



# Landmarks Preservation Commission

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## HISTORIC PRESERVATION GRANT PROGRAM: FACT SHEET FOR HOMEOWNER APPLICANTS

The Historic Preservation Grant Program helps low- and moderate-income owners of designated New York City landmarked buildings, including buildings in historic districts, to restore the façades of their homes. The grants, which generally range from \$10,000 to \$30,000, are for non-emergency exterior repairs, primarily at the street façade, and are often used in conjunction with other funding. Eligible work may include, but is not limited to, masonry rebuilding and repointing, repair or replacement of windows and front doors, paint removal, stoop repair, and cornice restoration.

### To qualify for a grant:

- 1) The building, structure, or site must be a designated individual landmark, located within an historic district, or listed or eligible for listing on the National Register of Historic Places; and
- 2) The site must meet the criteria described under *either* the Low- and Moderate-Income Housing or Matching Components as described below. However, priority will be given to projects that meet the Low- and Moderate-Income Housing criteria.
  - a) *Low- and Moderate-Income Housing Component*
    - i) The combined household income of at least one unit in a building with 1 or 2 dwelling units, or the combined household income of at least 51% of the units in a building containing 3 or more dwelling units, must be below or equal to the moderate-income level for the applicable household income size (see Section 8 Income Limits below);

### Section 8 Income Limits by Household

Household Size	Extremely Low-Income	Low-Income	Moderate-Income
1 Person	\$0 - \$22,400	\$22,401 - \$37,350	\$37,351 - \$59,750
2 Person	\$0 - \$25,600	\$25,601 - \$42,700	\$42,701 - \$68,300
3 Person	\$0 - \$28,800	\$28,801 - \$48,050	\$48,051 - \$76,850
4 Person	\$0 - \$32,000	\$32,001 - \$53,350	\$53,351 - \$85,350
5 Person	\$0 - \$34,600	\$34,601 - \$57,650	\$57,651 - \$92,200
6 Person	\$0 - \$37,150	\$37,151 - \$61,900	\$61,901 - \$99,050
7 Person	\$0 - \$39,700	\$39,701 - \$66,200	\$66,201 - \$105,850
8 Person	\$0 - \$43,430	\$43,431 - \$70,450	\$70,451 - \$112,700

*The above income limits have been provided by the Federal Department of Housing and Urban Development.*

- ii) If the site is used for rental housing, tenants' rents must be equal to or less than either a) 30% of the households Adjusted Gross Income as reported on the household's most recent tax filing and/or b) the Fair Market Rent for that unit type as established by HUD for the New York City area. The 2018 Fair Market Rents are as follows:

Studio	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$1,559	\$1,599	\$1,831	\$2,324	\$2,475

b) *Matching Component*

If the project does not qualify under the Low- and Moderate-Income Housing Component, the homeowner may be eligible for grant funds on a matching basis only. The match value will be determined based upon the income of the homeowner according to the scale below and may be derived from owner equity, loan proceeds, or other grants.

Income Bands by Matching Contribution					
Household Size	10% of Project Cost	20% of Project Cost	30% of Project Cost	40% of Project Cost	50% of Project Cost
1 Person	\$59,751 - \$62,740	\$62,741 - \$65,730	\$65,731 - \$68,720	\$68,721 - \$71,710	\$71,711 - \$74,700
2 Person	\$68,301 - \$71,720	\$71,721 - \$75,140	\$75,141 - \$78,560	\$78,561 - \$81,980	\$81,981 - \$85,400
3 Person	\$76,851 - \$80,700	\$80,701 - \$84,550	\$84,551 - \$88,400	\$88,401 - \$92,250	\$92,251 - \$96,100
4 Person	\$85,351 - \$89,620	\$89,621 - \$93,890	\$93,891 - \$98,160	\$98,161 - \$102,430	\$102,431 - \$106,700
5 Person	\$92,201 - \$96,820	\$96,821 - \$101,440	\$101,441 - \$106,060	\$106,061 - \$110,680	\$110,681 - \$115,300
6 Person	\$99,051 - \$104,000	\$104,001 - \$108,950	\$108,951 - \$113,900	\$113,901 - \$118,850	\$118,851 - \$123,800
7 Person	\$105,851 - \$111,140	\$111,141 - \$116,430	\$116,431 - \$121,720	\$121,721 - \$127,010	\$127,011 - \$132,300
8 Person	\$112,701 - \$118,340	\$118,341 - \$123,980	\$123,981 - \$129,620	\$129,621 - \$135,260	\$135,261 - \$140,900

In determining eligibility, the Program Board considers the following factors, among others: the architectural and historical importance of the building; the building condition and the significance of the repairs; the applicant's financial resources; and the effect the grant will have on improving the building and/or the district. **Because funds are limited, the Program is not able to approve all qualified grant applications.**

The grant pays for specific work items; construction on this work cannot begin until after the Commission and the grant recipient sign a contract, an LPC permit has been issued, insurance clauses of the contract have been satisfied and the contractor has been notified to start.

