

Project Description Guidelines

The project description should clearly outline the **specific location** and **geographic boundaries** of the project. It should detail **all activities** that fall within the scope of the project, capturing the full scope of the proposal, not just the funding allocation for one activity.

Sample Project Description

Rehabilitation

The project is located within the Maplewood Neighborhood of Philadelphia, bounded by 15th Street to the west, Pine Avenue to the east, Chestnut Street to the north, and Walnut Street to the south. This scattered-site rehabilitation effort will focus on approximately 20 vacant or partially occupied houses built between the 1890s and 1920s. The properties are primarily large wood-frame dwellings with porches and historic architectural details. Over the decades, many have been divided into rental apartments and will continue as rental units after rehabilitation.

Work under this project will include both exterior and interior rehabilitation, selective floorplan reconfiguration, energy-efficiency upgrades, and life-safety/code improvements. The scope also includes repairs to foundations, though only minor ground disturbance is anticipated. Together, these activities will stabilize historic structures, improve habitability, and extend the useful life of affordable rental housing across the entire project boundary.

New Construction

This project will take place on the 2000 block of East Street, between Main Avenue and River Road, at the eastern edge of the Oakview Residential Neighborhood. The 2-acre site currently contains five small houses constructed in the 1920s that are in deteriorated condition. These houses will be demolished, and the site will be redeveloped with two 4-unit brick townhouses and associated surface parking for 20 vehicles.

The new townhouses will be two stories high with full basements, covering approximately 6,000 square feet of the parcel. Construction will include installation of modern utilities, landscaping, and stormwater management facilities. The project falls within a mixed-use corridor characterized by below-median rents and is located along East Street, a major arterial connecting directly to the city's downtown core. This comprehensive scope

ensures that both demolition and new construction are fully captured within the project description.

Energy-related Improvements

The project area is located within the Elmwood Historic Residential District, bounded by 3rd Street, Oak Avenue, Jefferson Road, and Spruce Street. It encompasses 15 single-family wood-frame houses built around 1900. While these homes are not currently listed on the National Register of Historic Places, they appear eligible and have been documented in the State Register.

The proposed activities are based on findings from recent energy audits. Improvements will include attic and basement insulation, replacement of outdated furnaces with high-efficiency models, and window repair and/or replacement. The project will enhance long-term energy performance while preserving historic architectural features. Copies of the energy audits and State Register documentation are included to support the full scope of proposed work across all 15 properties.

Disaster Recovery

This project is part of the City's Hurricane Paul Disaster Recovery Program. The work is located in the East Side Historic District, bounded by Broadway Avenue, 10th Street, Maple Boulevard, and King Street, which is listed on the National Register of Historic Places. Within this district, three contributing residential buildings—identified as #22, #43, and #62—sustained catastrophic hurricane damage, including collapsed roofs, racked frames, and missing porches.

The City has determined these properties to be immediate threats to health and safety, and they have been formally condemned. The project therefore calls for the demolition of all three structures, with debris removal and site stabilization completed in compliance with federal disaster recovery standards. Because this is emergency work, review will occur on an expedited 15-day timeframe, consistent with ongoing Programmatic Agreement development. The scope of work covers all necessary demolition, clearance, and hazard abatement activities within the identified district boundaries.