

**2020 Historic Preservation Fund**

**CLG Survey & Planning Grant**

**Application Package**

**I. Introduction**

The Historic Preservation Fund grant program is structured to support local preservation efforts and to strengthen the Certified Local Government (CLG) program statewide. Only a federally designated Certified Local Government may apply for funding through this grant program.

The Survey & Planning grant application is for activities such as historic resources survey, National Register nominations, preservation planning (design guidelines, local designation reports, etc.), and information/education projects (brochures, DVDs, website development, heritage education/heritage tourism materials, workshops/conferences, etc. More information regarding eligible projects can be found on page 3-6.

This document includes the following: evaluation and selection criteria, application guidance, and the HPF grant application. Please submit only pages 9-15 (Application) of this document to the Historic Preservation Division.

**Applicant Information**

The applicant for a Historic Preservation Fund grant must be the local government itself. The Chief Executive Officer must have the legal authority to accept a federal grant on behalf of the local government.

The application must be signed by an authorized representative of the applicant, such as the mayor or city manager.

**Submittal Information**

Submit three paper sets of the application (one original with original ink signatures and two photocopies), plus three paper copies of all supporting documentation. Photocopied photographs are acceptable, provided they have sufficient clarity of detail.

Please also submit one CD/USB containing digital copies of your complete application package (only pages 9-15) and supporting documentation.

Applications must be postmarked by February 1, 2020. Late or incomplete applications will not be considered for funding

**Send applications to:**

Melanie Holthaus, Grants Coordinator

Historic Preservation Division, GA DNR

Jewett Center for Historic Preservation

2610 GA Hwy 155 SW

Stockbridge, Georgia 30281

*Questions? Contact Melanie Holthaus at* [*melanie.holthaus@dnr.ga.gov*](mailto:allison.asbrock@dnr.ga.gov)

**II. SURVEY & PLANNING PROJECTS EVALUATION & SELECTION CRITERIA**

The Historic Preservation Division’s Grant Selection Committee will evaluate and select the Historic Preservation Fund grant applications based on the following criteria:

Project or activity is appropriate in relation to previous and/or future preservation activities.

Project or activity is consistent with applicable preservation and/or professional standards and methodology.

Project or activity fills demonstrated preservation need.

Project or activity provides a public benefit.

5. Project or activity is of a type identified by HPD as having a high priority for preservation assistance. For the FY2020 grant cycle, projects affecting African American resources are prioritized.

Statewide distribution of projects in applicant pool.

Urgency of need/degree to which the (potential) historic resource/area is threatened.

Project or activity is an ongoing, recurring, or concluding project or activity that is identified by HPD as also beneficial to HPD programs/outreach activities.

**III. APPLICATION GUIDANCE**

Refer to page 2, Survey and Planning Grant Evaluation and Selection Criteria, before completing the application.

The following information provides guidance for completing specific sections of the Historic Preservation Fund grant application. Contact Melanie Holthaus, Grants Coordinator, with additional application or project qualification questions at [melanie.holthaus@dnr.ga.gov](mailto:allison.asbrock@dnr.ga.gov)

**3. GRANT PROJECT MANAGERS**

The project manager is the person who 1) will have day-to-day responsibility for the project; 2) will be the liaison between the grant recipient organization and HPD; 3) will ensure that all grant requirements are met; and 4) has authority to make decisions concerning project work or finances. If you plan to hire a consultant to carry out the project, the organization must still appoint a project manager to whom the consultant will report.

Identify the person who will handle financial documentation and reimbursement requests for the project. The financial manager must be a member or employee of the applicant organization.

The project manager and financial manager may be the same person.

**4. PROJECT INFORMATION/TYPE**

In the application, check the most appropriate project type based on the descriptions below.

**Historic Resources Survey** for areas (cities, counties, regions, communities) not previously surveyed or only partially surveyed, and for areas that require an update to an existing survey (resurvey), based on the Historic Preservation Division’s evaluation of the existing survey.

**Archaeological Surveys**, or data collection of a non-site specific nature, that lead to the addition of information that will enhance the body of archaeological data for the state or significant regions of the state.

**Preservation Planning** projects, including historic district ordinances and local designation, design guidelines, downtown or neighborhood revitalization plans, a historic resources element within a regional or local comprehensive plan, protection strategies for particular areas, or other preservation planning activities.

