

**2020 Georgia Heritage Grant Program**

**Development Grant**

**Application Package**

**I. Introduction**

The purpose of the Georgia Heritage grant 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.

This development grant application is for physical “bricks and mortar” rehabilitation activities for historic site-specific buildings, structures, monuments, and places, including cemeteries and parks. Development project applications must provide the following three items to be considered eligible for Georgia Heritage grant funding: a legal description of the property, listing in the Georgia or National Register of Historic Places, and previous documentation of predevelopment/planning activities associated with the resource.

Please submit only pages 7-14 (Application) of this document to the Historic Preservation Division.

**Applicant Information**

The applicant for a Georgia Heritage grant must be either a local government or a private, secular non-profit organization. Properties and resources owned or controlled by a church, religious denomination or sectarian institution are not eligible. The authorized signature must be the Chief Executive Officer of the local government or non-profit organization. This person must have legal authority to accept a state grant and to authorize work on the property.

**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 containing digital copies of your complete application package (only pages 7-14).

Applications must be postmarked by July 1, 2019. Late or incomplete applications will not be considered for funding.

**Send applications to:**

Allison Asbrock, Outreach Program Manager

Historic Preservation Division, GA DNR

2610 GA Hwy 155 SW

Stockbridge, Georgia 30281

*Questions? Contact Allison Asbrock at* [*allison.asbrock@dnr.ga.gov*](mailto:allison.asbrock@dnr.ga.gov)

**II.** **DEVELOPMENT PROJECTS EVALUATION & SELECTION CRITERIA**

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

1. Resource meets eligibility requirements.
2. Project concept is appropriate for resource.
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. ~~Resource is of a type identified by HPD as having a high priority for preservation assistance.~~
8. Statewide distribution of projects in applicant pool.
9. Urgency of need/degree to which the historic resource is threatened.

\* *For the SFY 2020 grant cycle, no resource type has been identified by HPD as having a high priority for preservation assistance.*

**III. APPLICATION GUIDANCE**

Refer to page 2, Development Projects 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 Allison Asbrock, Outreach Program Manager, with additional application or project qualification questions at [allison.asbrock@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. PROPERTY INFORMATION**

List the street address (not post office box) of the property. If no street address is known, please indicate the parcel number.

Indicate the ownership status of the property for which grant assistance is sought. Properties and resources owned or controlled by a church, religious denomination or sectarian institution are not eligible. If the property owner is not the grant applicant, please supply the contact information of the property owner. If the applicant leases the property for which grant assistance is being sought, list the term of the lease and provide three (3) copies of the lease agreement. Note that the property owner must co-sign the application.

There are three qualifying requirements for development grant project:

1. 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 (3) copies with the application.
2. The property benefitting from grant funds must be listed in or eligible for the Georgia/National Register of Historic Places, either individually or within a district. Please supply the official Georgia/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.

If the property is not listed in the Georgia/National Register of Historic Places, a copy of a current (dating to within three years) eligibility letter must be submitted with the application. If the property has not yet been determined eligible for the Georgia/National Register of Historic Places, you must submit preliminary information and have received an official eligibility determination from HPD’s National Register staff PRIOR to applying for funding. Please plan accordingly and allow 45 days for HPD review. Please submit one copy of the preliminary eligibility application by May 15, 2019. The application is available on our website here: <https://georgiashpo.org/sites/default/files/hpd/pdf/National_Register/NominationProcessPart1.pdf>. More information on the National Register process, please see our website <https://georgiashpo.org/nominationprocess>.

Properties must be officially listed prior to the disbursement of any funds. Please describe your plan and timeline to complete the National Register of Historic Places nomination, if property not listed.

1. 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 HPD, architects/engineer’s inspection reports/letters). Please submit three (3) copies with the application.

**5. PROPERTY DESCRIPTION**

Include as part of the grant application at least five (5) photographs which clearly show the overall resource. Each photo should display a different view. Each of the three (3) copies of the application submitted should include an attached set of photographs. Clear photocopies of photographs are acceptable. Within the narrative, please address the following:

A brief description of the general physical condition of the property (interior and exterior), including all structures on the property. 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, and materials. Is the property an example of a rare historic resource type?

Provide a description of the current use of the property and what the property will be used for once this project and future bricks and mortar rehabilitation is completed.

**6. PROJECT DESCRIPTION**

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. Where the project involves multiple work items, they should be prioritized. If this project is part of a larger, phased project, include brief descriptions of each phase, including completed phases. Also detail how the recommendations of preplanning documents will be incorporated into or followed by the scope of work of this proposed project.

**7. PROJECT NEED**

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. The narrative should also include the public benefit resulting from the project.

**8. PROJECT SCHEDULE**

The project schedule should be carefully planned so that all project work can be completed by **September 30, 2020**. HPD will have the option to reassign the grant funds to another sponsor if the project does not meet these deadlines. Project work cannot begin until the grant has been awarded. Contractors must be hired and the first phase of the project must be underway by March 31, 2020.

