

**Brian P. Kemp**Governor

**Christopher Nunn**
Commissioner

**Hurricane Michael Disaster Assistance**

**Emergency Supplemental Historic Preservation Fund Grants**

**Application Package**

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Hurricane Michael just before landfall.

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**Introduction**

Georgia has been awarded an Emergency Supplemental Historic Preservation Fund grant for Florence, Yutu, and Michael recovery (FYM ESHPF grant, CFDA No. 15.957) from the National Park Service (NPS). The grant was awarded to the Georgia Department of Community Affairs, State Historic Preservation Office (SHPO) on November 25, 2019 with a Federal Award Identification Number P19AS00490.

The SHPO will manage a subgrant program which will assist with the repair of damage to historic properties in Georgia counties devastated by Hurricane Michael (October 9, 2018). Owners of historic buildings, structures, and objects in Georgia counties designated for general public assistance and individual assistance by the Federal Emergency Management Agency (FEMA) for Hurricane Michael are eligible to apply. For a list of eligible counties and a map, please see <https://www.fema.gov/disaster/4400> .

The purpose of the FYM ESHPF subgrant program is to assist Georgia historic property owners with recovery from Hurricane Michael by addressing historic property needs unmet through other funding sources. HPD may award up to $3,500,000 in FYM ESHPF grants to private, public, and nonprofit historic property owners, and we encourage all interested in this grant to apply. No project match is required and there is a minimum project cost of $100,000. There is no maximum request. Grants may be fully or partially awarded. The grant program does require a scope of work and budget to be approved by the SHPO as part of the application process. Project cost reimbursements are based on invoices and receipts that are directly related to work items in the SHPO and NPS approved scope of work. In order for a project cost to be eligible for reimbursement, all work and costs must be tracked and supported by receipts, invoices, and photo documentation.

For the purpose of this grant program, only predevelopment and development (construction) projects will be considered. Costs for project work already completed that occurred after October 9, 2018 will be considered for reimbursement and is subject to all requirements and processes as outlined in this application package. Acquisition, building additions, total reconstructions or major reconstructions are not eligible for grant assistance. FYM ESHPF grant applications will be evaluated and awarded based on information provided in the application, scoring criteria, funding availability, and reviews by the SHPO staff and the NPS. Applicants selected for funding should plan for their projects to begin after June 1, 2021 and must be completed by December 31, 2022.

Essential criteria for a qualified grant application include demonstrating the property is listed in or eligible for the National Register of Historic Places; demonstrating property damage was caused or worsened by Hurricane Michael; placing a preservation easement of up to 20 years on the property deed of all awarded development grant projects; compliance with applicable federal and state laws, regulations, and standards, including meeting federal procurement requirements; and signing a funding agreement. For further information, see the NPS [Historic Preservation Fund Grants Manual](https://www.nps.gov/preservation-grants/HPF_Manual.pdf) and HPD. For the ESHPF grant program, National Register listed properties are prioritized.

Preference will be granted to properties that are previously listed in the National Register of Historic Places, or have a formal determination of eligibility dating to within 3 years of this grant application. If the property is not listed, but has a formal determination of eligibility, the letter of eligibility must date within 3 years of this application and be attached. If the property has no previous determination of eligibility, the eligibility of the property is uncertain, or the determination of eligibility is over 3 years old, the Preliminary Eligibility Form must be completed and attached to this application. The form can be found on the [Historic Preservation Division website.](https://georgiashpo.org/nominationprocess/part1)

If you have any questions please contact the Grants Coordinator, Marah Grossman, before submitting an application at marah.grossman@dca.ga.gov.

**Examples of eligible projects**

##### Planning/Predevelopment

* Examples may include: Historic Structures Report; Conditions Assessment, including materials analysis; Architectural/Engineering Plans and Specifications; Engineering Study; Landscape Study; Historic Properties Survey; Survey and Damage Assessment

##### Development/Construction

* Examples may include: Preservation; Restoration; Rehabilitation; Stabilization and minor reconstruction of historic properties. This includes archeological sites and historic landscapes.

