



**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 “City”), the Nevada Department of Motor Vehicles, in cooperation with the Commission of Museums and History of the Department of Tourism and Cultural Affairs, designed, manufactured, and issued special license plates to celebrate the occasion. The plates feature the famous “Welcome to Fabulous Las Vegas” sign that was designed by Betty Whitehead Willis in 1959. The famous sign still stands today in the median island at the south end of the Las Vegas Strip. The money from the sale of the specialized plates paid for public events as part of the Centennial Celebration in 2005. Now that the Centennial Celebration has ended, revenue from the continued sale of the plates is administered by the Las Vegas Centennial Commission (the “Commission”) through their Historic Preservation Grant Program (the “Grant Program”). The focus of the Grant Program is to commemorate the history of the City with projects *“relating to the commemoration of the history of Las Vegas, including, without limitation, historical markers, tours of historic sites and improvements to or restoration of historic buildings or structures.”* as enumerated in Nevada Revised Statute 482.37903.

The City’s Historic Preservation Commission (“HPC”) receives funding from the Grant Program. The HPC was established in 1991 to:

1. provide protection for historically significant properties and archaeological sites that represent important aspects of the City’s heritage; and
2. enhance the character of the community by taking such properties and sites into account during development; and
3. assist owners in the preservation and restoration of their properties.

This funding scheme allows the HPC to provide “Centennial Legacy Grant Funding for Bricks and Mortar Projects” to property owners of buildings listed on the Federal, State of Nevada, or City historic property register, either individually, or as part of an historic district. Grant funding is available for the repair or rehabilitation of historic properties, buildings, and structures. To apply for a Centennial Legacy Grant Funding for Bricks and Mortar Projects, please follow the guidelines and application process outlined in this packet.

For projects that do not directly involve the physical preservation of an historic building, alternatively, please use the Centennial Legacy Grant for Historic Preservation Programs application.

EVALUATION CRITERIA

For a project to be eligible for Centennial Legacy Grant Funding for Bricks and Mortar Project funds, a project must meet the criteria below:

1. The HPC will give priority to projects that address a dire need or emergency that threatens the historic integrity of a property, building, or structure.
2. In order to qualify for Centennial Legacy Grant Funding for Bricks and Mortar Projects, the property, building, or structure must be listed on the City’s Historic Property Register,

or the Nevada State Register of Historic Places, or the National Register of Historic Places, prior to submitting an application. The property, building, or structure may be listed individually or may be contributing or non-contributing within a designated historic district. The criteria, process, and effects of historic designation are provided in the City's Unified Development Code, Chapter 19.10.150 HD-O Historic Designation Overlay District: <https://files.lasvegasnevada.gov/planning/Historic-Designation-Ordinance.pdf>

3. A grant award may be considered for a non-listed property if the owner agrees to list the property on the City's Historic Property Register (providing it meets all other required criteria).
4. The property, building, or structure must not have any unresolved City Code Enforcement violations or cases.
5. The applicant must be able to demonstrate that the project will meet applicable design guidelines. For example, projects for homes within the John S. Park Neighborhood Historic District must comply with the design guidelines found here: <https://files.lasvegasnevada.gov/planning/Historic-Guidelines-and-Standards.pdf>
If also listed on the National Historic Property Register, the project must comply with the design guidelines found here: <https://www.nps.gov/subjects/historicpreservation/standards.htm>
6. Applicant must provide a timetable and budget outline that demonstrates the project will be completed within a 12-month time frame and within the proposed budget.

APPLICATION PROCESS

1. Applications are accepted throughout the year and must be received by the submittal closing date listed in the HPC meeting schedule in order to appear at the following HPC meeting date. Applicants may request a meeting with the City's Historic Preservation Officer ("HPO") before submitting a proposal by the pre-application submittal date. All deadlines and dates can be found on the website under Historic Preservation Commission meeting schedule under the "Commissions" tab: <https://www.lasvegasnevada.gov/hp>.
2. Applications must be submitted online at: <https://cityoflasvegas.formstack.com/forms/chlbgma>
3. The applicant or their authorized representative is required to attend the meeting and present their proposal in to the Commission. Presentations are limited to five (5) minutes per application. The applicant must be prepared to answer any questions about the proposed project.
4. After the conclusion of the presentation and question/answer period, the Commission will deliberate and make a determination whether to award the Centennial Legacy Grant Funding for Bricks and Mortar Projects.
5. Each Centennial Legacy Grant Funding for Bricks and Mortar Project award is determined based on the following criteria:
 - A. The significance of the property, building, or structure to the history of the City; and
 - B. The emergency of the project that threatens the historic integrity of a property, building, or structure; and
 - C. The total amount of criteria met; and
 - D. The requested project funding amount.

6. If the Commission awards a grant, the applicant will be provided further instructions on signing all grant paperwork.
7. If a Centennial Legacy Grant Funding for Bricks and Mortar Projects is not awarded, the applicant may ask for feedback from the HPC and reapply with the required changes, or apply for another project.

