


City of Phoenix

 PLANNING & DEVELOPMENT DEPARTMENT
 HISTORIC PRESERVATION OFFICE

**Phil Gordon Threatened Building
Grant Program Application**

In completing the application, please be as concise as possible, read all questions before answering to avoid repetition and write legibly in pen or type. You may include continuation sheets if needed. All required supplemental information must be included and be unbound.

I. APPLICANT COVER LETTER

Please include a cover letter from the property owner or authorized person submitting on behalf of the owner summarizing the request for grant funds. Briefly describe the overall project purpose and the eligible work items. Indicate the total project budget, dollar amount for eligible work items, the total amount requested, and the match that will be provided.

II. APPLICANT AND PROPERTY INFORMATION

Applicant: _____

Legal Name of Property Owner: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Property Address: _____

Historic District (or name of individually-listed/eligible building): _____

Current Use of Property: _____

 Is Property Vacant? ☐ Yes ☐ No If Yes, Length of Time Vacant? _____

Date Current Owner Purchased Property: _____

Historic Preservation Office Use Only:
Historic Status:

- ☐ Individually Designated
☐ Eligible / Not Currently Designated
☐ Designation in Progress

- ☐ Contributor to an Historic District
☐ Non-contributor with Potential
☐ Non-contributor without Potential

III. HISTORIC PROPERTY INFORMATION

- 1. Historical/Architectural Significance.** Briefly describe the historical and/or architectural significance of your property, including the date of construction, architect/builder if known, construction method, original use of property, and subsequent uses over the years.

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.

- 2. Property Description.** Briefly describe the primary exterior features of your property, including information on style and materials of exterior siding/finishes, roof, doors/windows, porches, and any decorative or unique features of the property. For these features, indicate whether they are original or altered/replaced, and if they were altered/replaced when this occurred (if known).

- 3. Historic Property Inventory Form.** Attach a copy of the Historic Property Inventory Form (if available from the City of Phoenix HP Office) for your property.
- 4. Photographs.** Attach color photographs showing overall site, street views, all exterior facades and close-up views of original/decorative features, and areas where work is to be performed. Include interiors if the request includes interior work. Label views (i.e., north façade, east wood casement window).
- 5. Property Condition.** Describe the overall condition of the property, providing descriptive information on areas that are deficient or deteriorated. If an architectural or structural assessment has been performed, please attach. All requests for structural work need to include a structural assessment.

- 6. Previous Rehabilitation Work.** Briefly describe previous rehabilitation work you have already completed on your property as well as work that you are aware of that was conducted by previous owners. List the major work items and the year work was done.

IV. PROJECT INFORMATION

- 1. Project Purpose.** Describe the primary purpose and objectives for the proposed project for which grant funds would be expended, and the proposed use of the building. Will the property be occupied at the end of the project, and if so, with what use?
- 2. Contribution to Community Goals.** Describe how the project contributes to community values, city economic development goals, and/or (where applicable) to the city downtown vision. If you have coordinated with neighborhood or community associations (highly encouraged), please describe and attach documentation (letters of support).
- 3. Project Plan.** Describe how the proposed project fits into an overall plan to rehabilitate the building.
- 4. Project Work Scope, Budget and Time Schedule.**
 - a.) Cost estimates.** Cost estimates for all work items must be provided by licensed contractors, a construction estimator or other qualified individuals. Please attach actual estimates to the application. At least one cost estimate is required for each work item. The city HP Office solely determines if the estimates are adequate. If multiple bids are received, the applicant does not need to pick the lowest bid.
 - b.) Itemized budget.** Include an itemized project list and budget for entire proposed project (including items not to be funded with Historic Preservation grant funds) using the form in Appendix A. The applicant must demonstrate that the project items he/she is funding independently are equal or greater in dollar amount than those items in the grant request.

EXAMPLE OF ITEMIZED BUDGET FOR A PROJECT:

Eligible Project Construction Items:

Repoint brick walls on east and south facades	\$ 8,000.00
Repair/replace 16 wood-frame double-hung windows	\$ 12,000.00
Structural roof truss repairs	\$ 10,000.00
New built-up foam roof	\$ 10,000.00

Eligible Architectural/Structural Expenses:

Structural analysis of roof trusses	\$ 3,000.00
(Architectural studies/drawings must relate directly to grant-eligible work items only – cannot include work related to site plans, mechanical, electrical, plumbing, tenant improvements, etc. Can include pre-agreement expenses within 6 months of application.)	