**National Register** nominations, multiple property nominations, or amendments to existing districts or multiple property areas where the nomination needs to be updated to comply with current standards. HPD strongly advises applicants to discuss with HPD staff the National Register eligibility of the project before submitting an application. National Register nominations must be completed on computerized forms provided by HPD. National Register Nominations for individual properties are not eligible for HPF funding.

**Information or Education** projects or publications, including website development, brochures, audio/visual projects, workshops/conferences, training seminars, technical preservation materials, local preservation handbooks, heritage education or heritage tourism materials and other activities which are designed to enhance the knowledge and appreciation of historic preservation within Georgia; or projects which address a particular preservation problem or concern of a thematic nature, but which do not fall into one of the other categories.

**5. PROJECT DESCRIPTION**

a) Describe the purpose of the project, explaining the project type identified in #4, above. Specify the completed project work product and include a summary of the activities and measures planned to accomplish the project. Include a project methodology, briefly stating how the project will be conducted, what standards or procedures will be followed (for example, using state survey forms and procedures, documenting to National Register standards, following growth strategies minimum standards), and referencing any previous survey work or National Register listings in the area. Also, state the role/proposed duties of the local historic preservation commission in the project, such as conducting the project, reviewing drafts, serving on a project task force, etc. Does the project relate to previous and/or future planned preservation projects or activities in the community? Describe the specific results of your project, including any pertinent information about the format (for example, forms, CDs, written reports, etc.), the number of copies, specific products to be produced, etc.

b) The following guidance is specific to many of the survey and planning grant project types (identified in #4). Depending on the project type, please provide the items requested below and include narrative in your description indicating how the processes and methodologies discussed here will be adhered during the proposed project. This will strengthen and clarify your application.

**Historic Resources Survey Projects**

A historic resources survey is often the first step a community takes in a series of preservation activities. A survey is an inventory of historic resources that includes buildings, structures, sites, and objects. For the purposes of the Georgia Historic Resources Survey program, all resources that are 40 years of age or older, regardless of integrity, are recorded in order to provide a longer lifespan for the survey than does the previously used 50 years of age or older guidance. Historic resources documented through surveys funded via this grant program must be entered into GNAHRGIS, Georgia’s online GIS database. It is important to remember that CLGs are required to maintain a system for survey and inventory of historic properties as part of their CLG requirements. If your city or county has not completed a recent update to your historic resources survey (within the past 15 years), what has prevented this from happening? Does your community have a plan for maintaining/updating survey data on a regular basis moving forward? How will the proposed survey project factor into/support this plan and the community’s system of survey?

Surveys are completed within a pre-defined, contiguous geographic boundary informed by the goals of the survey. Typically this is county-wide, city-wide, or in some cases neighborhood-wide. We require that tax data be referenced to determine all resources 40 years of age or older located within the proposed geographic boundary, and the total number of resources that meet this age requirement be included in the project description as the estimated number of resources to be surveyed. Applications must also include a map with legible street names and an identified, clear cut survey area boundary that can be justified. This justification is typically based on city or county limits, neighborhoods, or physical features – such as a river or major highway. If the application proposes a different approach to survey (such as a thematic survey), please contact HPD prior to submission to discuss. Projects may be phased; however, funding for consecutive grant cycles is not guaranteed. For phased projects, the number of phases, boundaries, priorities, and overall timeframe of the project should be carefully planned and presented in the grant application. For further guidance on historic resource surveys, see HPD document “[Georgia Historic Resources Survey Manual](https://georgiashpo.org/sites/default/files/hpd/pdf/Survey/HistoricResourcesSurveyManual_July%202019.pdf);” and for a sample project Scope of Work, see HPD document “[Example Scope of Work for Historic Resources Surveys](http://georgiashpo.org/sites/default/files/hpd/pdf/grants/SOW%20Savannah%20Survey%20Phase%202%20Vict%20%20Distr_draft%202.pdf).”

\*\*Historic Resources Survey project applications MUST include:

• Total estimated number of resources to be surveyed, and this number must be based on tax data. HPD recommends that this number does not exceed 500 resources due to the grant cycle timeline.

• A map with survey area boundary clearly identified and legible street names

**Archaeological Survey Projects—**for further guidance contact Melanie Holthaus [melanie.holthaus@dnr.ga.gov](mailto:allison.asbrock@dnr.ga.gov).