##### Supplemental National Register Nomination

* If a property is not listed in the National Register of Historic Places, the preparation of the nomination materials is an allowable expense if the property is applying for a predevelopment or development project. The creation of the nomination materials must be identified in the “Project Description” and “Project Budget.”

**Easement Requirements**

For all development projects, owners of historic properties are required to place a preservation easement on the property for a specified number of years depending upon the amount of assistance that is received. The easement must be recorded with the county clerk’s office and be enforceable by the easement holder.

|  |  |
| --- | --- |
| Grant Amount | Time Requirement/Type of Document |
| $1 -- $10,000 | 5-year minimum preservation agreement. An easement amending the deed is not required. |
| $10,001 -- $25,000 | 5-year preservation easement (recorded on the property deed). |
| $25,001 -- $50,000 | 10-year preservation easement. |
| $50,001 -- $100,000 | 15-year preservation easement. |
| $100,001 and above | 20-year preservation easement. |
| \*If no deed for a publicly owned property exists, then a preservation agreement may be done for the required time in its place. |

The purpose of the preservation agreements and easements are to ensure the long-term preservation of the grant assisted property. The recipient agrees to maintain the subject property and preserve the qualities that made the property eligible for listing in the National Register. The recipient agrees to allow public access to the property for a minimum of 12 days throughout the calendar year (for grant assisted interior work only) and grants the preservation agreement/easement holder the right to inspect the property with adequate notice. This easement does not dictate the use of the property but does requires that the preservation agreement/easement holder be consulted before any major additions, revisions, or demolitions occur on the property.

**Section 1: Submittal**

**Applicant Information**

The applicant for a Hurricane Michael Disaster Assistance Grant may be a private or public property owner, a non-profit organization, or a local government. The Chief Executive Officer must have the legal authority to accept a federal grant on behalf of the applicant, if applicable.

The application must be signed by an authorized representative of the applicant.

**Submittal Information**

Include the grant application checklist with your submission. 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 or USB drive containing digital copies of your complete application package (only pages 12-18 of this document) and supporting documentation.

Applications must be postmarked by January 15, 2020. E-mailed, late, or incomplete applications will not be considered for funding.

**Required Documents**

* Grant application including application checklist
* SF-424B/SF-424D/SF-LLL forms as appropriate
* Project Images Worksheet
* Supporting documents as described in grant application/checklist

**Send applications to:**

Marah Grossman, Grants Coordinator

Georgia Department of Community Affairs

Historic Preservation Division

60 Executive Park South

Atlanta, GA 30329

*Questions? Contact Marah Grossman at* *marah.grossman@dca.ga.gov*

**Section 2: Grant Timetable**

**Section 3: Grant Application Scoring Criteria**

To be eligible for consideration, the application must be completely filled, signed, received on time, and all supporting documents must be attached. The Georgia Historic Preservation Division’s Grant Selection Committee will evaluate and select the Hurricane Michael Disaster Assistance Grant applications based on the following criteria:

1. Resource meets eligibility requirements. Is the resource listed/eligible in the National Register of Historic Places? Are all components of the application complete?
2. Project concept is appropriate for resource. Project is well planned, has appropriate pre-planning documentation (for development projects), has an appropriate budget, and will use qualified personal and sound practices. Does the work include a resiliency or durability component that mitigates against further damage?
3. Project design is consistent with applicable preservation and/or professional standards.
4. Project fills demonstrated preservation need.
5. Project provides a public benefit.
6. Resource is exceptionally significant or one of a few surviving examples of an important type.
7. Urgency of need/degree to which the historic resource is threatened. Project involves resources that continue to be threatened as a result of Michael-related damage.

**Section 4: Completing the Grant Application Form/Attachments**

The following information provides guidance for completing specific sections of Hurricane Michael Disaster Assistance Grant application. Contact Marah Grossman, Grants Coordinator, with additional application or project qualification questions at marah.grossman@dca.ga.gov.

**1. GENERAL INFORMATION**

Indicate the status of the applicant by checking one of the boxes. If you are an individual applying for assistance and do not have an FEI (Federal Employer Identification) number, put not applicable. List the information for the applicant and the application preparer, if different.

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 DCA; 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, if applicable. The project manager and financial manager may be the same person.

