

City of Scottsdale
Historic Preservation Office

**Program Guidelines for Applications for the
Historic Residential Exterior Rehabilitation (HRER) Program**

Program Purpose

Demonstrating its commitment to the preservation of the significant historic neighborhoods of Scottsdale, the City offers assistance to help residents sensitively rehabilitate and/or expand homes located in historic districts listed on the Scottsdale Historic Register. To promote continued reinvestment in these areas, the Historic Residential Exterior Rehabilitation (HRER) Program makes monies available to private property owners that can be used to complete exterior rehabilitation, repair or restoration work on homes still used as residences. The program reimburses owners on a 50/50 matching basis for pre-approved work costing at least \$2,000 and up to \$7,500. In return for receiving this financial assistance, the property owner agrees to sell the City a conservation easement to protect the historic character of the property's exterior.

Eligible Improvements

All work performed must be exterior work which results in the repair, improvement, reconstruction or enhancement of the facades or exterior features of the home. This includes:

- Roofs
- Foundations
- Exterior Walls
- Porches
- Carports
- Windows (refer to Windows Policy handout)
- Doors
- Masonry repointing
- Trim
- Reversal of previous inappropriate alterations
- Reconstruction of missing architectural details

An addition to a house is also an eligible improvement, but the eligible expenses are limited to the building shell only including the roof, exterior walls and foundations, windows and doors. All expenses related to interior improvements, including mechanical, plumbing and electrical systems must be borne by the owner.

The only eligible landscaping item is replacement of the citrus trees that were historically found within the Village Grove 1-6 subdivision and are considered an important character-defining feature of that historic district. Fencing, paving and other site improvements will not be considered for funding. Painting is not an eligible activity on its own but, if it is a component of an eligible repair, then the cost of painting can be included in the project's scope of work.

Competitive Selection Process for Projects

A goal of the HRER program is to demonstrate the best practices and the most appropriate treatments for historic buildings that are in conformance with the City's preservation guidelines. Consequently a competitive application process is used to select the projects

that undertake work sensitive to the home and neighborhood's historic character and provides significant reinvestment in the property. When reviewing the applications, the City will consider the merits of the proposed project, the quality of the application and the support the project provides in advancing historic preservation in Scottsdale. Priority will be given to applications that:

- Repair or reconstructs the character-defining feature of a house in conformance with the Historic Preservation Plan and Design Guidelines adopted by the Scottsdale Historic Preservation Commission for the historic district in which it is located.
- Addresses a critical need or maintenance problem that threatens the structural integrity or continued viable use of the house.
- Include work items that are highly visible and substantially improve the historic appearance of the house and/or the district's streetscape
- Provide significant reinvestment by overmatching (greater than 50/50) with private funds the monies provided by the City
- Are submitted for owner occupied houses
- Demonstrate sensitive ways of expanding the living area of the house or undertaking functional upgrades

Due to the competitive selection process, applicants are encouraged to meet with City Historic Preservation staff to review a project proposal that can meet multiple criteria. Staff also will be available to work with an applicant that is unsuccessful with their original proposal in order to improve their project proposal for resubmittal.

Selection of the projects to be considered for funding will be made on a first-come first-considered basis by the Scottsdale Historic Preservation Commission, based on a recommendation from Historic Preservation staff.

Application

Application forms, sample program and associated legal agreements, and other support materials can be obtained by calling the Scottsdale Historic Preservation Office at (480) 312-2831 or visiting the Historic Preservation Office at 7447 East Indian School Road. Applicants are encouraged to make appointments in advance of their visit if they would like to discuss their project with the Historic Preservation staff. Application materials can also be downloaded from the City's web site at:

www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Historic+Preservation/HRER+Application.pdf

Applications for this fiscal year may be submitted between now and May 1, 2017. All required information and materials must be included in the submittal. Incomplete applications will be returned to the applicant and not reviewed.

Homeowner projects in Village Grove 1-6, Town and Country Scottsdale, and Villa Monterey 1-7 historic districts have received HRER Program funding in past years for exterior home improvements. Budgeted funds are available for qualified projects for this fiscal year, 2016-2017, so new applications are being accepted while funds remain uncommitted.

Instructions for Completing the Application Form

Section II. "Project Information" is where you provide a narrative description of the work you are planning to undertake in your project. Explain how the project will retain or enhance the historic features, materials and/or finishes of your home. Describe the specific techniques or methods that will be employed. Where the preservation of historic materials is not feasible or prohibitively cost effective, explain what in-kind replacement is planned and why it should be acceptable.