**National Register Nomination Projects**

CLGs are encouraged to apply for HPF funding to support the completion of a draft National Register of Historic Places nomination within their jurisdiction. Applications should describe the expected community impact/public benefit from nomination. Those applying for a grant to complete a National Register nomination for a proposed historic district must submit a copy of a current (dating to within three years) eligibility letter received from HPD’s National Register staff with the application. If an eligibility letter has not been obtained or is out of date, then preliminary information must be submitted and an official eligibility determination letter from HPD’s National Register staff must be received PRIOR to applying to this grant program. When submitting eligibility determination documents to National Register staff, make a notation that this nomination will be submitted as part of an HPF grant application and please plan accordingly to allow 45 days for HPD National Register staff to review and return an eligibility letter. If a proposed historic district has been previously identified as potentially eligible as part of an HPD-approved Georgia Historic Resources Survey or environmental review project, preliminary information for the district must still be submitted and HPD’s National Register staff and an eligibility letter must be received prior to applying to this grant program. Georgia’s National Register of Historic Places Preliminary Assessment of Eligibility Applications for proposed historic districts are available on HPD’s website at <http://georgiashpo.org/sites/default/files/hpd/pdf/NominationProcessPart1.pdf>. For further guidance, see HPD document “[National Register District Nomination HPF Grant Application Guidance](http://georgiashpo.org/sites/default/files/hpd/pdf/grants/National%20Register%20District%20Nomination%20HPF%20Grant%20Application%20Guidance.pdf)”, and for a sample project Scope of Work, see HPD document “[Example Scope of Work for a National Register Nomination](http://georgiashpo.org/sites/default/files/hpd/pdf/grants/SOW%20Brunswick%20NR%20Nomination.pdf).”

Please also contact grants coordinator Melanie Holthaus in the event that preliminary documents are being submitted for an official eligibility determination letter at [melanie.holthaus@dnr.ga.gov](mailto:melanie.holthaus@dnr.ga.gov).

\*\*National Register Nomination project applications MUST include:

• A formal preliminary eligibility letter from HPD’s National Register staff

• A support letter from the associated community group

**Preservation Planning Projects**

If you receive funding for historic district design guidelines does your Mayor and Council, or Board of Commissioners intend to approve the guidelines? Do you have the support of your Main Street or Better Hometown Program for your local historic district design guidelines project? Have your Mayor and Council already designated locally the district that these design guidelines are intended to be used? If not, why? If designated, when was the district passed? Were all district designation processes completed in compliance with the Georgia Historic Preservation Act? If not, why? Does your Main Street or Better Hometown program have any type of design guidelines for your commercial downtown district? If so, how will these design guidelines support one another? If you have designated districts, but do not have design guidelines, what is your HPC presently utilizing to complete the Certificate of Appropriateness (COA) review process? What are you encouraging COA applicants to use to aid them in the process? If this is an update to your historic district design guidelines, why has this update not already taken place? Do you intend to publish your design guidelines on your city or county website? For further information on designating a local historic district, design guidelines, or other preservation planning guidance see <http://georgiashpo.org/sites/default/files/hpd/pdf/CLG/HPOGuide.pdf>.

**Information/Education Projects**

If information, such as printed, audio/visual, digital/website materials or workshops/conferences are to be produced during this project, how many copies will be produced? How will they be used? How widely distributed will the materials be? Will there be a registration fee for the workshop? For walking tours—what is the tour route based on? Is the information pulled from a National Register of Historic Places nomination or a Historic Resources Survey? Will the tour be made available online?

For Heritage Tourism projects consider the following questions: Have you included the following groups or organizations in the development of this project--Main Street and Better Hometown Program, downtown development authority, convention and visitors Bureau (CVB), historical society, historic preservation commission, local preservation non-profit, local college and university students and professors, city or county planners, and other civic organizations? Have you considered using the HPD/Ga. Dept. of Economic Development [Heritage Tourism Handbook](http://georgiashpo.org/sites/default/files/hpd/Heritage_Tourism_Handbook.pdf) to assist with planning or implementing your project? Have you considered other resources from the Georgia Department of Economic Development Tourism Division website? If this project is successfully completed how do you see it increasing the strength of your Certified Local Government program? Will this project positively impact economic development in your city or county through historic preservation? If so, how? Does your CVB, or other responsible organization, consider updating this document in a written format and on the appropriate website? Do you intend to incorporate historic resource survey information into the project? Do you intend to include information from National Register of Historic Places nominations (individual and/or districts), as appropriate?

