation of significance; and (2) a discussion of historic preservation objectives, together with recommendations for an overall treatment approach and for

specific work. The report is usually supplemented with footnotes or endnotes, bibliography, and appendices of historical documentation and technical data.

In general, when extensive and costly projects are planned, it may be prudent to invest in an HSR that can better provide a more complete documentary record and fully informed analysis which will result in a more efficient and economically appropriate project.

Sample HSR outline:

Cover Page
Table of Contents
Introduction
Study Summary
Project Data

Part 1—Developmental History

This section consists of a narrative report based on historical research and physical examination documenting the evolution of the building, its current condition and causes of deterioration, and its significance.

- *Historical Background and Context*—a brief history of the building and its context, its designers and builders, and persons associated with its history and development.
- *Chronology of Development and Use*—a description of original construction, modifications, and uses, based on historical documentation and physical evidence.
- *Physical Description*—a description of elements, materials, and spaces of the building, including significant and non—significant features of the building.
- *Evaluation of Significance*—a discussion of significant features, original and non—original materials and elements, and identification of the period(s) of significance (if appropriate).
- *Condition Assessment*—a description of the condition of building materials, elements, and systems and causes of deterioration, and discussion of materials testing and analysis (if performed as part of this study).

Part 2—Treatment and Work Recommendations

This section presents the historic preservation objective and selected treatment (preservation, rehabilitation, restoration, or reconstruction), requirements for work, and recommended work that corresponds with the defined treatment goal.

- *Historic Preservation Objectives*—a description and rationale for the recommended treatment and how it meets the project goals for use of the building, e.g., rehabilitation for a new use, restoration for interpretive purposes, etc.
- *Requirements for Work*—an outline of the laws, regulations, and functional requirements that are applicable to the recommended work areas (e.g., life safety, fire protection, energy, conservation, hazardous materials abatement, and handicapped accessibility).
- *Work Recommendations and Alternatives*—a presentation of tasks recommended to realize the proposed treatment approach; evaluation of proposed solutions; and description of specific recommendations for work, including alternate solutions, if appropriate.

Notes, Bibliography and Appendices

- Footnotes or endnotes
- Bibliography, annotated if possible
- List of sources of information (e.g., archives, photograph collections)
- Appendices (e.g., figures, tables, drawings, historic and current photographs, reference documents, materials analysis reports, etc.)
- Index (if the report is particularly long or complex)

Supplemental Record of Work Performed. This section documents work performed, which may include planning studies, technical studies such as laboratory studies or structural analysis, or other investigation work that was not part of the scope of the original historic structure report, and records physical work on the building (construction documents, annotated drawings, photographs). The section is usually added later to update the report, as most historic structure reports are issued prior to implementation of the recommended treatment approach and specific work. It is sometimes referred to as Part 3 of the report.

- *Completion Report*—a record of the work accomplished, physical evidence discovered during construction, and how findings affect interpretation of the building.
- *Technical Data*—a collection of field reports, material data sheets, field notes, correspondence, and construction documents.

PRESERVATION PLAN

Preservation Plans tend to be prepared to assess and guide the effects of a proposed treatment or construction-related capital project on the existing fabric of a property. Examples of such actions may include repair or replacement of historic fabric, change in use, systems upgrades, code compliance or accessibility upgrades, and hazardous materials abatement. Preservation Plans should include as much historical research and existing conditions documentation as is necessary to substantiate its recommendations but are not meant to be the complete documentary record of existing conditions that would be found in an HSR. Preservation Plans are similar to HSRs but:

- They tend to be prepared immediately preceding a specific capital improvement project
- The history of the construction, alterations, owners, and significant events at the property is abbreviated in detail and is generally limited to what is directly affected by the contemplated project. Since they are often prepared for a specific project, the long-term benefit of the Preservation Plan as a resource document is considerably less than an HSR.

Often, Preservation Plans are undertaken instead of HSRs due to funding limitations. Although this may not be the best alternative, a Preservation Plan can still be a useful tool for owners and stewards. In instances in which an HSR would be preferred if financial

resources were available, the identification of areas of future research becomes an important and strategic component of the Preservation Plan.

MAINTENANCE PLAN

Developing a maintenance plan is an effective way to manage the routine maintenance tasks that are essential to extending the life of your historic property. Not only does maintenance preserve the integrity of your property's original historic and character-defining features, but it also prevents major building system failures and provides a safe environment for the occupants.

A maintenance plan is a document that includes background information about the property, a schedule for regular maintenance, and a record of work completed. It can be as short as a few pages or it can fill an entire binder, but whatever its size, *it needs to be useful*. A good maintenance plan is one that you will refer to regularly as you take on repair and maintenance projects, and its components will ensure you have the data to protect your historic property for generations to come.

Components of a Maintenance Plan:

1. Description of character-defining features

Before you can satisfactorily maintain a property, you need to understand it, which is why the first component of your maintenance plan should be a description of the property's character-defining features. Knowing what makes your home distinctive will guide you in protecting its most valuable assets during maintenance projects. The National Park Service defines character-defining features as “the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as the various aspects of its site and environment.”

The National Parks Services' *Preservation Brief 17: Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character* contains a useful checklist/questionnaire to help you create your list of character-defining features.

2. Construction chronology

The next piece of your maintenance plan is a timeline of the property's construction, alterations, and additions. Like the architectural description, the construction chronology is an aid for identifying which historic features are original and later additions, and which

of the character-defining features require special attention. Begin your chronology with the property's original construction date, followed by the dates of any subsequent additions or alterations.

3. Photographs and drawings

Historic photographs, architectural plans, sketches, drawings, and current photographs are the final component of the background information included in your maintenance plan. Gather whatever is available to you. Again, these historic documents are a good source for documenting the materials that are original and distinctive. You may also want to include a collection of recent photos, taken annually, and use them comparatively to identify deteriorated conditions that may not be obvious otherwise.

4. Schedule

The next step is to create a schedule for periodic inspections and common tasks. The National Park Service, in *Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings*, recommends the following schedule for regular inspections of your historic property:

- *Annually:*

inspect your roof, chimneys, exterior walls and porches, windows, foundation and grade, building perimeter, and entryways for deteriorated materials.

- *Every six months:*

Inspect your doors and roof drainage. After the inspection, clean the gutters and drains, and conduct any necessary maintenance at the doors.

- After major storms or electrical outages, complete an inspection of the property to identify any damage that may need to be corrected immediately.

5. Records of work completed

Lastly, your maintenance plan should include copies of all estimates, contracts, warranties, paint colors, and anything else related to work at the property.