



**GRANT APPLICATION DEADLINE:** November 13, 2024, at 5:00 p.m.

Date/Time Received: \_\_\_\_\_ Application No.: \_\_\_\_\_

**I. PROPERTY IDENTIFICATION**

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

Historic District (or name of individually listed building): \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**In completing the application, please type or write or print legibly. Be as concise as possible and read all questions before answering to avoid repetition. Note that you may not need to answer all questions, as they may not apply to your project.**

**II. PROJECT SUMMARY**

1. Briefly describe what you know about the historical and architectural significance of your property, including the date of construction. Please attach a copy of the Historic Property Inventory Form for your property (available from the city of Phoenix Historic Preservation Office).

2. Scope of Work: Describe the work you will be undertaking. Explain how the project will benefit the historic property while retaining or enhancing its historic integrity. Describe in detail the materials and methods that you propose to use.

3. Briefly describe rehabilitation work you or a previous owner have completed on the property. Please list the major work items and the year in which the work was completed.

4. What is your overall rehabilitation and development plan for the house and site? Is the proposed grant project part of a larger plan? Will additional work take place in the future?

5. Describe how the proposed project will positively impact the historic property and streetscape. Will the rehabilitation work be visible from the street?

6. Describe how the proposed project will repair a serious maintenance problem affecting the physical condition of the property. If the property is currently uninhabitable, will the proposed work return it to productive use?

### III. REQUEST FOR FUNDS

Itemize specific work items in the following table for all components of eligible exterior work for which you request exterior rehabilitation funding. **You must attach one (1) contractor bid** to substantiate each requested historic preservation (HP) funded item. All cost estimates should be listed on letterhead from the contractor or tradesperson and should include contact information (address, phone number and e-mail) and contractor license number (if applicable) and should be itemized with descriptions and costs for each work item on the bid.

Enter the **exact bid amount** in the “**Bid Amount**” column on page 4. If your project includes soft costs for **structural engineering** (see [Exterior Rehabilitation Program Guide](#) for additional information), please include them as a separate work item. Building permit fees, if applicable, are the sole responsibility of the owner and cannot be included in the project cost.

The contractor or tradesperson selected must have experience with the work item they will complete. The property owner is encouraged to select a contractor or tradesperson who is best qualified to perform the scope of work.

**Estimates submitted as part of this application should be dated within sixty (60) days of the grant deadline.** While this is not intended to serve as a price guarantee from the contractor, it demonstrates current market values for the work proposed. **Any price increases above the requested amount are the responsibility of the property owner.**

Please note the minimum amount an application may request from the city is \$5,000. **Applications requesting less than \$5,000 will be disqualified.** The maximum amount that may be requested is \$20,000. **Applications requesting more than \$20,000 will be cut off at \$20,000.**

<u>Description of Work Item and Contractor Name</u>		<u>Bid Amount</u>
SELECTED CONTRACTOR	SCOPE ITEM	
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
8. _____	_____	\$ _____

(attach a separate sheet if scope of work includes additional items)

**Total** \$

**Requested City Share (50%):** \$ \_\_\_\_\_

If the eligible exterior work described above is part of a larger rehabilitation plan for the building or site, outline the project by phases indicating the sequence of work tasks and costs associated with each task. Applicants are not required to have contractor estimates to verify these costs. Please attach a separate page for this information.

**IV. INFORMATION ON LIENHOLDERS**

The city’s acceptance of the grant application and recordation of the Conservation Easement requires the consent of all lienholders. ***Please complete the Information Regarding Lienholders Form (last page of this application) and indicate whether your property currently has a mortgage or a lien. Consent from lienholder(s) MUST be received prior to the disbursement of funds.***

**V. ATTACHMENTS**

- A. *Historic Property Inventory Form.*** This form is available from the city of Phoenix Historic Preservation Office and can be emailed upon request.
- B. *Cost Estimate.*** One cost estimate or price quote from a qualified contractor having experience for each item in the scope of work. (See Section III above for more detailed information.)
- C. *Engineer’s Report.*** If you are proposing structural work, you must attach an engineer’s report documenting the problem and the recommended repair(s).
- D. *Digital Photos.*** Please submit at least two photographs for each scope of work item, showing the deteriorated features requiring rehabilitation and the effect the deterioration has had on other parts of the building (such as interior walls or ceilings). Additional photos should show the overall house and property. These photos are crucial to helping panel members understand and evaluate the project.

