



## Scope of Work Guidance for HRGP Applicants

The following guidance has been prepared by the Division of Historic Preservation & Archaeology (DHPA) to assist applicants to the Historic Renovation Grant Program (HRGP) in development of their scope of work in a manner that will meet the requirements of the program. The list below includes the most common treatments that have been submitted for the HRGP in the past and is not intended to be all inclusive of the possible scope of work items under the HRGP.

**Overall Guidance** – All work must follow the Secretary of the Interior’s Standards (Standards) and the Preservation Briefs, which are both published by the National Park Service and available online (see links below). The goal is to maintain the historic appearance of the building without creating a false sense of the historical development of the property. Existing non-historic configurations and materials can be repaired, but when removal or replacement is proposed, the new materials must be historically appropriate.

Secretary of the Interior’s Standards for Rehabilitation – <https://www.nps.gov/tps/standards/rehabilitation.htm>

Preservation Briefs - <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

### **Window Replacement**

- Desire for energy efficiency on its own is not a sufficient reason for replacement of historic windows. There are ways, such as storm windows and weather-stripping, to make historic windows more energy efficient. Refer to the Weatherization section of *Preservation Brief 9: The Repair of Historic Wooden Windows*.
- **Existing Historic Windows** – If you have historic windows that you want to replace then you need to provide the following information:
  - **Documentation of the existing condition of the windows.** This needs to include representative photographs of the overall conditions found on the building and does not need to include photographs of every single window.
  - **Repair vs. Replacement** – Repair of historic windows is always the preferred treatment; however replacement may be approved with adequate justification. Are the windows beyond repair? Would the repairs be too expensive? If repair is determined to be cost prohibitive, then the information provided should include cost estimates of repair (from qualified restoration contractors) vs. replacement.
  - **Replacement Windows** – If replacement is deemed necessary due to condition and/or the only feasible option due to cost, then product information on proposed replacement windows must be provided. The following are things to keep in mind when choosing replacement windows:
    - Typical concerns
      - Dimensions of window components must match the historic condition.
      - Windows must fill the entire historic opening and match the historic configuration/type of window.
      - Simulated divided lights are acceptable, but preferably they would include both interior and exterior grids (muntins) with internal spacer bars.
    - Wood windows
      - Vinyl windows are typically not an acceptable replacement for historic wood windows because the proportions are not historically appropriate.
      - Wood or aluminum clad wood windows generally meet the requirements as outlined in the Standards; however, other options may be approved if the proportions accurately match the historic condition.

- Metal/Steel windows
  - There is some room for adjustment on the location of functional portions of the windows if necessary due to the intended reuse of the building; however, the overall design and appearance must match the historic condition as closely as possible.
- **Existing Non-historic Windows** – If you have existing non-historic windows that you want to replace, then you need to provide the following information:
  - All items on the existing conditions and proposed replacement windows as listed above for replacement of historic windows, but there is typically more flexibility on options for replacement of non-historic windows. All windows must still fill the historic openings and match the historic configuration.
  - If proposing alterations to window type/configuration, we will typically require historic photographs to prove that the proposed changes are historically appropriate.

### **Storefronts**

- Photographs showing the existing storefront (both as a whole and detailed shots of condition issues) must be provided. This will likely require interior shots in addition to shots of the exterior to fully document the condition.
- Repair of the existing configuration with in-kind materials is always an approvable scope of work.
- Any changes to the configuration of the storefront must be historically appropriate for the building in both design and proportion. If historic photographs are available, then the storefront should be returned to the historic configuration. When historic photographs cannot be located, the proposed design will be evaluated for its proportion and consistency with a typical, historically appropriate configuration.
- Please refer to *Preservation Brief 11: Rehabilitating Historic Storefronts* for guidance on both repair of historic storefronts and the design of historically appropriate replacement storefronts.

### **Doors**

- **Historic Doors**
  - Repair is the preferred option when feasible. If the historic door is beyond repair, then photographic documentation must be provided to justify replacement. If repair is determined to be cost prohibitive, then the information provided should include cost estimates of repair (from qualified restoration contractors) vs. replacement.
  - If replacement is justified, then product information must be provided on the proposed replacement door (see below).
- **Replacement Doors**
  - All replacement doors must be historically appropriate. Residential style doors should not be installed on historic commercial buildings unless there is evidence that a similar door existed there historically.
  - The replacement doors must fill the entire historic opening and match the historic configuration as closely as possible.
  - Sometimes there are code concerns regarding door hardware and opening width that must be addressed that can result in a need to alter the historic configuration. If that is the case for your project make sure that information is provided in your application.
- **Garage/Overhead Doors**
  - The same general guidance above applies to overhead doors. There is some flexibility depending on the overall visibility of the doors because many of these type of doors are located on secondary elevations.
  - It is possible to replace overhead doors with storefront systems that mimic the look of historic overhead doors but allow for adaptive reuse of the building. If this is something you are considering, please contact DHPA staff for additional guidance.

### **Roof**

- Photographs showing the existing condition must be provided. If the roof is not visible from the ground or if it is inaccessible, a written description may be sufficient.
- Roofs must be replaced in-kind with the same material and color as the existing roof unless historic photographs are provided showing that a different material was originally used or if existing material is historically inappropriate and obviously a more modern alteration.

- If a change in material is proposed, then product information on the proposed replacement material must be provided.
- For roofs that are not visible from the ground, such as flat or membrane roofs, there may be additional flexibility on color and material.

### **Masonry**

- All repair must follow *Preservation Brief 1: Cleaning and Water-Repellent Treatments for Historic Masonry Buildings* and *Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings*.
- **Repointing/Tuck-pointing** – Typically hand tools are required to be used for mortar removal. The use of power tools such as grinders can cause major damage if they aren't used properly. Depending on the building, the width of the mortar joints, and the skill of the workers, sometimes grinders can be used on horizontal joints but they should never be used on vertical joints.
- **Water Repellent Coating** – If the use of water repellent is proposed, then an explanation of the need must be provided. Typically, water repellent isn't necessary and can create a long term maintenance issues due to the need to reapply it every few years. When water repellent is approved, it must be clear (no visible alteration to the masonry) and breathable.
- **Mortar** – Replacement mortar must match the color and composition of the historic mortar. Incompatible replacement mortar can damage historic masonry.

### **Siding**

- **Historic Siding**
  - If historic siding is present, then it must be repaired/replaced in-kind. If replacement is proposed, photographic documentation of the condition must be provided to justify the need for replacement.
- **Non-historic Siding**
  - If the existing condition is non-historic siding, then it can be repaired. If it is removed, then historically appropriate material should be installed, or if historic material remains beneath, it must be restored/repared if it is in a condition to do so.