



City of Phoenix

Historic Preservation Office

LOW-INCOME HISTORIC HOUSING REHABILITATION PROGRAM

In 1989, the city established a rehabilitation assistance program for historic housing occupied by persons with limited incomes. The Low-Income Historic Housing Rehabilitation Program uses the historic preservation bond fund to pay for eligible exterior rehabilitation work. The city will pay 70 percent for eligible work when the 30 percent match is paid by a non-profit organization and for projects where matching funds are provided by an outside agency or other city assistance program. The city pays 80 percent for eligible exterior rehabilitation work on projects where individual grant recipients do not receive funding assistance from a non-profit organization or another agency or assistance program to cover the remaining costs. Both owner-occupied and rental properties are eligible. The minimum request the city will consider is \$2,000 and the maximum funding amount is \$30,000. In exchange for receiving funding assistance, owners convey a Conservation Easement to the city for a period of 15 to 20 years depending on the funding amount.

PROGRAM GOALS AND PRINCIPLES

The purpose of this program is to encourage the repair and rehabilitation of historic residential properties providing low- to moderate-income housing opportunities. The program funds critical building maintenance, structural stabilization work, repair and restoration of historic features, reconstruction of missing historic details and/or in-kind replacement of deteriorated historic elements.

ELIGIBILITY CRITERIA

1. Eligible applicants include:

Property owners with an income at or below 80 percent of median household income for Maricopa County;

- OR -

Property owners who are pre-qualified for the Comprehensive Housing Rehabilitation Program, Rental Rehabilitation Program (where at least 51 percent of the tenants have an income at or below 80 percent of the median household income), or other income-assisted housing program administered by the city;

- OR -

Non-profit agencies, community development corporations or community organizations with 501C(3) status (in accordance with Internal Revenue Service regulations) whose primary mission is to provide low- to moderate-income housing opportunities, encourage reinvestment in older neighborhoods and/or promote neighborhood stabilization and improvement.

2. To be considered for funding, applicants must own the property to be rehabilitated OR possess legal authorization from the owner to apply for funding. Applicants must provide evidence of demonstrated site control through a lease, purchase contract or option to purchase. All owners must be willing to execute required legal documents. Non-profit organizations may receive funding for more than one project at a time.
3. All properties must be listed on the Phoenix Historic Property Register, and contribute or potentially contribute (once project is completed) to the historic character of the property, site or district as determined by the Historic Preservation Office.
4. All proposed projects must conform to the *City of Phoenix General Design Guidelines for Historic Properties* and the

Secretary of the Interior's Standards for the Treatment of Historic Properties as determined by the Historic Preservation Office.

ELIGIBLE IMPROVEMENTS

The program's main focus is to assist projects that substantially rehabilitate historic residential building exteriors. The Historic Preservation Office determines the eligibility of all proposed work items.

Eligible **exterior work** can include:

- Exterior wall repairs
- Roof repairs/replacement
- Foundation repairs
- Masonry/Stucco repairs
- Porch and step rehabilitation
- Cornices and parapet repairs
- Americans with Disabilities Act (ADA) alterations
- Exterior window and doors repairs
- Historic outbuildings/carport rehabilitation
- Reversal of previous inappropriate alterations
- Reconstruction of original architectural elements based on documentation/evidence
- Demolition of non-historic additions
- Re-painting (component of an eligible repair)
- Structural rehabilitation/reinforcement

Interior work *may* be eligible **only if** necessary to stabilize or structurally support the building's historic exteriors.

Pre-agreement/architectural and engineering costs (soft costs) may qualify if they are related directly to eligible work and if costs were incurred within two (2) years prior to and/or one (1) year after application date, and amount to no more than 20 percent of the total funding request. This can include historic structure reports, site planning, feasibility studies, design work, and construction drawings and specifications.

The program does not fund new construction, additions, acquisitions, landscaping, fencing, site improvements or other interior work (unless related to structural stabilization).

APPLICATION PROCEDURES

Applications are accepted on an ongoing basis throughout the year, and will be reviewed on a first-come first-served basis. All applicants are required to attend a pre-application meeting with the Historic Preservation Office staff. For funding consideration, all applicants must submit:

- A completed application form, including a detailed scope of work and budget, including at least two (2) bids by licensed contractors for all work items (applies only to property owners and non-profit agencies not working with the city of Phoenix Neighborhood Services Department);
- Architectural plans, elevations and/or specifications as needed to depict rehabilitation work and photos of the property showing the building(s) and areas in need of repair or rehabilitation;
- A description and evidence of funding sources to complete the project.

EVALUATION CRITERIA

The Historic Preservation Office staff is solely responsible for determining the eligibility of items included in a project's Scope of Work, and for approving projects subject to funding limits approved by City Council. Applications will be approved provided that owner evidences that program timelines can be met; project budget is adequate; project has sufficient funding to be completed; owner meets all other program requirements; and project fully meets the city's *General Design Guidelines for Historic Properties* and the Secretary of the Interior's *Standards for the Treatment of Historic Properties* as determined by the Historic Preservation Office.

FUNDING CONDITIONS

1. If the property currently is owned by a 501(c)3, the organization must agree to sell or execute a long-term lease to a qualifying family or individual within six (6) months of project completion. Qualifying families are those with incomes 80 percent or below the median, calculated in accordance with established U.S. Department of Housing and Urban Development (HUD) guidelines. For multi-family units, at least 51 percent of all current or proposed tenants must meet above income requirements.
2. Applicant must provide evidence that sufficient funds are available to complete the project at the time of project application. The applicant must notify the city if funding circumstances change after application for funding is made.
3. Owner must agree to execute required legal agreements with the city as a condition of funding. These include a Program Agreement and Deed of Conservation Easement. The Program Agreement outlines how the work will be carried out and how the grant funds will be paid. The Conservation Easement describes the owner's obligations to maintain the exterior, as rehabilitated, and allows Historic Preservation Office Staff to review any future proposed exterior alterations on the property during the life of the Easement. The length of the Easement will be for 15 or 20 years, depending on the amount of public funds expended. A Consent Agreement must be signed by all lienholders on the property prior to entering into a Program Agreement.
4. Funds are only available for projects that have not commenced prior to the execution of all required agreements. An exception is made for eligible architectural/engineering studies.
5. The program will only pay for completed components of a project that the Historic Preservation Office certifies meets city historic preservation standards. No advance funding of work is allowed.
6. The owner must agree to execute a Conservation Easement as specified above based on the following levels of historic preservation bond funding: \$10,000 or less - 15 years; \$10,001 to \$30,000 - 20 years.
7. Applicant is required to obtain a Certificate of Appropriateness or Certificate of No Effect from the Historic Preservation Office prior to finalizing project agreements and initiating work.
8. The owners must sign all required agreements with the city within 90 days of project approval, subsequently commence work within six (6) months after executing agreements, and complete the project within 24 months once work has started or risk losing the funding.
9. The city will take no responsibility or assume any liability for an organization's ability to buy or sell property contingent upon the receipt of Historic Preservation Bond Funds.
10. The city is not obligated to reimburse the property owner for completed work if the city determines that the project has not been completed in accordance with the city's program guidelines and design standards.

**To learn more about the Low-Income Historic Housing Rehabilitation Program,
contact the Phoenix Historic Preservation Office, 200 W. Washington St., 17th Floor,
Phoenix, AZ 85003 or call 602-261-8699.**