List the property information and the name of the property owner, if different than the applicant. If owner is different than the applicant, the owner must provide a notarized letter authorizing the submission of the grant application. Indicate the National Register status and ownership type. Non-profit organizations must include their 501(c)(3) determination

letter.

A National Register nomination form is not required. If the property is not listed, but has a formal determination of eligibility, the letter of eligibility must date within 3 years of this application and be attached. If the property has no previous determination of eligibility, the eligibility of the property is uncertain, or the determination of eligibility is over 3 years old, the Preliminary Eligibility Form must be completed and attached to this application. The form can be found on the [Historic Preservation Division website.](https://georgiashpo.org/nominationprocess/part1)

Include a list and short description of any supporting documents or predevelopment/planning documents that will be included in the application, if applicable.

**2. PROPERTY DESCRIPTION AND SIGNIFICANCE**

Provide a brief description of the general physical condition of the property (interior and exterior), including all structures on the property, before and after the hurricane. Indicate the historic material remaining on the property and the surroundings or setting in which the property is situated. Describe the details of significant features, finishes, materials, and any major alterations that occurred after the historic period. Briefly describe the historical significance of the property. Is the property considered an example of a rare historic resource type?

1. **PROPERTY CONDITION DESCRIPTION/DESCRIPTION OF DAMAGES**

List the condition of the property before the event. Also provide a detailed description of the damages to the property directly resulting from Hurricane Michael. Describe in detail the before and after condition of all relevant features and materials. For each instance, please provided detailed photographs in the Images Worksheet.

**4. PROJECT DESCRIPTION AND METHODOLOGY**

**If the project is in progress or has already been completed and you are submitting your proposal as reimbursement for costs that have already been incurred, an application must still be submitted.** Describe the full scope of work completed and describe how the work completed was consistent with *The Secretary of Interior’s Standards*.

Complete all sections of the application as if the project had not been completed yet. If awarded, documentation for all project work, receipts, and invoices must be available and accurate in order to be considered for reimbursement.

Describe the project schedule and explain how the work will be accomplished within the given time frame. The project schedule should be carefully planned so that all project work can be completed by **December 31, 2022**. DCA will have the option to reassign the grant funds to another grantee if the project does not meet these deadlines.

If a property is not listed in the National Register of Historic Places, the preparation of the nomination materials is an allowable expense if the property is applying for a predevelopment or development project. The creation of the nomination materials must be identified in this section and “Project Budget.”

**Predevelopment Projects**

Describe the purpose of the project, the specific products that will result from the project work (ex: preservation plan, plans and specifications for restoration, etc.), and the means and methods by which it will be accomplished. Specify the completed project work product and include a summary of the activities and measures planned to accomplish the project. Does the project relate to previous and/or future planned preservation projects or activities in the community? Is the project needed as a direct result of Hurricane related damages and will the project prepare the property owner for future disaster events?

HPD has developed guidelines for many types of predevelopment projects, which are used to refine or specify the scope-of-work for the awarded grants and to evaluate subsequent work products. Where existing, project descriptions should be developed and structured in accordance with associated guidance (activities and measures should address the items indicated in the guidance). Please see below for more information and links to HPD’s website.

For project applications for a building-specific Conditions Assessment Report, Historic Structures Report, Preservation Plan, or Structural Assessment Report please see information and guidelines at <http://georgiashpo.org/technicalassistance>.

For project applications for a cemetery resource/monument survey, ground-penetrating radar survey, preservation plan or master plan, see information and guidelines at <http://georgiashpo.org/cemeteries>.

**\*Pre-development projects must submit the SF-424B form with the grant application. The form is available to download** [**here**](https://georgiashpo.org/sites/default/files/hpd/pdf/grants/ESHPF/SF424B-V1.1.pdf)**.**

**Development Projects**

Project description should include a summary statement of the proposed work with supporting details of the means and methods by which it will be accomplished. If the scope of work contains multiple work items that address different areas of the property, a strong application will break these work items down into individual components and prioritize the need of each component in the event that the project can be partially funded. (Example: If applying for a window and roof repair, list repair quote for roof as one item and repair cost for windows as a second item and prioritize these items). If applicable, detail how the recommendations of preplanning documents will be incorporated into or followed by the scope of work of this proposed project. Address whether these preplanning documents were created before or after the hurricane, and if priorities of phases have changed as a result of damage sustained from the event.

