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To commemorate the 1905 founding of the community of Las Vegas, the state of Nevada authorized the production of a special license plate. The plates feature the famous "Welcome to Fabulous Las Vegas" sign designed by Betty Whitehead Willis in 1959, which still stands in the median island south of Tropicana on the Strip.



The funds generated by the sale of these special centennial license plates, according to state law, shall fund historic projects within the City of Las Vegas. NRS 482.37903.

The law provides three examples of the types of projects that could be funded including “historical markers, tours of historic sites and improvements to or restoration of historic buildings or structures.” The law is also clear the funds are not “limited” to these examples, but are limited to projects “relating to the commemoration of the history of the City of Las Vegas.

The Commission for the Las Vegas Centennial (“Commission”) has established a grant program to support community initiatives related to state law governing the use of the funds.

***Incomplete applications will not be accepted. There will be no exceptions to this rule.***

**TABLE OF CONTENTS**

**Evaluation Criteria 2**

**Application Process 3**

**Application Form Instructions 6**

**Las Vegas Centennial Grant Application 7**

**Administration 11**

**Secretary of the Interior’s Standards for the Treatment of Historic Properties 12**

**EVALUATION CRITERIA**

Applicants must meet all criteria below to be eligible for grant funds.

* In order to qualify for Centennial Grant funding for Bricks and Mortar Projects the property **must be listed on the city of Las Vegas Historic Property Register [“local register”]** prior to submitting an application. The property may be listed individually or may be a contributing or non-contributing property within a locally-designated historic district. The criteria, process and effects of historic designation are provided in the city of Las Vegas Unified Development Code, Chapter 19.10.150 HD-O Historic Designation Overlay District.
* The proposed project must be approved by the city of Las Vegas Historic Preservation Commission prior to submitting the application to the Centennial Commission.
* The property must be free of all liens with the exception of mortgage liens.
* The property must not have any open code enforcement cases.
* Projects must meet the design guidelines applicable to the resource. For example, projects for homes within the John S. Park Neighborhood Historic District must comply with the adopted John S. Park Neighborhood Historic District Design Guidelines. The HPO will provide applicable design guidelines to applicants prior to application submittal.
* The applicant must be able to complete the funded phase of a project within budget.
* The project must be completed within 12 months from the date funds are awarded to the applicant. Funds are disbursed as a reimbursement to the applicant.
* The applicant must be able to manage the grant and to account for expenditure of funds according to the Centennial Commission’s fiscal requirements which will be distributed to awardees upon grant award.
* The applicant must be able to meet all reporting requirements.
* The commission will give priority to projects that address a dire need or emergency that threatens the historic or structural integrity of a building.

**APPLICATION PROCESS**

1. Applications are accepted throughout the year. If the application has been completed and the criteria met, the request will go before the commission at the next meeting. Applicants must make a brief presentation, up to five minutes and respond to questions from the commissioners at the meeting.
2. The Centennial Executive Director, along with the Historic Preservation Officer will determine if the minimum criteria have been met and will schedule the application for review at the next available Commission meeting.
3. The applicant or a representative is required to attend the Commission for the Las Vegas Centennial board meeting and present their proposal. Presentations are limited to five minutes per application.
4. Each approved grant will be awarded based on:
* the total amount of funding available;
* the emergency of the project;
* The total amount of criteria met; and
* The requested project amount.
1. Grant recipients will receive a written notice of award with a grant contract and covenant and maintenance agreement that must be signed by the awardee and the city of Las Vegas Historic Preservation Officer prior to project commencement.

**WHO MAY APPLY**

Private, governmental, non-profit organizations and/or property owners of residential properties designated on the city of Las Vegas Historic Property Register.

Only one application per property is permitted within a five-year period.

**ALLOWABLE COSTS**

All work must apply to areas already within the purview of the Historic Preservation Commission which is limited to work that requires a building permit and that can be seen from the public right-of-way (viewable from the street).