**9. PROJECT FUNDING AND SUPPORT**

Summarize the existing financial capability to complete/not complete the project and how the Georgia Heritage grant fits into the project funding structure. What are the contingency plans if the Georgia Heritage grant is not or partially awarded?

Provide documentation of broad local support for the project. 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.

**10. GRANT AMOUNT REQUESTED**

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 matching share must be an all cash match. Please document the source of match in Question 11, Project Budget. Matching funds cannot be federal funds.

NOTE: Georgia Heritage 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 20% of the grant will be withheld pending approval by HPD staff of completed work.

**11. PROJECT BUDGET**

Identify costs of all work items as outlined in the Project Description (Question 6) within the embedded table. This budget should be for the entire project cost, both grant share and matching share. 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, may claim an hourly salary higher than $90.62. If staff time is counted as part of the project cost, it must be documented. Consultants may charge no more than $90.62 per hour or, instead, may charge a lump sum fee for the project.

**Allowable Travel Rates**

No individual, including staff, consultants or volunteers, may claim travel reimbursement rates higher than State of Georgia travel rates. 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.

**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.
* 5 historic preservation interns 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 paid labor.

**12. ADDITIONAL COMMENTS**

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

**13. 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.

**SUPPLEMENTAL MATERIALS**

**1. Resolution**

A resolution is required as part of the grant. The applicant must provide three (3) copies of a signed resolution from the grant recipient’s organizational meeting. The resolution must address approval to submit the grant application, to accept the grant if awarded, and to have matching funds available for payment of the project costs if awarded.

**2020 Georgia Heritage Grant Program**

**Development Grant**

**Application**

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**Send applications to:**

Allison Asbrock, Outreach Program Manager

Historic Preservation Division, GA DNR

Jewett Center for Historic Preservation

2610 GA Hwy 155 SW

Stockbridge, Georgia 30281

*Questions? Contact Allison Asbrock at* [*allison.asbrock@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 6, APPLICATION GUIDANCE, FOR SPECIFIC QUESTION REQUIREMENTS**

**4. PROJECT INFORMATION:**

**Geographical Location:**

**Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parcel No. (if no known street address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Property Ownership**

**\_\_\_\_\_ Applicant owns the property for which grant assistance is being sought.**

**\_\_\_\_\_ Applicant leases the property for which grant assistance is being sought.**

**Date current lease expires\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Property Owner Information (if different from applicant)**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Is property listed on the National Register of Historic Places? No\_\_\_\_ Yes\_\_\_\_ (if yes, answer questions below)**

**\_\_\_Property is listed individually on the National Register of Historic Places (NRHP)**

**NRHP name of property\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_Property is contributing to a NR HP-listed Historic District**

**NRHP District name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Name(s) of historic property (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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

**8. PROJECT SCHEDULE:**

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

**10. 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)* $ \_\_\_\_\_\_\_\_

**11.**  **PROJECT BUDGET:**

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***Source of matching share***

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

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

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

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

***Budget Justification:***

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

**13. CERTIFICATION AND STATEMENT OF ASSURANCES:** The Applicant hereby assures and certifies to the Historic Preservation Division (HPD) and the Georgia Department of Natural resources **by placing his/her initials beside each item below** that the applicant accepts in advance any grant awarded by HPD and agrees to the following:

**PLEASE INITIAL EACH.**

\_\_\_ 1. That any funds received from HPD will be expended under the Terms and Conditions of the grant.  
\_\_\_ 2. The matching funds for the grant are available, and funds are available for payment of project costs prior to grant fund reimbursement from the state.  
\_\_\_ 3. The information contained herein and on all attachments and supporting material is true and correct, and filing of the application has been duly authorized by the governing body of the applicant.  
\_\_\_ 4. Project work will conform with federal and state regulations relating to non-discrimination. These include but are not limited to: Americans with Disabilities Act; Civil Rights Act; Section 504 of the Rehabilitation Act; the Age Discrimination Act; and the Drug Abuse Office and Treatment Act.  
\_\_\_ 5. Adequate financial management systems will be maintained (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.*   
\_\_\_ 6. If funds are awarded, project work will begin in a timely manner and no later than **March 31, 2020**, and that project work will be completed **by September 30, 2020**.

**14.** **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**

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

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

**Authorized signature**

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

**Typed or printed name**

**APPLICATIO****NS MUST BE POSTMARKED BY JULY 1, 2019.**

**APPLICATION COMPLETION CHECKLIST**

1. Application form is complete
2. Attached one (1) copy of the resolution, with original signature, authorizing the submission of the application and attesting to matching funds availability.
3. Legal description of the property.
4. Three (3) copies of the lease agreement, if applicable.
5. All required signatures have been obtained, and *all**assurances have been initialed by both the CLG representative and the property owner, if different.*
6. Three (3)paper sets of the application and all supporting documentation are included (one original with original ink signatures, and two copies).
7. One (1) CD containing a digital copy of the complete application package.
8. Letter(s) of support from local groups or citizens.
9. Three sets of at least **five** photographs. Photocopied photographs are acceptable.
10. Three copies of predevelopment/planning documents.
11. Copy of National Register eligibility determination, if applicable