Section III. "Project Justification" is your opportunity to describe how the project meets the selection criteria. The accompanying photographs should help illustrate the information presented in this section. In this portion of the application you should show that you understand the applicable preservation guidelines for the work planned as well as the appropriate preservation principles related to repair, restoration or replacement of historic materials and/or architectural features and details.

Section IV. "Request for Funding" is where you provide the budget for the proposed project. To complete this section you must obtain two (2) independent cost estimates for each item listed in your scope of work. These estimates must be on the letterhead or forms used by a qualified contractor, tradesperson, or building product supplier. All hard costs, i.e. materials and labor, plus soft costs, i.e. overhead, profit and taxes, are to be included in the budget. Building permit fees, if applicable, are the responsibility of the owner and cannot be included as a project cost. These written estimates will be used by the City to determine the amount of funds awarded that will be used to purchase a conservation easement for the house. The estimates should be dated within 60 days of the submittal of the application.

The property owner is encouraged to select the contractor, subcontractor or tradesperson(s) most qualified to perform the work planned. Please indicate clearly on the estimates which of the bids you have selected to substantiate the cost of each work item. The choice of the contractor used is at the sole discretion of the property owner. A change from the companies or individuals originally submitting estimated for your application is acceptable as long as the approved scope of work is completed. Selection of the lowest price is not required. In fact, a higher bid that utilizes more appropriate materials or provides evidence of skilled workmanship may increase your chance of being selected for funding.

A project can include work that is performed by the owner such as the repair and or replacement of trim or windows. In this case provide the cost of and information about the materials or products to be used in the budget. The value of your labor is considered a donation to the project and cannot be used in the calculation of your match for the City funds.

Section V. "Attachments" describes the supplemental materials needed for the review of your application. All applications require images that clearly depict the subject property, areas where work will be performed and the visibility from the public right-of-way. Photographs may be color or black and white, 3" by 5" in size or larger. Digital images printed on sheets of paper are acceptable as well. A site plan keyed to the proposed scope of work is also required for all applications. The need for other elevations, details and documentation will depend upon the nature of the proposed work. If you are purchasing materials for the project provide manufacturer's specifications or product supply sheets that provide details about materials, appearance and/or installation.

NOTE: Make sure that you sign the application and include two cost estimates for everything that is included in the scope of work.

Program Agreement

If approved for funding, a legal agreement must be executed between the City and the property owner before work can commence. No work started before the execution of the 'Historic Preservation Exterior Rehabilitation Program Agreement' is eligible for reimbursement. The Agreement sets forth project scope of work, the award amount that is the purchase price of the conservation easement, the conditions for disbursement, schedule, provisions for dispute resolution and other standard contract provisions. A sample agreement is available from the City Historic Preservation Office and web site.

Building Permit Required

After the Historic Preservation Commission approves eligible improvements it is the owner's responsibility to obtain appropriate building permits before work can commence.

Conservation Easement Required

An easement is a legal mechanism whereby a nonpossessory interest in a property is conveyed by the owner to another entity. The owner retains the property rights associated with full ownership but the holder of the facade easement has the right to control what is done to the exterior of the building for which the easement is subject. A 'Deed of Conservation Easement' is a private legal mechanism that must be voluntary created by the execution of a deed that is recorded as part of the property's title. Under the HRER program, funding to rehabilitate designated historic homes is given in return for an owner agreeing to dedicate a façade easement to the City. A façade easement has a set term. During the term of the agreement the owner agrees to maintain and preserve the significant features of the historic building that have been rehabilitated with funds from the City. The Deed of Conservation Easement must be signed and notarized by the homeowners before reimbursement.

Inspection of Completed Work

Upon completion of the project, the owner shall notify the City Historic Preservation Office and an inspection will be made to determine if all the items in the agreed upon scope of work have been satisfactorily completed in accordance with the Historic Preservation Plan and Design Guidelines adopted by the Scottsdale Historic Preservation Commission for the historic district in which it is located.

Disbursement of Funds and W-9 Form

If the work is in conformance, the owner can then present the City with an invoice for the purchase price for the conservation easement. The Scottsdale Accounts Payable division must receive a W-9 form, available from the Internal Revenue Service, from the owner before the reimbursement check will be mailed to a private individual.