

# City of Flagstaff Historic Signs and Façades Grants



The Heritage Preservation Commission provides funding for projects that rehabilitate, restore, or preserve Flagstaff's heritage sites, buildings, structures, and objects. By investing in heritage and cultural resources, the Commission supports the economic vitality of our community through heritage tourism, sustainable community development, enhancement of the built environment, neighborhoods, and districts, and by fostering private investment in significant heritage and cultural resources. Grant funding is for privately owned resources that have a historic designation or are believed to be eligible for historic designation and are 50 years or older of age, Historic Signs and Facades Grants funding is available on a 50/50-match basis, with two (2) funding levels for projects that meet program requirements. The Commission will consider funding for work that has a lasting community benefit, that is visually accessible to the public, and that meets program requirements.

The Commission encourages projects that enhance the knowledge and appreciation of heritage and cultural resources, the value of heritage preservation, and inclusive and cooperative efforts, including projects with neighbor support, community leadership, and partnering. With Commission and Heritage Preservation Officer assistance available, owners of heritage resources are encouraged to seek designation of the property or resource as a local listing and/or state or national designation. Consultation with the Heritage Preservation Officer regarding the proposed work and completion of the grant application is recommended. We encourage you to reach out early in designing your projects so that the Heritage Preservation Officer may assist you and your clients in determining grant eligibility and the appropriate "level" of grant funding.

HPO contact information:

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Note: This program may change without notice subject to annual funding allocations by the City Council.

## **Grant Funding Overview**

The Grant award requires general compliance with the guidance provided by the U.S. Secretary of the Interior's Standards & Guidelines for Rehabilitation. Strict adherence to the Standards & Guidelines is not required for Level 1 funding that allows for unique Flagstaff conditions and consideration of reasonable costs. Level 1 funding is intended to enhance the historic integrity of a property, remove previous inappropriate changes not consistent with the historic age of the property and protect and preserve historic materials.

The Commission may allocate matching Level 2 funding of up to \$20,000 total for projects that are in full compliance with the U.S. Secretary of the Interior's Standards & Guidelines for Rehabilitation. Level 2 funding is intended for properties that retain significant historic integrity in their condition and/or represent historic local, state or national significance. Level 2 projects are most often historically designated properties, those that are clearly eligible for historic listing, and/or with full documentation of compliance with Standards & Guidelines for Rehabilitation.

The Federal Historic Preservation 20% Tax Credit incentive requires full compliance with the U.S. Secretary of the Interior's Standards & Guidelines to receive the Tax Credit. Projects are reviewed by the Arizona State Historic Preservation Office (AZ SHPO) initially and forwarded with a recommendation to the National Park Service for final review and approval of a Certified Rehabilitation. Certification allows the applicant to file a form with the IRS for the Tax Credit. The Flagstaff Heritage Preservation Officer can provide information about the tax incentive but has no official capacity in its review or submission to the AZ SHPO. For Federal Tax Credit projects professional design assistance is highly recommended from a design professional familiar with the U.S. Secretary of the Interior's Standards & Guidelines for Rehabilitation.

Historic Signs requesting grant funding must meet "Individual Signs of Historic or Cultural Significance" definition in Municipal Code Zoning 10-30.30.040 (E) 1 a-e.

*NOTE: The U.S. Secretary of the Interior Standards & Guidelines for Rehabilitation are to be used in evaluating any submission for the Historic Signs and Façade Grant Application. The applicant may wish to review and or utilize the remaining "treatments" of "Preservation, Restoration, and Reconstruction" in the Secretary of the Interior's Standards for the Treatment of Historic Properties for a better understanding and additional information that may assist with the application. Additional information and resources are available at the National Park Service website under Technical Preservation Services.*

**City of Flagstaff**  
**Historic Signs and Facades Grant Requirements**

**Who may apply:**

- Individuals
- Businesses
- Non-profit Organizations
- Community Groups
- Government Entities (under justified circumstance)
- Others meeting program requirements

**The Commission will consider:**

- Requests for funding of “Brick and Mortar” preservation work.
- Projects that comply with the U.S Secretary of the Interior's Standards & Guidelines, as determined appropriate by the Heritage Preservation Officer recommendation and Commission approval for Level 1 or Level 2 funding requests.
- The overall fit of the project and proposed work with this program’s goals and the guidelines.
- The property’s significance and integrity as documented in the application.
- Projects that address the most critical physical needs of the resource.
- Grant requests in the context of the total project budget.
- Preference will be given to designated historic properties, historic districts and those within character and historic overlays.

**The Commission will NOT consider:**

- Except under documented and justified circumstances, grants to:
  - Government agencies or groups affiliated to support government agencies.
  - Projects funded in whole or part by any other Bed, Board and Beverage Tax funds.
  - Properties that have previously received Historic Signs and Facades Grants funding in the past 5 years.
  - Applicants who have failed to successfully carry out a previous grant project.
- Construction incompatible with Rehabilitation Standards & Guidelines, that replaces original historic materials in repairable condition and/or adds conjectural elements not justified.
- Expenditures or commitments made before the grant is approved.

**Other conditions:**

- Salaries or wages paid to employees of the Applicant cannot be included as matching funds.
- All Mitigation Measures specified in a required Cultural Resource Study, or a Certificate shall be implemented.
- Approvals are null and void if the work changes from what is shown in the application.
- Grant approvals expire one year after the date of approval, unless provided an extension by the Commission. Extensions should be documented and justified. No payment will be made on expired grants.
- If the money funding the grant is not carried forward to the next fiscal year for any reason, the grant will automatically expire.

## **Grant Funding Level Requirements**

**Level 1 Requirements** - \$10,000 match for projects on buildings over 50 years old that:

- a) Reverses changes that were made in the last 50 years that diminished historic integrity.
- b) Non-visible projects such as foundation repairs and other structural repairs critical to maintaining the façade.
- c) Damage by natural, or human caused disaster or accident.
- d) Improves the compatibility with a national register district.
- e) Addressing life safety issues by Fire or Building Code in a manner that preserves the buildings integrity.
- f) Flood mitigation per *The Secretary of the Interior's Standards for Rehabilitation & Guidelines on Flood Adaptation for Rehabilitating Historic Buildings*.
- g) Other application that do not meet Level 2 Requirements.

**Level 2 Requirements** - \$20,000 match for projects on properties that are eligible for National Register Listing when all work meets the U.S. Secretary of the Interior's Standards and Guidelines for Rehabilitation.

## **Reimbursement Requirements**

Once the grant is approved, the property owner will need to submit a W-9 to the City of Flagstaff before requesting reimbursement.

To request reimbursement, the property owner must have completed the work funded, had at least one on-site inspection by the Heritage Preservation Officer and provide:

- A brief letter report and photographs of the completed work.
- An invoice or demand letter with receipts or other proof of payment attached.
- Payment request completed on Flagstaff form.

The Heritage Preservation Officer may be consulted throughout the project to confirm that ongoing work is in compliance with the grant approval.

The Commission reserves the right, solely at their discretion, to require additional information prior to making a decision and/or to refuse any application or any grant, in whole or in part, for any reason.

## **Definitions:**

**Historic Designation**- Listed individually in the National Register of Historic Places or as a Contributing Element in a National Register District, or Arizona Register of Historic Places or as a Local Flagstaff Landmark.

**Eligible** – for listing National, Arizona or Local historic listing. With a property being a minimum of 50 years of age that retains historic criteria. Note other requirements that includes but is not limited to historic integrity of the property.