

**Fact Sheet**

# Historic Preservation Grant Program: Homeowner Application

The Historic Preservation Grant Program provides grants to eligible low- and moderate-income owners of New York City landmarks, including individual landmarks and buildings or sites in historic districts, and properties listed or eligible for listing on the National Register. The grants, generally ranging from \$10,000 to \$30,000, are intended to restore, repair, or rehabilitate exterior features of designated properties and are for non-emergency repairs only. Eligible work includes, but is not limited to, brick repointing, repair or replacement of windows and front doors, paint removal, stoop repair, cornice restoration, areaway repair, and historic paving restoration at sidewalks. Most grants are for work on street facades.

*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 and federal Block Grant regulations.*

To be eligible for a grant:

1. The building or site must be a designated individual or interior New York City landmark or located within a designated historic district. Buildings or sites located in New York City that are listed or eligible for listing on the National Register may also be eligible;
2. The applicant must own and reside at the property for which the application is being submitted;
3. The site must meet the criteria described under either the Low- and Moderate-Income Housing Component or the Matching Component as described below.
  - a. *Low- and Moderate-Income Housing Component*
    - i. The combined household income of the applicant must be below or equal to the moderate-income level for the applicable household income size;

Community Development Block Grant (CDBG) Income Requirements

Household Size	Extremely Low-Income	Low-Income	Moderate-Income
1 Person	\$0 - \$32,649	\$32,650 - \$54,349	\$54,350 - \$87,100
2 Person	\$0 - \$37,299	\$37,300 - \$62,149	\$62,150 - \$99,550
3 Person	\$0 - \$41,949	\$41,950 - \$69,899	\$69,900 - \$111,950
4 Person	\$0 - \$46,599	\$46,600 - \$77,649	\$77,650 - \$124,400
5 Person	\$0 - \$50,349	\$50,350 - \$83,849	\$83,850 - \$134,350
6 Person	\$0 - \$54,099	\$54,100 - \$90,049	\$90,050 - \$144,300
7 Person	\$0 - \$57,799	\$57,800 - \$96,299	\$96,300 - \$154,250
8 Person	\$0 - \$61,549	\$61,550 - \$102,499	\$102,500 - \$164,200

*The above income limits have been provided by the U.S. Department of Housing and Urban Development (HUD).*

**b. Matching Component**

- i. 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.

Contribution by Income for Matching Component Projects

<i>Household Size</i>	<i>Owner contributes 10% of Project Cost</i>	<i>Owner contributes 20% of Project Cost</i>
1 Person	\$87,100 - \$98,000	\$98,001 - \$108,900
2 Person	\$99,550 - \$111,975	\$111,976 - \$124,400
3 Person	\$111,950 - \$125,925	\$125,926 - \$139,900
4 Person	\$124,400 - \$139,950	\$139,951 - \$155,500
5 Person	\$134,350 - \$151,125	\$151,126 - \$167,900
6 Person	\$144,300 - \$162,350	\$162,351 - \$180,400
7 Person	\$154,250 - \$173,525	\$173,526 - \$192,800
8 Person	\$164,200 - \$184,750	\$184,751 - \$205,300

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

2024 New York City Fair Market Rent

<i>Studio</i>	<i>One-Bedroom</i>	<i>Two-Bedroom</i>	<i>Three-Bedroom</i>	<i>Four-Bedroom</i>
\$2,386	\$2,451	\$2,752	\$3,434	\$3,700

Because funds are limited, the Historic Preservation Grant Program may not award grants to all eligible applicants. The following factors are considered when determining which project gets a grant and for how much:

- The architectural or historical importance of the structure;
- 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.

*Note: Preference is given to properties designated by the Landmarks Preservation Commission.*

**CONDITIONS**

After a grant is awarded, the following conditions apply:

- Grant recipients must own and occupy their property for a period of at least five (5) years after the grant-funded work is completed. Owners who sell their building before the five years has elapsed will be required to return grant funds on a pro-rated basis.

- Depending on the scope of work, a residential property may be inspected for the presence of lead-based paint. If lead-based paint hazards are found, remediation of those hazards pursuant to city and/or federal law will be required, in addition to the proposed rehabilitation work.
  