Do you intend to include under- represented historic resources as a part of this project (for example--African American, women’s history, vernacular architecture, industrial, or mid-century modern)? Do you intend to reach out to other underrepresented groups as a way to include these resources? If so, how?

**6. PROJECT NEED**

a) The project need should state the goals of the project and include explanation of why the project activity and work product is important for preservation or associated interests related to the subject resource, area, or community, how it will further those interests, how it fits with other completed or future survey/preservation planning projects, an explanation of the project’s immediacy, and the public benefit resulting from the project.

b) CLGs are required to maintain a system for survey and inventory of historic resources as part of their CLG requirements. If your city or county has not completed a recent (within the past 15 years) update to your historic resources survey, what has prevented that from happening? Does your city or county planning department support the use of your historic resource survey for planning decisions? Have you made your historic resources survey(s) accessible to the public by offering paper copies at the city hall, planning office, public library, etc.? Do you intend for this survey project to become a visible part of your community outreach by making it part of your website and additional efforts for public outreach?

**7. PROJECT SCHEDULE**

The project schedule should be carefully planned so that all project work can be completed by **September 30, 2021**. HPD will have the option to reassign the grant funds to another grantee if the project does not meet these deadlines. Consultants should be hired and the first phase of the project should be underway by **December 31, 2020**. HPD will require preliminary materials to be submitted by **April 1, 2021**, the final draft by **June 1, 2021,** and the final product by **August 15, 2021.**

**8. PROJECT FUNDING AND SUPPORT**

Public participation is not required but strongly encouraged for a Survey and Planning grant. Explain the public's role, if any, in the project, how the public will be informed of the project, and/or how the public information materials produced with the grant will be distributed. Describe the preservation commission's role in the project.

Explain whether the project could be successfully completed with a partial award and explain if it could be completed without grant funding. If you wish to demonstrate local support for the project through letters, explain and attach the letters to the application rather than mailing them separately. Evidence of support is **required** from the historic preservation commission and is encouraged from other sources.

**9. GRANT AMOUNT REQUESTED**

Average grant awards from the HPF grant program range from $10,000 to $20,000. Provide the total project cost, the grant amount requested, and the matching share. Matching share should be a minimum of 40% of the total project cost. The grant funds must be matched by local, non-federal funds. The matching funds may consist of cash, indirect costs, donated labor or donated materials. At least part of the match is encouraged to be cash, and the applicant is encouraged to provide as much cash match as possible. Please document the source of match in Question 10, Project Budget.

NOTE: HPF grant funds are reimbursable grants. The grant recipient will need a cash commitment strong enough to keep the project running. Invoices for reimbursement may be submitted as often as monthly and can be paid upon approval of project work completed. All invoices will be reimbursed at a rate of 60% of costs documented. Final payment amount up to 10% of the grant will be withheld pending approval by HPD staff of completed work.

**10. PROJECT BUDGET**

Indicate the project type as in Item #4. Use the budget categories listed here as described in the application. If other cost categories are necessary, list them under "other," and identify them.

**Allowable Salary Rates**

No individual, including staff, consultants or volunteers donating time, may claim an hourly salary higher than $92.16. If staff time is counted as part of the project cost, it must be documented. Consultants may charge no more than $92.16 per hour or, instead, may charge a lump sum fee for the project.

**Allowable Travel Rates**

No individual, including staff, consultants or volunteers donating time, may claim travel reimbursement rates higher than State of Georgia travel rates. The current allowable rate for mileage reimbursement is 58 cents per mile and there are varying limits on hotel reimbursements. Consultants may not charge higher rates than those discussed above, nor may they include travel rates in a lump sum fee for their project work. State of Georgia travel rates can be located at the State Accounting Office website here: <https://sao.georgia.gov/travel/state-travel-policy>

**Donated Labor**

Professionals, trained volunteers and unskilled volunteers can donate labor to the grant project as part of matching share. Untrained volunteers may claim only the current hourly minimum wage ($7.25); trained volunteers may claim $12.00 to $30.00 per hour depending on training; and professionals donating professional services may claim their normal hourly rate up to $92.16 per hour. All donated hourly pay rates must be discussed with and approved by the HPD Grants Coordinator. The 40% match is strongly encouraged to be partly cash.

