



# PRESERVATION EQUITY PROJECT PILOT GRANT APPLICATION

This packet contains the following information to assist your completion of the Preservation Durham Grant Application for the Preservation Equity Project pilot program.

## A. ELIGIBLE APPLICANTS

1. The applicant(s) must be an owner-occupant of the residential property that is the subject of the project.
2. The household applicant(s) must not exceed 70% of the Durham County median income for the subject property type. *(based on the Census.gov website. <https://www.census.gov/quickfacts/durhamcountynorthcarolina>)*
3. The applicant(s) must declare that they will not sell, lease, or exchange the property for a period of not less than 24 months following the completion of the project and the payment of the granted monies and they must declare that they shall reside in the house during that time. Preservation Durham reserves the right to recapture the granted funds in the event that the property is sold, leased or exchanged during the 24 month period or if the applicants vacate the property during that period except in the event of exigent circumstances as determined in Preservation Durham's discretion. Preservation Durham reserves the right to recapture the granted funds.

*The intent of this grant is to assist low- to moderate-income property owners protect the historic character, architecture of the historic district and maintain economic equity in the neighborhood. Grants awarded will help with the maintenance and repair of historic properties.*

## Program Highlights

- low- to moderate-income requirements
- Maximum household income is 70% of Durham County median income to qualify
- Grants from \$1,000 to \$6,500
- Work must be completed within the approved dollar amount granted
- Competitive grants are ranked by set criteria
- Property must be owner-occupied
- Property owner must allow Preservation Durham to place preservation easement on property

## ELIGIBLE PROPERTIES

1. To be eligible, the property which is the subject of a grant project must be a single-family house or duplex (2-unit residential property).
2. The property must be:
  - individually listed in the National Register of Historic Places (NRHP);
  - listed as contributing property in a NRHP historic district;
  - individually determined eligible for the NRHP by the North Carolina State Historic Preservation Office (NC SHPO) with an official Determination of Eligibility (DOE);
  - included as an individual property in the state Study List as potentially eligible for the NRHP;
  - potentially contributing property in a Study List historic district; or
  - potentially contributing property in a historic district determined eligible for the NRHP by HPO with an official DOE.

The term “contributing” refers to the property’s status on the NRHP, meaning that the property is deemed historically or architecturally significant. If documentation submitted to and reviewed by the HPO does not identify a building as likely to be contributing in a Study List or DOE district, Preservation Durham reserves the right to make this determination for purposes of this program only.

3. The property must also be located within an established PEP target area or, at the discretion of Preservation Durham, a property of special architectural or historic significance inside or outside established target areas. **PEP target areas include properties in low-income Durham county census tracts, Stokesdale National Register Historic District, College Heights National Register Historic District, Walltown, West End, potentially historic residential properties and neighborhoods listed in the Durham African-American Inventory & Preservation Plan.**

## B. ELIGIBLE PROJECTS

1. The project must be a discrete project that can be accomplished within the amount of the grant and required owner contribution awarded without requiring funding from sources other than the PEP grant and the required owner contribution; however, the grant project may be a discrete part of a larger project of rehabilitation of the subject property.
2. The project must be a project that would be eligible for historic preservation tax credits under the standards administered by the SHPO (regardless of whether the applicant exceed the cap for tax credits for the subject property).
3. Where a Certificate of Appropriateness is required, the project must have a COA and the project must conform to its conditions.

## EXAMPLES OF MOST ELIGIBLE PROJECTS:

- Exterior wall repair
- Wood window repair
- Roof repair
- Exterior masonry/mortar repair, re-pointing
- Exterior painting
- Repair of damaged/missing architectural details
- Porch and porch features repair
- Electrical system repair
- Plumbing system repair
- Floor and ceiling repair
- Foundation repair
- Removal of inappropriate or missing exterior elements with the replacement or installation of historically appropriate elements

### **C. THE WORK**

1. The work must be performed in a workmanlike manner and conform to all code requirements.
2. The project must have all necessary permits and pass all required inspections.
3. The project must be performed by qualified (and where required, licensed) professionals.
4. The cost of the project must be reasonable for such work in the market areas.
5. The work must begin within six (6) months of approval for the grant and be completed within one (1) year of the same.