*Funding is provided pursuant to Title I of the federal Housing and Community Development Act of 1974, as amended, through New York City's Community Development Block Grant (CDBG). All grants must meet eligibility criteria and guidelines for historic preservation under CDBG regulations.*

**CONDITIONS**

**The following conditions apply to grant awards:**

- Grant applicants must reside at the property for which the application is being submitted.
- Grant recipients must occupy their homes for a period of at least five (5) years after the grant-funded work is completed. Grant recipients who sell or move out of their homes before the five years have elapsed will be required to return the grant on a pro-rated basis.
- The grant pays for specific work items; construction on this work cannot begin until after the Landmarks Preservation Commission ("LPC") and the grant recipient sign a contract, resale and insurance clauses of the contract have been satisfied, and the contractor has been notified by LPC to start.
- The property owner must receive a permit from LPC approving such work before carrying it out.
- In most cases, at least three (3) competitive bids must be obtained for work to be performed. Bids will be solicited by LPC. Work must be approved by LPC before funds are disbursed to the contractor.
- Depending on the scope of work, the property may be inspected for the presence of lead-based paint. ***If lead-based paint hazards are found, the grant recipient will be responsible for the remediation of those hazards pursuant to city and/or federal law. To download the HUD Lead-Based Paint Disclosure Form, please visit [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/enforcement/disclosure](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/disclosure). The form is available in English, Spanish, Vietnamese, Russian, Arabic, and Somali.***
- Preference is given to extremely low-, low-, and moderate-income owners that use other funds along with the grant to restore the façade of their building.

**GUIDELINES AND CHECKLIST**

Please read the application form carefully and refer to the FACT SHEET FOR HOMEOWNER APPLICANTS. All information should be entered in the space provided; if not applicable mark N/A.

The following materials must be submitted for a complete grant application for **each wage earner** in your household:

- Signed current 1040 Federal Tax Forms, **OR** if no Return was required to be filed, signed statement with explanation;
- Note: If income has changed substantially, submit 1040 Forms for the last three years.
- W-2 Forms and Schedules A, B, C, D, and E filled with each 1040 Tax Form;
- Copy of most recent DEP Water and Sewer bill;
- Signed list of all properties owned and related rent receipts in lieu of Schedule E;
- Pension receipts;
- Notification of Social Security, disability, or other benefits;
- Records of all other income or distributions;
- List of sources of funding for restoration project;
- Property Deed in name of applicant;
- At least two (2) itemized cost estimates
- Additionally, please note that all grantees cannot have unpaid real estate taxes, water/sewer charges, or un-rescinded notices of violation issued by LPC or the Department of Buildings.

**CERTIFICATION**

I/We have requested the Landmarks Preservation Commission of the City of New York to process my/our application for a Historic Preservation grant the proceeds of which will be used to make the said property conform to the rehabilitation standards as specified by the Landmarks Preservation Commission. With full knowledge that the information given above is subject to future verification, I/we certify that all information contained herein is accurate and complete.

Printed Name	Title
Signature	Date

**STAFF USE ONLY**

Date Rec'd	AppTrack #	Entry Date



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## HISTORIC PRESERVATION GRANT PROGRAM: HOMEOWNER GRANT APPLICATION

Applications should be prepared after reading the FACT SHEET FOR HOMEOWNER APPLICANTS. Refer to CONDITIONS, GUIDELINES and CHECKLIST on the FACT SHEET. Faxed applications will not be considered.

### STAFF USE ONLY

Date Rec'd	AppTrack #	Entry Date
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### PROPERTY OWNER

Name(s)			
SSN(s)			
Home Address		E-mail	
City	State	Zip	Phone

### DESIGNATED PROPERTY

Address		
Borough	Block	Lot

### BUILDING USE

Number of dwelling units in the property, including your own:
Number of people in your own household dwelling unit:

### DESCRIPTION OF PROPOSED WORK: (USE ADDITIONAL PAGES IF NECESSARY)

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### COST OF PROJECT:

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