

III. **PROJECT WORK**

1. Project Scope of Work. **Please refer to the Low Income Historic Housing Rehabilitation Program Guide for information on eligible work items.** Identify the exterior and/or structural work that would utilize HP grant funds. 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. Attach a separate sheet if necessary.

2. Is any of the above work necessitated by loss or damages that are covered by your homeowner's insurance policy? Yes No If yes, please explain.

After attaching both bids to the application, **please select your preferred bid for each work item and list it in table A below.** Enter the exact bid amount in the “Bid Amount” column. Do not average the bids; **please select only the one you intend to use.** If your project includes soft costs for **architectural or engineering expenses** (see Program Guide), please include them as a separate cost item in table B below. *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 the contractor or tradesperson who is best qualified to perform the scope of work and is not required to select the lowest bid.

Estimates submitted as part of this application should be dated within sixty (90) days of the submittal date. 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 \$3,000. Applications requesting less than \$3,000 will be disqualified. The maximum amount that may be requested is \$30,000. Applications requesting more than \$30,000 will be cut off at \$30,000.

(A) SELECTED CONTRACTOR	HP SCOPE ITEM	BID AMOUNT
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
8. _____	_____	\$ _____
9. _____	_____	\$ _____
10. _____	_____	\$ _____

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

Total A: \$

(B) ARCHITECTURAL & ENGINEERING COSTS

PROFESSIONAL	HP SCOPE ITEM	COST
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____

Total B: \$

Total B Eligible (maximum 20 percent of Total A funding request): \$

Individual grant recipients who do not receive funding assistance for the match amount from a non-profit organization or from another city assistance program (80 percent city HP grant/20 percent property owner match):
Total funding request for HP eligible exterior items: \$Total A + \$Total B Eligible X .8 = \$ _____

- OR -

Non-profit organizations or projects with matching funds provided by an outside organization or other city assistance programs (70 percent city HP grant/30 percent organization match):
Total funding request for HP eligible exterior items: \$Total A + \$Total B Eligible X .7 = \$ _____

V. FUNDING SOURCES

Outline all sources that are committed to providing the 20% or 30% matching funds required to complete the project. Under "source" include your name if you will be funding the required match or include the name of the financial institution, government program, organization or other individual that will provide the matching funds. In the "type" column indicate whether the funds are a loan, grant, gift or your own personal funds.

	SOURCE	TYPE	AMOUNT
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____

(attach a separate sheet if necessary)

Total: \$

VI. INFORMATION ON LIENHOLDERS

The city's purchase of the Conservation Easement requires the consent of all significant lienholders. A title report will be obtained by the city to verify all information provided. Accuracy of this information is critical. Consent from the lienholder(s) **MUST** be received prior to disbursement of any funds.

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: _____

Company fax number: _____

Loan number: _____

Secondary mortgage company: _____

Contact person: _____

Correspondence address: _____

(Note: This is usually different than the payment address)

Company telephone number: _____

Company fax number: _____

Loan number: _____

VII. EXPERIENCE WITH AFFORDABLE HOUSING (FOR NON-PROFIT AGENCIES ONLY)

Please describe your organization's experience providing low-to-moderate income housing opportunities, reinvestment in older neighborhoods, and/or rehabilitation projects promoting neighborhood stabilization and improvement. Be as specific as possible.

VIII. ATTACHMENTS

- A. *Cost Estimates.*** Two independent cost estimates or price quotes from qualified contractors having experience for each item in the scope of work. (See Section III above for more detailed information.)
- B. *Engineer's Report.*** If you are proposing structural work, you must attach an engineer's report documenting the problem and the recommended repair(s).
- C. *Photos.*** Please submit one CD-ROM, DVD-ROM or USB Flash Drive (to be retained by the HPO) containing the digital files of all submitted photographs. The photos should be in JPEG or TIFF format, without text, arrows or other marks on the photos. Photos may not be necessary if HP staff has already visited the property and taken photos.

D. 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.

- E. Non-profits.** Proof of 501(c)(3) status and documentation of primary mission to provide low-to-moderate-income housing opportunities, reinvest in older neighborhoods and/or promote neighborhood stabilization. If the non-profit does not own the property then the organization must also submit legal authorization from the owner to apply for funding and indicate their willingness to execute all legal documents. Evidence of demonstrated site control through a lease, purchase contract or option to purchase must also be submitted. Staff may also request evidence that funding is secured to complete the project.

I declare that I have reviewed the Low-Income Historic Housing Rehabilitation 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(s), and sign and abide by the terms of the Deed of Conservation Easement and the Low Income Historic Housing Rehabilitation Program Agreement.

Property Owner

Date

Property Owner

Date

Executive Director (applicable if non-profit only)

Date