**Budget Justification**

All major costs identified with an \* must be explained in the narrative of the application. Each cost item must clearly show how the total charge for that item was determined. Examples:

* Consultant fees for Historic Resources Survey of $10,000 was budgeted at the average rate of $50/resource with 200 resources in the defined survey area.
* Construction fees for roof replacement based on quote from XYZ Firm for a project of this size.
* Consultant fees for historic structures report based on the cost of XYZ’s completed project that is similar in scope of product and size of historic resource.
* Staff will donate approximately 20 hours of labor at their hourly rate of $32.00. Intended duties of staff include hosting meetings with consultant, reviewing draft reports, and managing and documenting grant activities.
* 5 historic preservation commission members will work approximated 10 hours each of research and documentation for the historic resources survey. At a rate of $12/ hours, this will total to $600 in donated labor.

NOTE regarding Indirect Costs: Only universities and governments with federally approved indirect cost rates may claim indirect costs. The current approved rate must be specified and documented.

NOTE regarding Program Income: A registration fee may be charged for grant-funded workshops, seminars or conferences. However, if a sales fee is charged for a grant-funded publication, grant funds will be subject to recapture; once the grant period expires, a fee may be charged.

**11. ADDITIONAL COMMENTS**

Please provide any additional information that may be beneficial and pertinent to the review of the application.

**12. ASSURANCES**

It is the Applicant's responsibility to read and understand the Assurances section. By signing the application and initialing each Assurance, you are certifying that the organization accepts these regulations and will comply with them in carrying out the grant project. Applications with incomplete Assurances sections will not be considered

**2020 Historic Preservation Fund**

**CLG Survey & Planning Grant**

**Application**

****

**Send applications to:**

Melanie Holthaus, Grants Coordinator

Historic Preservation Division, GA DNR

Jewett Center for Historic Preservation

2610 GA Hwy 155 SW

Stockbridge, Georgia 30281

*Questions? Contact Melanie Holthaus at* [*melanie.holthaus@dnr.ga.gov*](mailto:allison.asbrock@dnr.ga.gov)

**1.** **APPLICANT:**

**Certified Local Government/Official Applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief Executive Officer & Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address for official correspondence** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Federal Identification Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **County**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**U.S. Congressional District** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Regional Commission** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State Senate District** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State Rep. District** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. APPLICATION PREPARED BY:**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** (*if different from above)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. GRANT PROJECT MANAGERS:**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** (*if different from above)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If different from grant project manager above, who will handle the financial management and documentation for the project?**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** (*if different from above)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_Check to acknowledge that the project manager and financial manager will be able to attend a grant administration workshop?**

**List any other persons not listed above who will be involved in the project, such as consultants, volunteers, city employees, etc. What will be their roles?**

**FOR QUESTIONS 4 THROUGH 12, REFER TO PAGES 3 TO 8, APPLICATION GUIDANCE, FOR SPECIFIC QUESTION REQUIREMENTS**

**4. PROJECT INFORMATION/TYPE:**

**Project Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Location/Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Type (choose one)**

\_\_\_Historic Resources Survey & Report\*

\_\_\_Archaeological Survey & Report

\_\_\_ National Register District Nomination\*

\_\_\_Pres. Planning Local District Designation & Report

\_\_\_Pres. Planning Design Guidelines

\_\_\_Pres. Planning/Other

\_\_\_Info-Educ/Brochure \_\_\_Info-Educ/Website

\_\_\_Info-Educ/Workshop \_\_\_Info-Educ/Other

*\*Note: Applications for Historic Resource Surveys and National Register Nominations require additional documentation. Please see Application Guidance for requirements.*

**5. PROJECT DESCRIPTION:** (Be concise and limit to 1 to 3 short paragraphs)

**6. PROJECT NEED:** (Be concise and limit to 1 to 3 short paragraphs)

**7. PROJECT SCHEDULE:**

**8. PROJECT FUNDING & SUPPORT:** (Be concise and limit to 1 to 3 short paragraphs)

**9. GRANT AMOUNT REQUESTED:**

**Total Project Cost** *(total project cost equals grant amount requested, plus matching share)* $\_\_\_\_\_\_\_\_\_

**Grant Amount Requested** *(not more than 60% of total project cost)* $\_\_\_\_\_\_\_\_\_

**Matching Share** *(at least 40% of total project cost; equal to total project cost minus grant amount)* $ \_\_\_\_\_\_\_\_