A. Total Eligible Expenses \$ 43,000.00

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

Amount **\$ 3,000.00** Percentage of Total Request **7.0%**

Ineligible Construction Work to be Funded by Other Sources:

Plumbing upgrades	\$ 10,000.00
Repair and refinish wood floors	\$ 15,000.00
Bring two bathrooms up to ADA compliance	\$ 10,000.00
Electrical rewiring	\$ 15,000.00
Installation of elevator to meet building code	\$ 12,000.00

B. Total Ineligible Work Items: \$ 62,000.00

C. Total Project Cost (A + B) \$ 105,000.00

D. Percent Overmatch (must be at least 1.0) (Divide B / A) 1.44%

B: \$62,000.00 / A: \$43,000.00 = 1.44%

- c.) Descriptions of work items.** Include narrative descriptions for all itemized work items proposed for Historic Preservation grant funding. Attach on a separate sheet using Appendix B. If contractor bids/cost estimates included detailed descriptions, this item may not be necessary.

Ex. of narrative description for one work item:

Repair 16 wood-frame double-hung windows. Project will replace two windows beyond repair in-kind to match existing. Fourteen windows need frame repair (new ledger, header and/or sill), sash repairs/replacement, and some new glass panes to replace missing and broken glass. Refer to attached window-by-window assessment and itemization from contractor.

- d.) Detailed time schedule and work sequence.** Please attach a detailed time schedule for all proposed work items related to the full completion of this project – inside and out. This should include items funded and not funded by the grant program. Please list out work items sequentially in the order that they will be performed with approximate start and end dates for each work item. The time schedule should address architectural/engineering work; permit schedule; beginning of construction work; performance of all work items; and project completion.

5. Project Financial Information.

Provide information regarding financial capability of owner to complete the project. Such information should include: Proforma profit/loss statements for the business proposed, bank statements or other evidence that owner can obtain a loan from a bank, financial or lending institution to complete the project. If the project is proposing to use federal tax credits, grants, or other financial incentives, please provide evidence and information on the contribution of these sources and the status of these applications.

6. Drawings/Building Assessments. Please attach:

- a.) Scaled site plan** showing location of main buildings, all outbuildings, existing & proposed fences and walls, and property lines. (This can be hand drawn or professionally drawn) If additions, demolitions or other site changes are proposed, please indicate on site plan. Indicate all areas of proposed work on the site plan (Note: Historic Preservation grant funds cannot be used for site work, new additions, or demolitions of historic building fabric).
- b.) Conceptual Architectural plans or elevations** drawn to scale showing all building facades on which work is to be performed, with notes depicting locations/description of specific work items. Include roof plan when structural roof work is proposed. Color elevations are strongly encouraged. The HP Officer can agree to waive plans and elevations on a case-by-case basis depending on project circumstances and scope of work.
- c.) Structural or architectural building assessments** that have already been completed for this building(s) where applicable.

V. INFORMATION ON PRIMARY LIENHOLDERS

The city's purchase of the Conservation Easement requires the consent of all 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.

- 1. Primary mortgage company: _____
Contact person: _____
Correspondence address: _____
(Note: This is usually different
than the payment address) _____

Company telephone number: _____
Company fax number: _____
Loan number: _____
- 2. Secondary mortgage company: _____
Contact person: _____
Correspondence address: _____
(Note: This is usually different
than the payment address) _____

Company telephone number: _____
Company fax number: _____
Loan number: _____

VI. SIGNATURE

I declare that I have reviewed the Program requirements, including the Program Summary and all sample legal agreements, and am submitting this application in accordance with those requirements. 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 Historic Preservation Office. I also understand that I will be required to obtain a Consent Agreement from my lienholder(s), and will sign and abide by the terms of the Deed of Conservation Easement and the Program Agreement. I understand and agree that the city Historic Preservation Office staff can perform necessary site visits on my property at mutually agreed upon times to facilitate their review of this proposal.

Property Owner Signature

Date

Property Owner Signature

Date

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.

945 East Southern Ave

Front



Walls Stucco



Store Front



Walls





Demo Bathroom



Floor



Doors



Trusses



**Window &
Securtiy gates**



Front Concrete