There are three qualifying requirements for development grant project:

Development projects require the submittal of a legal description of the property benefitting from grant funds (normally included as a part of the deed to the property). Please include three copies with the application.

The property benefitting from grant funds must be listed in the National Register of Historic Places, either individually or within a district. Please supply the official National Register property name, if the property is listed. If the property is within a historic district, list the district name, then the property name. List the street address (not post-office box) of the property.

Documentation of predevelopment planning activity associated with the property benefitting from grant funds must be included. Such documentation may be a master plan, feasibility study, preservation plan, historic structures report, archaeological survey report, construction drawings, plans and specifications, or at the discretion of DCA, architects/engineer’s inspection reports/letters). Please submit three copies with the application.

**\*Development projects must submit the SF-424D form with the grant application. The form is available to download** [**here**](https://www.georgiashpo.org/sites/default/files/hpd/pdf/grants/ESHPF/SF424D-F.pdf)**.**

**5. PROJECT NEED AND BENEFIT**

The project need should include an explanation of the project’s immediacy, any physical or developmental threats to the property, how to address those threats, and the necessity to complete the project at this time. Photos submitted with the application should be representative of the damage explained within the text. Identify the current use of the property, if this use has changed as a result of Hurricane related damaged and anticipated future use should the project be completed. Explain any public benefit, if any, resulting from the project.

**6. FUTURE PRESERVATION**

Describe how the project addresses the endangerment of the property and how it will ensure the long-term viability of the property. Is there a maintenance plan designed to upkeep the property and prevent damage from other potential natural disasters? Are there other stabilization and protection measures already in place?

**7. PROJECT FUNDING AND SUPPORT**

Summarize the existing financial capability to complete/not complete the project and how the ESHPF grant fits into the project funding structure. What are the contingency plans if the ESHPF grant is not or partially awarded? Does the applicant have the means to continue phased parts of the project if only certain phases are funded?

Provide documentation of broad local support for the project if this is a publicly owned property. This can include, but is not limited to, letters, signed petitions, and public meeting attendance sheets from local citizens, preservation organizations, community organizations, local government officials and others. Newspaper and magazine articles also may be included. If the applicant is a Certified Local Government, a statement of support from the local historic preservation commission is **strongly preferred**.

**8. GRANT AMOUNT REQUESTED**

Provide the total project cost and the grant amount requested. The minimum project cost is $100,000.

NOTE: The Hurricane Michael Disaster Assistance Grant is a reimbursement schedule grant. For projects that have not yet occurred, 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. The final payment amount of up to 25% of the grant will be withheld pending approval by HPD staff of completed work.

**9. PROJECT BUDGET**

Use the budget categories listed here as described in the application. If other cost categories are necessary, list them under "other," and identify them. When applicable, include quotes for work and break out large budget costs, such as construction costs, in cases of partial funding. (Example: If applying for a window and roof repair, list repair quote for roof as one item and repair cost for windows as a second item).

If the preparation of the nomination materials is a planned expense for this project, the cost of material preparation must be provided on the appropriate line.

**Budget Justification**

Describe the costs listed in the budget categories in the narrative of the application and how the charge for the item was determined. It is important to remain proactive during the application process. To ensure your application is thorough, please consider seeking consultants / contractors for quotes before completing your project budget.

If quotes were provided for project work, include these in the application. Examples:

* 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.

**Allowable Salary Rates**

Consultants may charge no more than $94.78 per hour or instead may charge a lump sum fee for the project.

**10. INSURANCE PAYMENTS AND OTHER FUNDS RECEIVED**

If applicable, list any insurance payments or individual assistance received as a result of the Hurricane. Provide amounts received or expected to be received, organization providing the funds, and whether those funds addressed or will address any damage sustained as a result of the hurricane. Provide as much detail as possible regarding the work that has been completed using the funds received. This grant will only address historic property needs unmet through other funding sources.

**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 and the Property Owner’s, if different, responsibility to read and understand the Assurances section. By signing the application and initialing each Assurance, you are certifying that the organization and owner accepts these regulations and will comply with them in carrying out the grant project. Applications with incomplete Assurances sections will not be considered.