ELIGIBLE EXPENSES

1. All work must apply to areas already within the purview of the HPC which is limited to exterior changes that a visible from the public right-of-way (i.e. the public street and sidewalk).
2. Centennial Legacy Grant Funding for Bricks and Mortar Projects is available for costs associated with the following types of projects:
 - A. The repair or rehabilitation of historic properties, buildings, and structures; and
 - B. Restoration of missing or altered historic features; and
 - C. Removal of incompatible or non-historic features; and
 - D. Replacement of non-historic materials or features with historic materials or features (requires documentation of the original materials); and
 - E. Repair or replacement of deteriorated historic features with compatible materials; and
 - F. Maintenance projects that preserve the integrity, safety, and stability of portions of the structure.

INELIGIBLE EXPENSES

1. Planning documents to include architectural or engineering drawings, research, feasibility studies, or documentation of work progress; and
2. Governmental fees; and
3. Legal, financing, or leasing fees and expenses; and
4. Purchase or repair to tools and equipment; and
5. Taxes, delinquent loans, or fines of any kind; and
6. Sprinkler/fire suppression systems; and
7. Interior work; and
8. Paint, landscaping, hardscaping, fencing, lighting, furniture, or signage; and
9. HVAC, plumbing, electrical, work required for ADA compliance, security, or alternative energy systems; and
10. Materials purchased prior to Centennial Legacy Grant Funding for Bricks and Mortar Projects application; and
11. Work in progress prior to Centennial Legacy Grant Funding for Bricks and Mortar Project application; and
12. Work previously completed by the property owner or applicant; and
13. Additions or new construction; and
14. Work on non-historic additions.

AWARD AND REQUIRED MATCH

1. Centennial Legacy Grant Funding for Bricks and Mortar Project requests can be in an amount of up to 50% of the total cost of the project, not to exceed Ten Thousand Dollars (\$10,000).
2. Centennial Legacy Grant Funding for Bricks and Mortar Project funds will be awarded in amounts up to ten thousand dollars (\$10,000.00)
3. Centennial Legacy Grant Funding for Bricks and Mortar Project requires a 100% match of the grant funds by the owner or other funding sources. For example, if the Centennial Legacy Grant Funding for Bricks and Mortar Project is \$7,500, the owner shall match the \$7,500 towards the project.

The HPC reserves the right to approve of any application above the \$10,000.00 limit, or refer the applicant to the Commission for the Las Vegas Centennial for consideration.

CENTENNIAL LEGACY FUNDING FOR BRICKS AND MORTAR PROJECTS REQUIREMENTS

If awarded Centennial Legacy Grant funding for Bricks and Mortar Projects, the Grant Recipient is required to:

1. sign a Centennial Legacy Grant Funding for Bricks and Mortar Projects Funding Agreement.
2. sign a Preservation and Maintenance Agreement within thirty (30) days of grant award to ensure that after the project is completed, the owner, and successors in title to the property on which the Centennial Legacy Grant Funding for Bricks and Mortar Project was expended, will maintain the grant funded improvements for a minimum of five (5) 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. The owner consents to the Preservation and Maintenance agreement being recorded in the public records of Clark County, Nevada.
3. conform to the design guidelines applicable to the property, building, or structure.
4. obtain all necessary City permits prior to project commencement. An application for a Certificate of Appropriateness is required and can be submitted concurrently with the Centennial Legacy Grant Funding for Bricks and Mortar Projects application or prior to the permit application process.
5. use vendors and contractors who have appropriate contractor and business licenses to operate within the City. The contractor or tradesperson must have experience with the work item they will complete.
6. report any changes made to the project scope or project during the duration of the Centennial Legacy Grant Funding for Bricks and Mortar Project.
7. complete project work within twelve (12) months in conformance with submitted visual and/or written specifications.
8. provide the HPO with quarterly progress updates on the project.
9. to account for all expenditures and stay within the awarded budget.

10. to clearly display a sign, to be provided by the HPC, during construction 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 construction of the project.
11. to appear before the HPC to present proof of project completion.

PAYMENT FOR WORK

Centennial Legacy Grant Funding for Bricks and Mortar Project will be dispersed as a reimbursement provided the project has been completed in accordance with the Grant Agreement. Grant Recipient must submit invoices and proof of payment in the form of copies of cashed checks or confirmation of electronic payments in order to receive reimbursement.

1. The Grant Recipient must submit invoices and proof of payments.
2. The Grant Recipient must provide proof of payment of their matching funds.