### **D. PROCESS, PAYMENT, and PRESERVATION DURHAM'S RIGHTS**

1. The applicant(s) must complete an application and provide such documentation or other information as Preservation Durham may require demonstrating of eligibility. No grant shall be awarded to an ineligible applicant, property, or project. No grant shall be awarded on an incomplete application.
2. The applicant(s) shall sign an agreement promising to perform the work described in the application according to the terms and conditions of the PEP program.
3. The application must include a proposal, contract, or estimate from the contractor who will perform the work sufficient to show that the work will be completed within the contract amount and in conformity with the terms and conditions of the PEP program.
4. The applicant(s) may select a contractor from a slate of contractors approved by Preservation Durham or may propose a contractor to Preservation Durham for approval. Preservation Durham reserves the right to approve or disapprove of a contractor in its discretion.
5. Preservation Durham will pay the amount of the grant at the completion of the work, but may, at its discretion, make advance payments.
6. Payments will customarily be made to the contractor, but Preservation Durham shall have no contractual obligation to the contractor.
7. The applicant may opt to select their own contractor and be reimbursed the grant award if the application and approved work is approved. The grant award will only be dispersed to the applicant if the completed work is approved by the board of directors.
8. Preservation Durham may withhold payment for any violation of the terms and conditions of the PEP program or if Preservation Durham determines that the grant was made or induced by false or misleading representations. Preservation Durham may recover amounts paid upon discovery of a violation of the terms and conditions of the PEP program or upon discovery of material false or misleading representations by the applicant. Preservation Durham may attach a lien against the property for amounts owed.
9. Applying for a grant shall create no right or expectation of receiving a grant and no representation by any person associated with Preservation Durham or presuming to represent Preservation Durham shall obligate Preservation to make a grant. Only a decision of the Board of Directors of Preservation Durham may award a grant.
10. The Board of Directors of Preservation Durham shall act as the PEP grant committee.
11. Grants shall be awarded in no particular order. The decision to award or deny a grant application shall be solely within the discretion of the Board of Directors of Preservation Durham.
12. Preservation Durham shall have the right to inspect a property subject to a grant application or an awarded grant before the awarding of the grant, during the performance of the work, and following its completion. Preservation Durham shall have the right to examine plans, contracts, permits, invoices, receipts, and inspection reports pertaining to the project.

**13.** Preservation Durham reserves the right to publicize the property regarding the subject project.

**14.** Grants shall be subject to the availability of funds for the PEP program.

**F. NON-GRANT RELATED PRESERVATION EQUITY PROGRAMS**

**1.** Plaques – Subject to the availability of funding and upon the request of an eligible applicant, Preservation Durham may perform the research necessary to erect a plaque on an eligible property and, at the discretion of Preservation Durham’s Board of Directors, erect a plaque on an eligible property at reduce cost to the property owner.



For more information on the Preservation Equity Project Grant Program please contact:  
April Johnson, Executive Director,  
Preservation Durham P.O. Box 25411, Durham, NC 27702  
[www.preservationdurham.org](http://www.preservationdurham.org) • [pep@preservationdurham.org](mailto:pep@preservationdurham.org) • 919-682-3036

## PRESERVATION EQUITY PROJECT GRANT APPLICATION Checklist and Agreement Form

Please indicate that documents are included in your application by checking the boxes. **It is the applicant's responsibility to ensure that the application is complete. ALL information must be submitted by the application deadlines (if any). Applications must be complete in order to be reviewed for grant funding.**

Completed Applications should be mailed or emailed to:

Preservation Durham  
P.O. Box 25411  
Durham, NC 27702

919-682-3036 | [pep@preservationdurham.org](mailto:pep@preservationdurham.org)

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Application Form   | <input type="checkbox"/> Description of repairs the applicant proposes to make.   |
| <input type="checkbox"/> If applicant is <u>not</u> the property owner, a letter of consent authorizing the grant application and proposed changes to the property from the property owner. | <input type="checkbox"/> Current photographs (most recent) of each exterior house elevation. (all 4 sides of the house's exterior). |
| <input type="checkbox"/> Verification of property owner identification<br><input type="checkbox"/> Copy of Driver's License or<br><input type="checkbox"/> NC Identification Card           | <input type="checkbox"/> Detailed photographs of proposed project area(s).  |

### Acknowledgement

I/We hereby represent that the information contained in this application and documentation provided is true and correct to the best of my/our knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If different from the applicant)

## PRESERVATION EQUITY PROJECT GRANT APPLICATION

**PLEASE PRINT ALL INFORMATION**

### SECTION 1

Address of Subject Property: \_\_\_\_\_, Durham, NC Zip: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE:** *If the applicant is not the owner, he/she must be authorized by the owner to commit to changes proposed on the property. A signed letter from the property owner authorizing the grant application submittal must be included with your application.*

Eligible grant application properties are those that are in the PEP target areas or other previously approved locations. Please check one of the two options below.

My property is an eligible historic property **outside** the PEP target area. Please identify the name of the historic district (or nearest district), historic name of the building and its original construction date (if known):

**Historic District**

**Historic Name**

**Year Built**

\_\_\_\_\_

My property is located **within** the **PEP target areas or is a target property** (check all that apply):

<input type="checkbox"/> Stokesdale Nat'l Register Historic District	<input type="checkbox"/> Walltown N'hood
<input type="checkbox"/> College Heights Nat'l Register Historic District	<input type="checkbox"/> West End/Lyon Park N'hood
<input type="checkbox"/> Low-income census tract (Durham County)	<input type="checkbox"/> Potentially historic
<input type="checkbox"/> Eligible for the Nat'l Register of Historic Places	<input type="checkbox"/> Documented in the Preservation Durham's 2009-2013 Durham African American Inventory & Preservation Plan

Have you ever received any grant funding to complete rehabilitation, renovation, or maintenance work this property?  yes  no

If yes, please identify the source of funding, year(s) and project: *Ex: Habitat for Humanity, 2017, Porch Restoration*

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