**13. ADDITONAL ATTACHMENTS**

It is required by any federal agencies and their applicants to take into account the effects of their undertakings on historic properties. The Section 106 review process must be completed prior to receiving any FYM funding. Consulting with HPD on this matter is required.

**ATTACHMENT: PROJECT IMAGES WORKSHEET**

Each of the three hard copies of the application and the digital copy submitted should include an attached set of photographs submitted via the “Project Images Worksheet” pdf. Photos should be representative of the information given in the application concerning the historical and architectural significance of the resource, the condition, and threats to the resource. Date stamped photographs to show before and after conditions from damage caused by Hurricane Michael is critical for accurate review. Include at least ten (10) photographs which clearly show the overall resource (5 before and 5 after photos of the same area or view).

Each photo should display a different view which should be described in the caption (i.e. north façade) and structures should be identified if there are multiple structures. Exterior photos should show each exterior elevation of the property and views should be identified and keyed to a site plan which has the north direction clearly marked. Interior photos should show each major room or those involved in the project, be labeled, and keyed to a floor plan. Location maps must have the property exactly and clearly marked. Site plans, floor plans, and maps may be included in the project images worksheet or may be attached separately if a larger size is needed for sufficient clarity.

Also provide the most recent pre-storm photos of your property.

\*The project images worksheet is available to download [here](https://www.georgiashpo.org/sites/default/files/hpd/pdf/grants/ESHPF/Project_Images_Worksheet.pdf).

**ATTACHMENT: SF-LLL**

All applicants must submit the SF-LLL form with the grant application. This form is a disclosure of lobbying activities The form is available to download [here](https://georgiashpo.org/sites/default/files/hpd/pdf/grants/ESHPF/SFLLL-V1.1.pdf).

**ATTACHMENT: SF-424B**

Pre-development projects must submit the SF-424B form with the grant application. The form is available to download [here](https://georgiashpo.org/sites/default/files/hpd/pdf/grants/ESHPF/SF424B-V1.1.pdf).

**ATTACHMENT: SF-428D**

Development projects must submit the SF-424D form with the grant application. The form is available to download [here](https://www.georgiashpo.org/sites/default/files/hpd/pdf/grants/ESHPF/SF424D-F.pdf).

**Hurricane Michael Disaster Assistance**

**Emergency Supplemental Historic Preservation Fund Grant Application**



**Section 5: Grant Application Form**

**Send applications to:**

Marah Grossman, Grants Coordinator

Historic Preservation Division, GA DNR

Jewett Center for Historic Preservation

2610 GA Hwy 155 SW

Stockbridge, Georgia 30281

*Questions? Contact Marah Grossman at* *marah.grossman@dca.ga.gov*

1. **GENERAL INFORMATION**

**Applicant Status:**

|  |  |  |
| --- | --- | --- |
| **□ Private Owner** | **□ CLG/Public Institution** | **□ 501(c)(3) Organization** |

|  |  |
| --- | --- |
| Applicant: | Application Prepared By: |
| Organization/CLG |  |
| CEO & Title |  |
| Address |  |
| City/State Zip | City/State Zip |
| Phone Number | Phone Number |
| E-Mail Address | E-mail Address |
| FEI Number | County |
| U.S. Congressional District | Regional Commission |
| State Senate District | State Rep. District |

|  |  |
| --- | --- |
| Grant Project Manager: | Financial Manager: |
| Name and Title |  |
| Address |  |
| 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?**

|  |  |
| --- | --- |
| Property Information: | Property Owner (if different from applicant): |
| Property/Project Name | Owner Name |
| Address |  |
| City/State Zip |  |
|  |  |

|  |  |
| --- | --- |
| National Register Information: | Ownership Information: |
|  □ Individually Listed |  **□** Property is owned |
|  □ Contributing Property to a District |  **□** Property is leased |
| □ Previously Determined Eligible  |  |
| □ No Previous Eligibility Determination; eligibility form included in grant application submittal |  |
| NRHP Name of Property or District | If lease checked, date lease ends:  |
| Other names of property (if applicable) |  |