**Important Note:** Photos with explanatory notes are encouraged and may be submitted in PDF format, with multiple photos on the same page. However, **the original photo files should also be attached to the application in JPEG or PNG format (no HEIC files please)**, with no text, arrows or other marks on the photos. Using file names that help identify what is shown in the photos, and/or numbering the photo files and keying them to the site plan is also strongly encouraged.

**E. *Plans and Archival Documents.***

- a. *Site Plan. Required for all applications.*** Drawings need not be professional but should be correct in scale and sufficiently detailed to indicate the scope of work to be implemented. At a minimum, the site plan should include the following:
  - i. Location of property lines, streets, alleys and easements;

- ii. An outline or “footprint” of all existing structures (e.g., house, garage, carport, shade structure or patio cover, guest house and other outbuildings);
  - iii. Location of driveways, parking areas, sidewalks, swimming pools, fences, walls and other major landscape or site improvements; and
  - iv. Location of proposed work (for example, if you are repairing windows, indicate their locations on the site plan).
- b. Elevations. Required for some applications.** These are line drawings of the exterior elements of the building showing the roof configuration and location and size of windows, doors, archways or other openings in the exterior walls. Elevations are necessary if the proposed project includes altering the shape, size or proportions of any of these exterior elements. (For example, if a non-historic porch enclosure is being removed, a front elevation should be provided to show how the house will appear when the work is completed.)
- c. Archival Documents. Required for some applications.** If you are proposing to reconstruct or replicate a structure or feature, please include documentation of its original appearance, such as original plans or footprints, historic photographs or contemporary photo documentation showing evidence of the original structure or feature.

**VI. APPLICATION SUBMISSION PROCESS**

Starting in 2024, applications **will no longer be accepted via email**. Grant applications and all attachments, including the Historic Property Inventory Form, cost estimates, engineer’s report (where necessary), photos, site plan, elevations (where necessary) and archival documents (where necessary), **must now be uploaded to the city of Phoenix Serv-U file sharing site**.

**Applicants intending to submit a grant application must contact the Historic Preservation Office by 5:00 p.m. on Wednesday, November 13, 2024, to request a link to the city of Phoenix Serv-U file sharing site.**

**Late requests will not be granted.** Each applicant will receive a unique link that will only be accessible to the applicant, city staff and grant panel members. Links will be available starting Monday, September 23, 2024.

Once the applicant receives the link, **all grant materials must be uploaded to the city of Phoenix Serv-U file sharing by 5:00 p.m. on Friday, November 15, 2024. Files uploaded after the deadline will be rejected. Please also note that applications missing crucial elements (such as cost estimates, photos or site plan) will not be considered for funding.**

Applications will be considered based on the availability of funds, the merits of the project, the quality of the application and adherence to the policies of the Historic Preservation Commission as outlined in the [Exterior Rehabilitation Program Guide](#). Announcements of awards are generally made within 90 days of the application deadline.

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I declare that I have reviewed the [Exterior Rehabilitation Grant Program Guide](#); I understand its contents and am submitting this application in accordance with that guide. All information submitted is true to the best of my knowledge and belief. I acknowledge that any error may affect its review and approval. I understand that if I wish to change any aspect of the project after it has been approved, I must obtain the written consent of the city. I also understand I will be required to obtain a [Consent Agreement](#) from my lienholder/lienholders, and I will sign and abide by the terms of the [Deed of Conservation Easement](#) and the [Exterior Rehabilitation Program Agreement](#) within ninety (90) days of project approval by the City Council.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



The city's purchase of the Conservation Easement requires the consent of all lienholders. Accuracy of this information is critical to the timely processing of the application. The city will obtain a title report to verify all information provided. **Consent from lienholder(s) MUST be received prior to the disbursement of funds.**

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

Historic District/Property: \_\_\_\_\_

**There are no liens on the above referenced property.**

Primary Mortgage Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Correspondence Address: *(Note: This is usually different than the payment address.)*  
 \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Secondary Lienholder (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Correspondence Address: *(Note: This is usually different than the payment address.)*  
 \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Tertiary Lienholder (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Correspondence Address: *(Note: This is usually different than the payment address.)*  
 \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_

Loan Number: \_\_\_\_\_

If there are additional lienholders, please provide additional copies of this form with your application.

Applicants are strongly encouraged to contact lienholders prior to submitting grant applications to find the most appropriate contact person and to verify lienholder participation requirements, as many lienholders charge processing fees and require additional information to be submitted. The applicant will be responsible for payment of any associated fees. Historic Preservation Office staff will prepare the Consent Agreement and send it to all lienholders on your behalf. **However, it will be the applicant's responsibility to follow-up with the lienholders to ensure they return the Consent Agreement to the city of Phoenix.**