



We Did It Our Way!

Las Vegas Historic Preservation Commission Centennial Legacy Grant Program For Bricks and Mortar Projects

To commemorate the 100th anniversary of the founding of the city of Las Vegas, the Nevada Department of Motor Vehicles, in cooperation with the Commission of Museums and History of the Department of Cultural Affairs, designed, prepared and issued special license plates to “[commemorate] the history of the City of Las Vegas, including, without limitation, historical markers, tours of historic sites and improvements to or restoration of historic buildings or structures (NRS 482.37903).”

The money from the sale of this specialized plate featuring the famous "Welcome to Fabulous Las Vegas" sign designed by Betty Whitehead Willis in 1959 paid for public events as part of the Centennial Celebration in 2005. Now that the Centennial Celebration has ended, profit from the specialized license plates is directed toward a fund for historic preservation efforts in the City of Las Vegas.

The Commission for the Las Vegas Centennial [Centennial Commission] was established to administer the History Grant Program. Funding supports history, preservation and conservation programs within the city of Las Vegas. The city of Las Vegas Historic Preservation Commission (HPC) has received funds as part of the History Grant Program to continue these efforts on a smaller scale.

The Las Vegas City Council established the HPC in 1991 to provide protection for historically-significant properties and archaeological sites which represent important aspects of the City's heritage, to enhance the character of the community by taking such properties and sites into account during development, and to assist owners in the preservation and restoration of their properties.

Toward this end, the HPC is offering a small grant program for buildings listed on the city's Historic Property Register either individually or as part of an historic district, as the HPC desires to incentivize the preservation and restoration of such structures. For projects that do not directly involve the physical preservation of an historic building, please use the Centennial Legacy Grant Program for Historic Preservation Programs.

The grants will be reviewed by the HPC and the city of Las Vegas Historic Preservation Officer (HPO).

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 Legacy Grant funding for Bricks and Mortar Projects [“Legacy Grant”], the property must be a residential property 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 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 HPC’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 biannually on February 1 and August 1. Applicants are encouraged to turn in applications to the HPO early in case additional information is needed. Incomplete applications will be returned for resubmission in the next round. There will be no exceptions to this rule.
- 2) The HPO will determine if the minimum criteria have been met and will schedule the application for review at the next available HPC meeting.
- 3) The HPC will have 30 days to review the application in relation to the criteria, after which the HPC will make an award decision at a second HPC meeting.
- 4) The applicant or a representative is required to attend the second HPC meeting and present their proposal. Presentations are limited to five minutes per application.
- 5) 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.
- 6) 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 HPO prior to project commencement.

WHO MAY APPLY

Private and non-profit organization 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 HPC 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.

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.

AWARD AND REQUIRED MATCH

Grant funds will be awarded in amounts up to \$2,500. Grants require a 100% match and a minimum of two estimates from licensed and bonded contractors.

The HPC reserves the right to grant approval of any application above the \$2,500 limit and on a first come, first served basis.

GRANT REQUIREMENTS

If awarded a Las Vegas HPC Centennial History 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 HPC 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 (provided by the HPC) that the project was funded in whole or in part by the city of Las Vegas Historic Preservation 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 HPO. The city of Las Vegas 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, signed and notarized applications may be emailed as a pdf, faxed or mailed to:

Courtney Mooney, AICP
Historic Preservation Officer
City of Las Vegas
Department of Planning
333 N. Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106
E: cmooney@lasvegasnevada.gov
P: (702) 229-5260
F: (702) 474-7463

PART I. APPLICATION COVER PAGE

Applicant Name: _____
Last First

Name of Organization (if applicable): _____

Address of project location if different than mailing address:

Assessors 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 HPC.

_____ I hereby authorize employees of the city of Las Vegas Departments of Planning and Building and Safety and members of the HPC 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 HPC 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.

Applicant Name (printed)

Applicant Signature

Date

PART II. PROJECT SCOPE

(Additional sheets may be attached if necessary.)

- 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.
- Once CD copy of completed, signed and notarized Grant Application and all applicable Additional Required Documents from Part III.

ADMINISTRATION

The Department of Planning staff administers the day-to-day operations of the HPC 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 HPC encourages potential applicants and grantees to contact staff at any time for answers or discussion regarding this program.

Please direct any questions to:

Michael Howe
Historic Preservation Officer
City of Las Vegas
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