Failure to comply with any applicable Grant Agreement requirements will constitute a breach of the Grant Agreement. 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 (4) parts:

1. Part I: Applicant Information. Provide all necessary information including name, address and contact information, amount of grant request and signature indicating agreement to grant requirements.
2. Part II: Project Scope. Provide a Statement of Work that describes the work that will be completed, areas of the property building or structure that will be impacted by the work, materials to be used, and a timeline of activities.
3. Part III: Additional Required Documents. Applicants must provide all required documents, including site plans, digital images, budget sheet, and all other required reports if applicable.
4. Part IV: Submittal Checklist. Ensure you have included all required documentation by checking each box as completed.

PART I: APPLICANT INFORMATION

Applicant Name: _____

First Name

Surname

Name of Organization (if applicable): _____

Address of Project Location if Different than Mailing Address:

Assessor's Parcel Number: _____ Construction Year: _____

Property within an Historic District? If so, List Historic District: _____

Applicant's Mailing Address (if Different than Project Location): _____

Phone No.: _____ E-Mail: _____

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

To indicate your concurrence, please initial each item below, and sign and date the form below:

_____ 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 written consent from the HPC.

_____ I understand I will be required to sign the terms of the Preservation & Maintenance Agreement within thirty (30) days of project approval.

_____ I hereby authorize employees of the city of Las Vegas Department of Community Development 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 project is funded, I hereby authorize and give the City, and its elected officials, officers, employees, contractors, volunteers, and agents and their respective successors and assigns an irrevocable, non-exclusive, worldwide, royalty-free right to record, edit, use, reuse, reproduce, and distribute in any manner, for an unlimited time, in all current and future media in any form, including print and digital media, created by the City (the "City Works"), information about the project, including my name as a grant recipient, the project location and address, and photos of the project taken by City staff. If I appear in any videos or photos, hereby authorize and give the City, and its elected officials, officers, employees, contractors, volunteers, and agents and their respective successors and assigns an irrevocable, non-exclusive, worldwide, royalty-free right to record, edit, use, reuse, reproduce, and distribute in any manner, for an unlimited time, my appearance, picture, voice, name, likeness, and biographical data in the City Works. I hereby waive any right of inspection or approval of my appearance or the uses to which such appearance may be put. I hereby agree not to assert any claim of any nature whatsoever against anyone relating to the exercise of the permissions granted hereunder. I understand that the City is under no obligation to use in any way any of the material in which the project or I may appear.

Applicant Signature: _____

Applicant (Printed Name): _____

Date: _____

PART II: PROJECT SCOPE

Due to space limitations, please provide detailed information about your project by attaching a separate PDF file with answer numbers corresponding to the questions below.

1. Provide a Statement of Work that includes descriptions of the work to be completed, the sections of the property building or structure that will be impacted by the work, and what materials will be used. 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.
2. Provide a timeline of activities with expected completion dates.
3. 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

Applicants must provide the below listed information and requirements attachments.

1. 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. Applications must include a site plan regardless of the work proposed. A site plan consists of:
 - A. Location of property lines, streets, alleys, and easements; and
 - B. An outline or “footprint” of all existing structures (e.g., house, garage, carport, shade structure or patio cover, guesthouse and other outbuildings); and
 - C. Location of driveways, sidewalks, swimming pools, fences and walls; and
 - D. 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).
2. 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.
3. 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.
4. 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).
5. Photographs: Include digital images of the current condition of the building as well as the locations of proposed work.
6. Manufacturer’s material and other brochures as applicable.
7. Contractor’s Name and License Number: Contractors must be licensed by the Nevada Contractor’s Board and must have obtained a city of Las Vegas Business License.

8. Budget Sheet: You are required to list all items associated with the project and which item will be funded by the Centennial Legacy Grant Funding for Bricks and Mortar Project and which will be funded by the owner or other sources. An example is provided below. Please create your own budget sheet (example below) and list all expenses and attach as a separate file at the end of this application.

Description of Expense	Total Expense Amount for this Item	Funding from Other Sources	Requested Grant Amount from HPC
Materials for window repair	\$5,000.00 for 6 windows	\$2,500.00	\$2,500.00
Labor of window repair	\$1,200.00	\$600.00	\$600.00
Labor to remove non-historic shutters	\$2,000.00	\$2,000.00	\$0
Materials for historically correct shutters	\$7,000.00 for 6 windows	\$3,500.00	\$3,500.00
Labor to mount historically correct shutters	\$3,500.00	\$2,600.00	\$900.00
Total Costs	\$18,700.00	\$11,200.00	\$ 7,500.00

PART IVII: SUBMITTAL CHECK LIST

- Completed and signed Applicant Information Sheet
- Statement of Work
- Timeline
- List of Previous Projects (if applicable)
- Site Plan
- Drawings
- Archival Documents (if applicable)
- Engineer Report (if applicable)
- Digital Images
- Manufacturer Brochures (if applicable)
- Budget Sheet
- Contractor's License Number

Direct any questions to the Historic Preservation Officer:

Diane Siebrandt

Email: dsiebrandt@lasvegasnevada.gov

Phone: (702) 229-2476