**10.**  **PROJECT BUDGET:**

***Project Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for I &E and Preservation Planning, please specify product)***

******

***Source of matching share***

Donor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Donor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-Kind: \_\_\_\_\_\_\_\_\_\_Cash\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In-Kind: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Budget Justification:***

**11.** **ADDITIONAL COMMENTS (Optional):**

**12.** **ASSURANCES:** The Applicant hereby assures and certifies **by placing his/her initials beside each item below** that the Applicant will comply with all applicable regulations, policies, guidelines and requirements including OMB Circular 2 CFR 200, as they relate to the application, acceptance, and use of Federal funds for this Federally-assisted project. Also, the Applicant assures and certifies with respect to the grant that: (initial blank beside each number to signify willingness and ability to comply)

**PLEASE INITIAL EACH.**

\_\_\_ 1. **Legal Authority -** Applicant possesses legal authority to apply for the grant; that a resolution, motion or similar action has been or will be duly adopted as an official act of the applicant's governing body, authorizing the submission of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

\_\_\_ 2. **Civil Rights -** Applicant will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal assistance and will immediately take any measures necessary to effectuate this agreement.

\_\_\_ 3. **Nondiscrimination -** Applicant will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) as amended, prohibiting employment discrimination where (a) the primary purpose of the grant is to provide employment or (b) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity. It will comply with Section 504 of the Rehabilitation Act of 1973 as amended, Age Discrimination Act of 1975, and Drug Abuse Office and Treatment Act of 1972.

\_\_\_ 4. **Conflict of Interest -** Applicant will establish safeguards to prohibit employees from using their positions for purposes that are or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

\_\_\_ 5. **Access to Records -** Applicant will give the grantor agency or the Comptroller General (through any authorized representative) the access to and the right to examine all records, books, papers, or documents related to the grant.

\_\_\_ 6. **Programmatic and Financial Compliance -** Applicant will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements and other administrative requirements approved in accordance with appropriate Office of Management and Budget Circular. (For units of governments): It will maintain adequate financial management systems which will be (a) in accordance with the standards specified in OMB Circular A-102, Attachment G, "Standards for Grantee Financial Management Systems", and (b) auditory in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.

\_\_\_ 7. **Audit -** Applicant will have an organization-wide, independent audit performed for each year in which more than $750,000 in federal funds are expended as required under 2 CFR 200, subpart F. This audit will be performed by using the required financial and compliance audits in accordance with Single Audit Act of 1984 and will be submitted to the Federal Audit Clearinghouse following the end of the contract period.

\_\_\_ 8. **Flood Insurance -** Applicant will comply with the flood insurance purchases requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

**13.** **CERTIFICATION**: I certify that I have read the accompanying Instruction Sheet and Assurances and accept all terms and conditions set forth therein. I also certify that all information contained in this application is correct, that the matching share will be provided as indicated, and that the project will be undertaken in conformance with the Secretary of the Interior's *Standards for Archaeology and Historic Preservation* and all applicable state and federal guidelines and regulations.

**APPLICANT SIGNATURE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Typed or printed name**

**APPLICATIO****NS MUST BE POSTMARKED BY FEBRUARY 1, 2020.**

**APPLICATION COMPLETION CHECKLIST**

1. Application form is complete
2. Attached 1 copy of the resolution, with original signature, authorizing the submission of the application and attesting to matching funds availability.
3. All required signatures have been obtained, and *all**assurances have been initialed by both the CLG representative and the property owner, if different.*
4. **Three** paper sets of the application and all supporting documentation are included (One original with original ink signatures, and two copies).
5. One CD/USB containing a digital copy of the complete application package.
6. Letter(s) of support have been obtained from the local historic preservation commission (required), and other local groups or citizens (optional, but recommended).
7. If applicable, three sets of at least **five** photographs. Photocopied photographs are acceptable.

**ADDITIONAL CHECKLIST FOR HISTORIC RESOURCE SURVEYS**

1. Total estimated number of resources to be surveyed, and this number must be based on tax data
2. A map with survey area boundary clearly identified and legible street names

**ADDITIONAL CHECKLIST FOR NATIONAL REGISTER NOMINATIONS**

1. A formal preliminary eligibility letter from HPD
2. A consent letter from the owner or support letter from the associated community group