* Window repair or restoration to include appropriate weatherproofing or measures to increase energy efficiency;
* Restoration of missing or altered historic features;
* Removal of incompatible or non-historic features;
* Replacement of non-historic materials or features with historic materials or features; (requires documentation of the original materials);
* Repair or replacement of deteriorated historic features with compatible materials; and
* Maintenance projects that preserve the integrity, safety, and stability of portions of the structure.
* Salary for project manager only and not to exceed $30/hour

**UNALLOWABLE COSTS**

* Planning to include architectural or engineering drawings, research, feasibility studies or documentation of work progress;
* Governmental fees;
* Legal, financing or leasing fees and expenses;
* Purchase or repair to tools and equipment;
* Taxes, delinquent loans or fines;
* Sprinkler/fire suppression systems;
* Interior work;
* Paint, landscaping, hardscaping, fencing, lighting, furniture or signage;
* HVAC, plumbing, electrical, work required for ADA compliance, security or alternative energy systems;
* Materials purchased prior to grant application;
* Work in progress;
* Work completed by the property owner/grant recipient;
* Additions and/or new construction; and
* Work on non-historic additions
* Staff salaries or any other salaries or stipends
* Per diems
* Mileage
* Benefits

**AWARD AND REQUIRED MATCH**

There is no minimum/maximum funding for the Bricks and Mortar Grant. The Centennial Commission will have sole discretion regarding the amount of the award. Grants may also require matching funds and a minimum of two estimates from licensed and bonded contractors. Other conditions may be required at the Commission’s discretion.

**GRANT REQUIREMENTS**

If awarded a Centennial Grant, property owners are required to:

1. Sign the grant contract and covenant and maintenance agreement within 30 days of award to ensure that after the grant-assisted work is completed, the owner(s) will maintain the premises for a minimum of five years so as to preserve the historical significance and integrity of the features, materials, appearance, workmanship, and environment that made the property eligible for historic designation.
2. Meet the design guidelines applicable to the resource.
3. The applicant must obtain all necessary approvals and permits from the city of Las Vegas Historic Preservation Commission and Departments of Planning and Building and Safety prior to project commencement. An application for a Certificate of Appropriateness from the HPC can be submitted concurrently with the grant application and prior to the permit application process.
4. The applicant must use licensed and bonded contractors only. 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.
5. Report any changes made to the project scope or project during the duration of the grant.
6. Complete project work in conformance with submitted visual and/or written specifications.
7. Provide the Commission for the Las Vegas Centennial Executive Director with quarterly progress updates on the project.
8. Schedule one meeting with the city’s HPO and the contractor at the Department of Planning to discuss the project scope, and one meeting to be conducted on site upon project completion with a city of Las Vegas building inspector to confirm that the project meets all requirements prior to reimbursement.
9. Display a sign and/or the Centennial logo that the project was funded in whole or in part by the Commission Centennial Legacy Grant for Bricks and Mortar Projects for the duration of the project.
10. Upon completion of the project, grantees must present to the Commission proof of completion along with all receipts and documentation of expenditures. Proof can be in the form of a presentation, photographs, site visit, video, etc. Grant money will be dispersed after a site inspection of the approved work.

**PAYMENT FOR WORK**

Grant funds will be disbursed only when the project is completed and approved by the Commission for the Las Vegas Centennial. The Commission will furnish a payment request form to be submitted with copies of materials receipts, contractor billing forms and/or invoices. Matching funds contributed by the owner must be spent prior to the City disbursing its loan funds. Grantee is advised to review this grant award with a tax professional as these grant funds might be considered taxable income by the IRS.

Failure to comply with any applicable grant criteria or Federal requirements will constitute a breach of the grant contract. Such a breach will result in loss of grant funds or repayment if funds were received.

**APPLICATION FORM**

**The application form is composed of four parts:**

**Part I** is the **Application Cover Page**. This provides the Commission with a quick and concise overview of who is proposing the project, where it is located, what it intends to achieve, and how much it will cost. This must be submitted as a one-page document with the application packet.

**Part II** is the **Project Scope** section and should describe the work to be done, what locations on the building will be effected, a timeline of activities and brief description of prior work.

**Part III** is the **Additional Required Documents** section. Applicants must provide all required documents or detailed explanations of why they are not applicable.

