

Historic Preservation Office Low Income Grant Application

Updated August 2016

In completing the application, please be as concise as possible. Note that you may not need to answer all questions if they do not apply to your project.

Eligible participants include property owners with an income at or below 80 percent of median household income for Maricopa County, property owners who are pre-qualified for an 80 percent or below median household income-qualifying housing program administered by the city, and/or 501(c)(3) organizations with a primary mission to provide affordable housing, neighborhood reinvestment and/or neighborhood stabilization. The program's main focus is to assist projects that substantially rehabilitate historic residential building exteriors.

A	PPLICANT INFORMATION
Αŗ	pplicant name:
M	ailing address:
Da	aytime phone:
E-	mail address:
sι	bu MUST demonstrate that you meet at least one of the following eligibility criteria before ubmitting this application to the Historic Preservation Office. Contact The Historic Preservation ffice for additional information.
١.	If you are the owner of the property, do you have verification from the city of your household's low-income status (at or below 80 percent of the median area household income)? \square Yes \square No
2.	Has the property been pre-qualified for an income-qualifying housing program administered by the city (either your household income or your tenants' household income is at or below 80 percent of median area household income)? \square Yes \square No
3.	Are you a non-profit organization with 501(c)(3) status and a mission to provide affordable housing, neighborhood reinvestment and /or neighborhood stabilization? \Box Yes \Box No
	Verification by: Name of City of Phoenix official Date
PI	ROPERTY INFORMATION
	operty address:
— Hi	storic District (or name of Individually-listed building):
	etono pietnot (el mame el mamadany notes panamig).
Сι	urrent use of property: ☐ Vacant ☐ Single-family home ☐ Duplex ☐ Multi-family
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For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice / (602) 534-5500 TTY.

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HP/DOC/00060

III. PROJECT WORK

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? \square Yes \square No \square If yes, please explain.

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? Identify the project phases and the sequence of work tasks.
RE	QUEST FOR FUNDS

IV.

Itemize specific work items in the following table for all components of eligible exterior work for which you request historic preservation funding. You must attach two (2) contractor bids for each work item to substantiate all requested historic preservation (HP) funded items. If you are requesting funds for foundation or other structural stabilization/rehabilitation work you must also attach an engineer's report describing the problem(s) and recommendation(s) for repair. Plans and specifications may be required. Bids are not required if you are also receiving funds from another city assistance program that will bid the same project work.

Each bid should be for the same scope of work. For example, for a reroofing project, please submit two bids for a wood shingle roof or two bids for a dimensional shingle roof. Do not submit one bid for wood shingles and one bid for dimensional shingles.) 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).

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	R HP SCOPE ITEM	BID AMOUNT
1		\$
		<u>.</u>
4		 \$
		<u>.</u>
		*
	cope of work includes additional items)	
		Total A: \$
(B) ARCHITECTURAL & ENGI	NEERING COSTS	
PROFESSIONAL	HP SCOPE ITEM	COST
1		\$
2		\$
3		\$
		T D A
		Total B: \$
Total B E	ligible (maximum 20 percent of Total A funding	request): \$

Loan number:

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: \$\frac{1}{2}\text{Total A + \$Total B Eligible}} \text{X .8 = \$\frac{1}{2}\text{S}}					
		- OR –			
-	ofit organizations or projects v	•	•	utside organization or other city	
	nce programs (70 percent city HF unding request for HP eligible o			igible X .7 = <u>\$</u>	
O pr fir	oject. Under "source" include you	ır name if you will be fu ogram, organization or	inding the require other individual t	ing funds required to complete the ed match or include the name of the hat will provide the matching funds. our own personal funds.	
	SOURCE		TYPE	AMOUNT	
1.				\$	
				\$	
				 \$	
4.				\$	
5.				 \$	
	(attach a separate sheet if neo	essary)			
				Total: \$	
Ti re	NFORMATION ON LIENHOLDE the city's purchase of the Conservations will be obtained by the city to the c	ation Easement requir o verify all information ST be received prior to	provided. Accura disbursement o		
ſ	Primary mortgage company:				
	Contact person:				
	Correspondence address:				
	(Note: This is usually different than the payment address)				
	Company telephone number:				
	Company fax 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, quest 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 nonhistoric 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	