**RULES**

**OF**

**GEORGIA DEPARTMENT OF**

**COMMUNITY AFFAIRS**

**CHAPTER 110-37-4**

**STATE GRANTS PROGRAM**

**HISTORIC PRESERVATION GRANTS PROGRAM**

**GEORGIA HERITAGE GRANTS**

TABLE OF CONTENTS

110-37-4-.01 Georgia Heritage Grants Historic Preservation Grants Program

110-37-4-.02 General Terms and Conditions

110-37-4-.03 Application Procedures

110-37-4-.04 Selection Criteria

**110-37-4-.01 Georgia Heritage Grants Historic Preservation Grants Program**

* + - 1. **Statutory Basis:** The Georgia Heritage Grants historic preservation grants program is established in accordance with and under the authority provided to the Georgia Department of Community Affairs by O.C.G.A. §12-3-5, §12-3-50.1, and §12-3-58.
      2. **Purpose:** The purpose of the Georgia Heritage Grants historic preservation grants program is to encourage the preservation of historic properties, to stimulate economic development and neighborhood revitalization, to support community preservation projects that provide a public benefit, and to assist local communities in developing sound preservation projects.
      3. **Program Administration:**
         1. The Georgia Department of Community Affairs – Historic Preservation Division (HPD) shall develop procedures, applications, forms, contracts, and other materials as necessary to administer the Georgia Heritage Grants program, which shall include, but not be limited to: establishing timelines and deadlines on an annual, cyclical basis for announcing grant application availability, application due date, project awards date, project reporting dates, and project completion date; developing application and project review procedures; establishing minimum requirements for project management of grants by recipients; developing guidance and informational materials, including providing definitions; and developing policies and procedures to rescind grant awards for non-performance and to re-award recaptured funds.
         2. Notice of the start of the grant cycle shall be posted by the fourth Friday in April through HPD’s electronic newsletter, website posting, and by other means as determined appropriate by HPD. The notice shall include, at a minimum, a summary description of the grant program and eligibility and eligible activities requirements, date of application availability, deadline for submitting applications, and directions for obtaining an application.
         3. Grant application forms and instructions shall be available in electronic format; paper format application materials shall be available upon request.
      4. **Eligibility Requirements:**

1. Eligible applicants include:

Any Georgia local government entity, including counties, municipalities, and duly authorized agencies or instrumentalities of a county or municipality, including but not limited to, local authorities and local boards; and

Private, secular non-profit organizations.

1. Eligible resources include historic properties such as buildings, structures, sites, districts, objects, and archaeological sites and as further defined in program application instructions.

Properties and resources owned or controlled by a church, religious denomination, or sectarian institution are not eligible.

1. Project properties must be listed, either individually or as a contributing property to a historic district, in the Georgia Register of Historic Places, or be eligible for listing and officially listed prior to the disbursement of funds.
2. Eligible project activities fall into two categories:

**Development** **activities**, including stabilization, preservation, rehabilitation, restoration, and archaeological investigation of historic properties; and

**Pre-development** **activities**, including plans and specifications, historic structure reports, feasibility studies, and other building-specific or site-specific preservation plans, and survey and planning activities, including historic resource surveys, archaeological surveys, National Register nominations, preservation planning projects, and information and education activities.

**110-37-4-.02 General Terms and Conditions**

1. Individual grant award limits will be established and announced for each grant cycle based on available funding. Recipients must provide a cash match equal to 40% of the approved total project cost, as defined by HPD.
2. Recipients may be required to attend a grant workshop immediately after grant awards are announced.
3. Grant-assisted project work must follow recognized applicable preservation standards and techniques as provided for in the **Secretary of the Interior's Standards for Archeology and Historic Preservation.** These include: 1) Standards and Guidelines for Preservation Planning, 2) Standards and Guidelines for Identification, 3) Standards and Guidelines for Evaluation, 4) Standards and Guidelines for Registration, 5) Standards and Guidelines for Historical Documentation, 6) Standards and Guidelines for Architectural and Engineering Documentation, 7) Standards and Guidelines for Archeological Documentation, 8) Standards for the Treatment of Historic Properties, 9) Standards and Guidelines for the Rehabilitation of Historic Buildings, and 10) Historic Preservation Professional Qualification Standards.
4. Recipients must execute a grant agreement with HPD and comply with all its provisions, including maintaining complete financial records for all activities covered by the grant agreement and providing an audited report after completion of the project.
5. Adequate progress toward completion of the project must be documented by the recipient and approved by HPD before payment of intermediate reimbursements.
6. Twenty (20) percent of the grant funds shall be withheld until HPD approval of the completed project.
7. For projects receiving grant assistance for development activities, a preservation agreement will be executed to assure public access, maintenance, and compliance with preservation standards for five years from completion and approval of the project.
8. Project planning and construction documents and work product shall be reviewed and approved by HPD under terms established by the grant agreement.
9. Projects and/or project areas will be available for inspection by HPD staff during construction or the grant period, as applicable, and be facilitated by the grant recipient upon reasonable notice. Reasonable notice shall include pre-arranged scheduled visits, mutually agreed upon times, or 1-week notice of intent to visit by HPD staff.
10. Non-compliance with (5) (a) through (g) above and any terms & conditions of the grant agreement may result in the rescission of the grant award.

**110-37-4-.03 Application Procedures:**

1. Applicants shall make application to the Historic Preservation Division, Georgia Department of Community Affairs, by specified deadlines, on current state fiscal year grant application forms, and in the manner and format provided for in the grant application instructions.
2. At the sole discretion of HPD, a prior year application form for an unfunded project may be accepted in lieu of a current state fiscal year application form, provided that the scope of the proposed project is unchanged and other information is current or updated, including project contact and administrator information, authorized signatures, and matching fund resolution.

**110-37-4-.04 Selection Criteria**

1. Applications will be reviewed by a committee composed of HPD staff.
2. Proposed projects shall be evaluated by the following criteria:

Resource meets eligibility requirements

Project concept is appropriate for resource

Project design is consistent with applicable preservation and/or professional standards

Project fills demonstrated preservation need

Project provides a public benefit

Resource is exceptionally significant or one of a few surviving examples of an important type

Resource is of a type identified by HPD as having a high priority for preservation assistance

Statewide distribution of projects in applicant pool

Urgency of need/degree to which the historic resource is threatened

1. Grants shall be awarded to the extent of established available funding based on HPD staff recommendations as approved by the Commissioner of the Georgia Department of Community Affairs or duly delegated authority.

**Authority** O.C.G.A. §12-3-5, §12-3-32, §12-3-50.1, §12-3-50.2.

**History.** Original grant description entitled "Georgia Heritage 2000 Historic Preservation Grants" received June 1, 1994. **Submitted:** Grant description, same title, received Oct. 23, 1995.

**Submitted:** Aug. 14, 1996.

**Submitted:** Grant description entitled "Georgia Heritage 2000 Grant Programs, SFY 1999" received Sept. 24, 1998.

**Submitted:** Grant description entitled "Georgia Heritage 2000 Grant Programs, SFY 2000" received Sept. 16, 1999.

**Submitted:** July 5, 2007.