**Predevelopment/Planning Document Description (Include 3 copies with application):**

**2. PROPERTY DESCRIPTION AND SIGNIFICANCE:** (Be concise and limit to 1 to 3 short paragraphs)

*\*Photographs must be submitted via the Project Images Worksheet, see Section 4 for more detailed information on photograph submission.*

**3. PROPERTY CONDITION DESCRIPTION/DESCRIPTION OF DAMAGES:** (Be concise and limit to 1 to 3 short paragraphs)

*\*Photographs must be submitted via the Project Images Worksheet, see Section 4 for more detailed information on photograph submission.*

*List the condition of the property before the Hurricane and any damages as a result of Michael. Please provide the most recent pre-storm photos of your property. \*Photographs must be submitted via the Project Images Worksheet, see section 4) 2. for more detailed information on photograph submission.*

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

**Indicate the project type: □ Predevelopment □ Development**

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

**6. FUTURE PRESERVATION:** (Be concise and limit to 1 to 3 short paragraphs)

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

**8. GRANT AMOUNT REQUESTED:**

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

**Grant Amount Requested** *(minimum project cost of $100,000)*  $\_\_\_\_\_\_\_\_\_

**9. PROJECT BUDGET:**

|  |
| --- |
| **BUDGET SUMMARY** |
| **Category** | **Cost** |
| Consultant Fees |   |
| National Register Nomination |  |
| Publication/Printing Costs |   |
| Supplies |   |
| Debris Clean Up/Demolition |   |
| Interior Repairs |   |
| Roof Repairs |   |
| Exterior/Foundation Repairs |   |
| Windows |   |
| Electrical Repairs |   |
| Other |   |
| Other |   |
| Other |   |
| **Total Project Cost** |   |

***Budget Justification:***

**10. INSURANCE PAYMENTS AND OTHER FUNDS RECEIVED:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source of funds** | **Amount received to repair the property** | **Pending funds you expect to receive** | **Amount you have spent from this source** | **Remaining balance from this fund source** |
| **SBA Loans** | $ | $ | $ | $ |
| **FEMA** | $ | $ | $ | $ |
| **Flood Insurance (NFIP)** | $ | $ | $ | $ |
| **Homeowners Insurance** | $ | $ | $ | $ |
| **Nonprofits** | $ | $ | $ | $ |
| **Other** | $ | $ | $ | $ |
| **Other** | $ | $ | $ | $ |

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

**12.** **ASSURANCES:** The Applicant and Owner hereby assures and certifies **by placing his/her initials beside each item below** that the Applicant and Owner will comply with all applicable regulations, policies, guidelines and requirements including OMB regulations in 2CFR200 as they relate to the application, acceptance, and use of Federal funds for this Federally-assisted project. Also, the Applicant and Owner 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. This audit is required under 2 CFR 200, subpart F and 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. Individuals and private corporations are not subject to the Single Audit Act but may be subject to an IRS audit. Governments and nonprofits are subject to Single Audit Act requirements.

\_\_\_ 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.

**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 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**

**PROPERTY OWNER SIGNATURE** *(if different from above)*

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

**Authorized signature**

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

**Typed or printed name**

**APPLICATIO****NS MUST BE POSTMARKED BY JANUARY 15, 2020.**

**Section 6: Grant Application Completion Checklist**

1. Application form is complete
2. For local governments, attach 1 copy of a resolution, with original signature, authorizing the submission of the application.
3. For applications in which the applicant and property owner if different, a notarized letter with original signature authorizing submission of the application.
4. Legal description of the property.
5. All required signatures have been obtained, and *all**assurances have been initialed by both the applicant and the property owner, if different.*
6. **Three** paper sets of the application and all supporting documentation are included (One original with original ink signatures, and two copies).
7. One CD/DVD/USB containing a digital copy of the complete application package and supporting documents.
8. Letter(s) of support from the local historic preservation commission (strongly preferred), and other local groups or citizens (optional, but recommended).
9. Project Images Worksheet.
10. Three copies of predevelopment/planning documents for development projects.
11. 501(c)(3) determination letter for non-profit organizations.
12. SF-424B/SF424-D Form as applicable.
13. SF-LLL Form.