

# Historic District Roof Stabilization Grant Guidelines

The Historic District Roof Stabilization Grant will match 25% of eligible improvements up to \$12,500.00 every ten years, per property. The intention of the Roof Stabilization Grant is to provide financial resources to assist in repair and replacement of roofs and roofing systems, to further promote general safety, health and welfare of all individuals visiting properties located in downtown Winchester. Applicants will send in the application, with required documentation. Once the grant(s) are approved, turn in receipts to receive funds. Grants are funded by the Downtown Development Investment Fund (DDIF).

## Eligible Improvements

- Entire removal and replacements of roofs located inside the Historic District of downtown Winchester.
- Substantial repairs (50% or above) of existing roofing systems.
- Guttering and water abatement systems are eligible only if the current roof is certified as being in good working condition and less than ten (10) years old. A certification from a licensed and insured roofing contractor shall accompany the application.
- Any other roof stabilization improvements not listed above will be considered on a case-by-case basis by the DDIF committee.

## Program Parameters

- Historic District Roof Stabilization Grant is a 25% match with a cap of \$12,500 per property.
- All Roof Stabilization Grant applications must include at least one (1) bid from a licensed and insured roofing contractor. Both the bid and a current certificate of insurance must be submitted with the application.
- Verification of final payment and release of any claim to future lien-positions must be documented prior to disbursement of Roof Stabilization Grant monies.
- Once the project is completed, building inspection will verify, via an onsite inspection, that work was completed to applicable standards and issue a Certificate of Completion prior to final release of the grant monies.
- All replacements or repairs must carry a ten (10) year Warranty to be eligible for the Roof Stabilization Grant. Contractors completing any work associated with the grant, will be required to execute the attached Roof Stabilization Guarantee and Warranty for Repair, with a duplicate copy presented to the DDIF Committee.
- The property must be located within the Downtown Historic District (see map).
- Applications must be submitted and verified prior to commencement of work for which the Roof Stabilization Grant is applicable.
- Verification of project completion must be submitted and approved within one hundred eight (180) days from the date the Roof Stabilization Application is approved. Appeals for

extension must be filed no later than thirty (30) days from the expiration of the above deadline, and may be granted at the discretion of the DDIF Committee.

- Once the project is completed, applicants must submit an “end-of-project” summary including applicable receipts, work orders and photographs which will be verified on-site by the MSW Executive Director or representative of the DDIF Committee.
- Individual properties are limited to receiving one (1) individual Historic District Roof Stabilization Grant per every ten (10) years. The commencement of the ten (10) years will start per the date of the reimbursement check, and will expire following the tenth (10<sup>th</sup>) calendar year anniversary.
- Applicants shall comply with all applicable building codes and the Winchester Zoning Ordinance and remain in compliance. Failure to do so will result in immediate forfeiture of an and all grants awarded, or mandated reimbursement of grant monies received.

## **Summary**

All decisions relating to awarding Historic District Roof Stabilization Grant monies are made according to the above criteria. Grants will be awarded as funds are available, and upon DDIF Committee review and approval. Applicants will be notified in advance, the date the DDIF Committee will meet, and are welcome to attend. Priority consideration will be given to applicants who meet the following criteria:

1. Urgency of the Roof Stabilization.
2. Guaranteed timeline in expediting completion of the project.
3. Historic relationship to adjacent structures.

Total renovation grant funds available will be limited to \$18,000.00 per fiscal year, per building. For questions related to the submission of a Roof Stabilization Grant Application, contact Main Street Winchester Executive Director Rachael Boyd at [RBoyd@winchesterky.com](mailto:RBoyd@winchesterky.com). Since this application utilizes public grant monies, please submit all questions relating to the grant application or parameters to the Executive Director at email listed above.

**Downtown Winchester Roof Stabilization Program  
Contractor's Ten (10) Year  
Roofing Guarantee & Warranty for Repair**

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Building(s) No(s).: \_\_\_\_\_

DATE OF SUBSTANTIAL COMPLETION AS CERTIFIED BY CONTRACTOR: \_\_\_\_\_

FROM: \_\_\_\_\_

PHONE FOR CLAIM OR RESPONSE:

\_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

(Contractor's Name & Address)

Manufacturer's Warranty/Guarantee/Project/Claim Number \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_

(Building Owner(s)' Name & Address)

cc: City of Winchester  
Main Street Director  
P. O. Box 40  
Winchester, Kentucky 40392

1. The above-named Contractor hereby guarantees to Owner, subject to the limits stated herein, that the labor, materials and workmanship are in accordance with the Contract documents, best standards of the industry and the Manufacturer's requirements, and such are free from defect in material and workmanship.
2. The above-named Contractor warrants the work to be and to remain watertight, free of evidence of major deterioration and failure (or pending failure). Normal aging of the roofing materials and normal wear and tear will not be considered major deterioration. Excessive failures or defects shall be evidence of major deterioration.
3. This warranty shall require the above-named Contractor to pay for materials and labor required to repair the roofing system to return it to a watertight condition if leaks occur due to: (a) ordinary wear and tear of any or all of the component materials of the roofing system; or (b) workmanship deficiencies at the time of application of the roofing system, all without additional cost to the property owner. Such replacement or repair work shall be equal to the existing system furnished under this contract, and shall conform with the recognized standards of the National Roofing Contractors' Association or as otherwise mutually agreed.
4. The warranty does not obligate the Contractor to repair the roofing system, or any part of the roofing system, for leaks resulting from: (a) natural disasters or acts of God; (b) misuse, abuse or negligence; (c) exposure of the roofing system components to damaging substances such as oil or solvents or to damaging conditions such as vermin; (d) changes to the roofing system not pre-approved in writing by the manufacturer; (e) failure of the building substrate (mechanical, structural or otherwise and whether resulting from building movement, design, defects or other causes), or improper drainage (ponding water greater than 48 hours); or (f) damages caused by vandalism, act of the Owner or others.
5. The Contractor shall not be responsible for leaks and damage resulting from water entry from any portion of the building structure not a part of the roofing system.
6. The above-named Contractor guarantees to fairly reimburse the Owner/City of Winchester the cost or value of the damages to the building(s) or contents caused by defects in materials or workmanship.
7. The time period covered by the requirement of the guarantee paragraph number 1 through 6 above, shall be as follows:







Base data provided by the office of Clark County Geographic Information System (CCGIS) Consortium, September 2014

### Historic District Overlay Map