**Part IV** is the **Submittal Checklist.**

**Original and signed applications may be emailed or mailed to:**

Sidney Noyce

Commission for the Las Vegas Centennial

Development Services Center

333 N. Rancho Drive

Las Vegas, NV 89106

P: (702) 229-6882

E:snoyce@lasvegasnevada.gov

**PART I. APPLICATION COVER PAGE**

Applicant Name:

 Last First

Name of Organization (if applicable):

Address of project location if different than mailing address:

Assessor’s Parcel Number: Construction year:

Contributing □ or non-contributing □ property within an historic district? □ N/A

Mailing Address (if different than project location):

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:

Amount of Funds Requested (up to 50% of Total Project Cost): $

**To indicate your agreement, please initial each item below, sign and return with your application:**

 I certify that the information contained in this application is true and correct to the best of my knowledge and that any error may affect its review and approval.

 I declare that I have reviewed, understand and will abide by the grant guidelines and requirements and am submitting this application in accordance with that guide.

 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 understand I will be required to sign the terms of the Preservation & Maintenance Agreement within thirty (30) days of project approval by the Commission for the Las Vegas Centennial.

 I hereby authorize employees of the city of Las Vegas Departments of Planning and Building and Safety and members of the Commission to enter the property after appropriate notification for the purposes of inspecting the work included in this grant request.

 If my grant is funded, I hereby authorize the Commission and the City of Las Vegas to use information about my application and activities for publicity and public relations purposes, including the use of photographs and images of the project.

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Applicant Name (printed) Applicant Signature Date

**PART II. PROJECT SCOPE**

(Additional sheets may be attached if necessary.)

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# Provide a short description of the work to be done including what locations on the building will be effected and what materials will be used in the rehabilitation work. For example, “Wood siding will be used to repair or replace deteriorated original wood siding on the front façade.” Reference the site plans and elevations using numbers or letters to identify the location of proposed work.

* Provide a timeline of activities with expected completion date.
* To the best of your knowledge, briefly describe previous rehabilitation work that has been done on the property. List the major work items and the year in which the work was completed.

**PART III. ADDITIONAL REQUIRED DOCUMENTS**

* + **Proof of property ownership** **and construction date** in the form of a print out from the Clark County Assessors website.
	+ **Site Plan:** Drawings need not be professional, but should be correct in scale, include a north arrow, and be sufficiently detailed to indicate the scope of work to be implemented. All applications must include a site plan regardless of the work proposed. A site plan consists of:
		- Location of property lines, streets, alleys and easements;
		- An outline or “footprint” of all existing structures (e.g., house, garage, carport, shade structure or patio cover, guesthouse and other outbuildings);
		- Location of driveways, sidewalks, swimming pools, fences and walls; and
		- Location of proposed work (for example, if you are repairing windows, indicate their locations on the site plan using numbers or letters consistent with the written scope of work).
* **Elevations:** Line drawings of the exterior elements of the building showing the location and size of windows, doors, archways or other openings in the exterior walls and the roof configuration as necessary to the project scope.
* **Archival Documents:** If you are proposing to reconstruct or replicate a structure or feature, 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.
* **Engineer’s Report:** If you are proposing structural work to the foundation, exterior walls or roof you must attach an independent engineer’s report attesting to the problem and the recommended repair(s).
* **Photographs:** Include color photographs of the current condition of the building as well as the locations of proposed work.
* **Manufacturer’s brochures (if applicable).**
* **Cost Estimates/Proposals:** The contractor’s license number is required to be included on the cost estimates/proposals.
	+ - * Provide two original itemized cost estimates/proposals for each item of the work proposed. The exception to this requirement is in the case of a sole source. A sole source is applicable when only one contractor is qualified to perform the work.
	+ Each cost estimate/proposal shall be itemized, comparable and for the same type of product and/or scope of work, and shall be on the letterhead of the contractor providing the cost estimate. Cost estimates/ proposals shall include material types, size of area(s) or quantity of materials to be used for all components of work. For example, “40 linear feet of trim.”

**PART IV. SUBMITTAL CHECKLIST**

* One hard copy of the completed, signed and notarized Grant Application and all applicable Additional Required Documents from Part III.
* One electronic copy of completed, signed and notarized Grant Application and all applicable Additional Required Documents from Part III.

**ADMINISTRATION**

The Centennial staff administers the day-to-day operations of the Centennial Legacy Grant program. Fiscal and project reviews are done by city staff familiar with state and local fiscal requirements and historic preservation principles and standards. The Commission encourages potential applicants and grantees to contact staff at any time for answers or discussion regarding this program.

**FOR QUESTIONS:**

Sidney Noyce

Commission for the Las Vegas Centennial

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