- Work covered by the grant cannot begin until after:
  1. The Landmarks Preservation Commission (LPC), the grant recipient and the contractor sign a contract;
  2. The insurance clauses of the contract have been satisfied;
  3. A permit approving the work has been issued by LPC; and
  4. The contractor has been notified to start.
  
- In most cases, at least three (3) itemized cost estimates must be obtained for the proposed work. Work must be approved by LPC before funds are disbursed to the contractor.



# Homeowner Application Form

## Historic Preservation Grant Program

### Staff use only

AppTrack #:

Date Received:

Entry date:

### Filing Instructions

You **MUST FILE** a complete application for your grant application to be reviewed. Follow the instructions below so that your application is complete upon submission.

1. Fill out **ALL SECTIONS** of this form.
2. Attach **ALL MATERIALS** included in the checklist on page 2 of this form.
3. Submit this form and all corresponding materials **BY EMAIL** to [LPCGrants@lpc.nyc.gov](mailto:LPCGrants@lpc.nyc.gov) or **BY MAIL** to:

**NYC Landmarks Preservation Commission**  
**253 Broadway, 11th Floor**  
**New York, NY 10007**  
**ATTN: Historic Preservation Grant Program**

### Note:

Please read this application form carefully and refer to the Historic Preservation Grant Program: Homeowner Application Fact Sheet for more information.

### For help:

Call LPC at 212-669-7817 or **Email** us at [LPCGrants@lpc.nyc.gov](mailto:LPCGrants@lpc.nyc.gov).

### Property Information

Address \_\_\_\_\_

Borough \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Household size (number of people in your house/apartment) \_\_\_\_\_

Are there any additional units (apartments) in your building?  Yes  No

If yes, how many additional units (apartments) are in your building? \_\_\_\_\_

Please specify the size (e.g. studio, one-bedroom, etc.) and rent charged for each unit:

Studio  1-BR  2-BR  3-BR  4-BR  5-BR+ Monthly rent \_\_\_\_\_

Studio  1-BR  2-BR  3-BR  4-BR  5-BR+ Monthly rent \_\_\_\_\_

Studio  1-BR  2-BR  3-BR  4-BR  5-BR+ Monthly rent \_\_\_\_\_

Studio  1-BR  2-BR  3-BR  4-BR  5-BR+ Monthly rent \_\_\_\_\_

### Proposed

### Work

Describe the work that is being proposed

Estimated Cost \_\_\_\_\_



# Homeowner Application Form

## Historic Preservation Grant Program

### Checklist

- Completed and signed application form;
- Copies of signed 1040 Federal Tax Forms for the last two years (current and the previous year) for **each wage earner** in applicant's household;  
*Note: If income has changed substantially, submit 1040 Forms for the last three years.*
- If no return was required to be filed, submit form 4506-T to verify the applicant's income documented with the Internal Revenue Service;
- W-2 Forms and Schedules A, B, C, D, and E filed with each 1040 Tax Form;
- Rent receipts for all additional units in the building (if applicable);
- List of additional properties owned by the applicant and related rent receipts (if applicable);
- Pension, Social Security, disability, retirement or other applicable benefit statements;
- Records of all other income or distributions;
- Copy of most recent Department of Environmental Protection water and sewer bill;
- Property Deed in name of applicant;
- Documentation of status as a U.S. citizen, U.S. noncitizen national, or "qualified alien," e.g. birth certificate, U.S. passport, INS Form I-551 (i.e. green card), etc.;
- At least (3) itemized cost estimates for the proposed work;
- List of additional sources of funding if estimate is higher than \$30,000.

*Please note that no grants can be awarded if there are unpaid real estate taxes, and water/sewer charges against the property. If there are LPC or Department of Building (DOB) violations on an otherwise eligible property, the presence of such violations, the nature of the violations and any plans to address the violations will be considered.*

*Please note that additional financial documentation may be required to ensure reviewers have the most current information to determine applicants meet eligibility requirements.*

### Additional Information

Please take a moment to tell us how you heard about the Historic Preservation Grant Program:

- Attended LPC Outreach Event  LPC Website  Friend/Neighbor  Nonprofit/Advocacy Organization  Other, Please Specify \_\_\_\_\_

### Owner's Information

Name \_\_\_\_\_ SSN \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

### Certification

*With full knowledge that the information given above is subject to verification, I/we, the Owners(s)/Authorized Representative(s), certify that all information contained herein is accurate and complete.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Title \_\_\_\_\_