

## Guidelines for Submitting Photographic Documentation

Photographs must be included as part of the required progress reports. The first progress report photographs shall document the appearance and condition of the building, structure, or site prior to and during work agreed upon in the executed Grant Award agreement. Subsequent progress reports shall document the appearance of the building, structure, or site during and after the completion of all work agreed upon in the executed Grant Award agreement.

### Photographs must document:

1. The site and environment;
  - a. General views and details.
  - b. Principal elevations of the building or structure and details.
2. All areas where work will be taking place as per the approved scope of work;
  - a. All exterior sides if outside renovation is taking place.
  - b. Affected interior spaces and contributing elements within that space.
  - c. Specific details of the resources that will be attended to as per the scope of work.
3. Close-ups of character-defining interior and exterior features such as: storefronts, windows, doors, decorative ceilings, stairs, millwork, and casework.
4. Deteriorated conditions such as: roof failure, crumbling brickwork, rotten wood, or water stained finishes.
5. In the event that the project focuses on protection such as stabilization, include present conditions and details.
6. In the event that the project focuses on community education, include photographs of examples of proposed products and drafts of design, development and the like.

**Orientation:** To the greatest extent possible, the photographs should be taken from the same locations as those provided in the application in order to clearly demonstrate existing conditions and completed work.

**Quantity:** Judgement should be exercised as to the quantity of photographs but must be enough to adequately depict the building, structure, or site. Large or complex projects will require more photographs to properly document the resource and the progress.

**Quality:** Photographs must conform to the following parameters:

1. Be in focus and clear
2. In color
3. Taken at a high resolution - sufficient to show the details required to review
4. Submit digital images (.jpeg, .gif, .tiff, etc.) on a disk, flash drive, or shared via DropBox
5. Placed no more than two photographs to a page (if submitting a Word or PDF document)
6. Printed at least 4"x 6" in size (if submitting physical photos)

Photocopied photographs (black and white or color) will NOT be accepted.

**Identification:** Each photograph should be labeled with the following information either on the back of the physical photograph or in a detailed photographic legend:

1. Sequential number referenced to a Photograph Key Plan\*
2. Photograph date (you can use the approximate date, such as month and year)
3. Indicate if the photograph is pre-or post-rehabilitation
4. A brief description of what is shown in the photograph

\* Photograph Key Plan: shows the location where the numbered photographs were taken with arrows showing the view.

