

Attachment B



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT
HISTORIC PRESERVATION OFFICE

Phil Gordon Threatened Building Grant Program Application Checklist

CHECKLIST FOR APPLICATIONS

1. Applicant Cover Letter.

2. Application Form.

3. Attachments.

Please enclose the following items to complete your application (as noted previously in the application form):

- ☐ a. Historic Property Inventory Form, if available. (Refer to page 2)
- ☐ b. Photos of the property showing overall site, street views, exterior facades, and close-up views of original/decorative features, and areas where work is to be performed. (Refer to page 2)
- ☐ c. Contractor Estimate(s) for all proposed construction items. At least one cost estimate for each item is required. (Refer to page 3)
- ☐ d. Itemized Budget. Complete Appendix A. (Refer to page 3)
- ☐ e. Description of Work Items. Complete Appendix B. (Refer to page 4)
- ☐ f. Detailed Time Schedule and Work Sequence. (Refer to page 4)
- ☐ g. Project Financial Information. (Refer to page 4)
- ☐ h. Drawings/Building Assessments. (Refer to page 5)

An electronic submittal of the complete application packet (including all attachments) should be E-mailed to the assigned staff member or to the following address:

historic@phoenix.gov

File sizes that exceed 25 MB must be sent in separate emails. Links to download files from cloud storage services may be provided, although please note that city access to some sites may be blocked, so please verify with staff that all materials were received.

APPENDIX A: ITEMIZED BUDGET

Project Name: _____

Property Address: _____

Include an itemized project list and budget for proposed project (including all items not to be funded with Historic Preservation grant funds).

Eligible Project Construction Items:

<u>Item Name</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.

Eligible Architectural/Structural Expenses:

Can only include expenses that relate directly to grant-eligible work items – cannot include work related to site plans, mechanical, electrical, plumbing, tenant improvements, etc. (Pre-agreement expenses eligible within 6 months of application)

Item Name

Amount

A. Total Eligible Expenses:

Architectural/Structural expenses (limited to no more than 10% of request):

Amount: _____ Percentage of Total Request: _____

Ineligible Construction Work to be Funded by Other Sources:

Item Name

Amount

Item Name

Amount

B. Total Ineligible Expenses:

C. Total Project Cost (A. + B.):

APPENDIX B: Narrative Description of Eligible Work Items

Project Name: _____

Property Address: _____

Include narrative descriptions for all itemized work items proposed for grant funding in Appendix B. (construction items and architectural/structural expenses). This should include a description of work to be performed and methodology to be used.

Name of Work Item: _____

Description:

Name of Work Item: _____

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Name of Work Item: _____

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