

## **2017 Historic Preservation Fund CLG Development Grant Application Guidelines**

### **Application Instructions--Notes & Reminders:**

- *Remember to refer to the Predevelopment/Development Grant Evaluation and Selection Criteria. For the FFY 2017 grant cycle, there is no resource type identified by HPD as having a high priority for preservation assistance.*
- *Complete all sections of the application and be sure to include all supporting documentation, including resolution, legal description, planning documents, photographs, and letters of support.*
- *Submit three paper sets of the application (one original with original ink signatures and two copies), plus three paper copies of all supporting documentation. Photocopied photographs are acceptable, provided they have sufficient clarity of detail. Additional sheets may be attached if more space is necessary to answer questions; please reference applicable section on continuation sheets. Please also submit a CD containing digital copies of your complete application package.*
- *The application must be signed by an authorized representative of the applicant, such as the mayor or city manager.*
- *Late or incomplete applications will not be considered for funding.*
- *Applications must be postmarked **by February 1, 2017.***
- *Questions? Please contact Allison Asbrock, interim grants coordinator, at 770-389-7868 or [allison.asbrock@dnr.ga.gov](mailto:allison.asbrock@dnr.ga.gov).*

### **Send Applications to:**

Allison Asbrock, Interim Grants Coordinator  
Historic Preservation Division, GA DNR  
Jewett Center for Historic Preservation  
2610 GA Hwy. 155 SW  
Stockbridge, Georgia 30281

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. 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. When filling out an application, if more space is needed to provide requested information, you may simply expand the area within the document. If you are filling out an application by hand, please attach additional sheets as needed and make sure you reference the section to which you are responding.

**1. APPLICANT:**

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. List the county, congressional district and regional commission in which the *applicant* is located.

**2. 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. Provide the name, title, address (*if different from official grant applicant address*), daytime phone number, and email address of the project manager. 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.*) Provide this person's name, title, address, daytime phone number, and e-mail address. Project management personnel are responsible for insuring that grant procedures are followed and all requirements are met, which includes quarterly/completion reports and reporting of the consultant selection process.

**Project Personnel**--Identify the people who will (1) supervise and (2) conduct the project work. Indicate the preservation training or experience of the personnel involved with the project. (*The principal investigator/researcher or consultant must meet the federal professional qualifications standards outlined in 36CFR61. These qualifications call for the equivalent of a Master's degree and several years experience in a field related to the work being done, such as architectural history, history, planning, historic preservation, architecture, archaeology, etc.*)

*Note: If you plan to hire a consultant, you are required to use maximum open competition and to seek bids from at least three qualified consultants. A consultant may not be selected before the grant is awarded.*

**Workshop/Site Visit**—The grant project manager and financial manager may be required to attend a grant administration workshop shortly after grants are awarded. In addition, the HPD grants coordinator may schedule a site visit to development projects early in the grant cycle as projects are getting underway.

- 3. APPLICATION PREPARED BY:** Identify the name, title, address, daytime phone, and e-mail address of the person who prepared the grant application.
- 4. GRANT AMOUNT REQUESTED:** Provide the total project cost of the project, the grant amount requested and the matching share, which should be a minimum of 40% of the total project cost.
- 5. PROJECT SCHEDULE:** The project schedule should be carefully planned so that all project work can be completed within the grant period (through **September 30, 2018**). HPD will have the option to reassign the grant funds to another grantee if the project does not meet these deadlines. Contractors must be hired and the first phase of the project must be underway by **December 31, 2017**. Project work should be completed by **August 15, 2018**.

## 6. PROPERTY INFORMATION:

There are three qualifying requirements for development grant projects.

- a) 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.
- b) 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. Indicate the ownership status of the property for which grant assistance is sought. If the property owner is not the grant applicant, please supply the contact information of the property owner. If the property is leased to the CLG, list the term of the lease.
- c) 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/engineers inspection reports/letters). Please submit three copies with the application.

## 7. 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 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.

- Give a brief description of the general physical condition of the property, 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. Is the property an example of a rare historic resource type? Is it a resource type that HPD has identified as having a high priority for the current grant cycle?
- Provide a description of the current use of the property and what the property will be used for once restoration is complete.

## 8. 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.

## 9. PROJECT NEED:

- Explain why this project is needed, including a description of physical or developmental threats to the property and how the project addresses those threats.
- Explain why this project is needed, and why it needs to be done **at this time**.
- What are the public benefits resulting from this project?

**10. PROJECT FUNDING & SUPPORT:**

- Summarize the existing financial capability to complete/not complete the project and how the HPF grant fits into the project funding structure. What are the contingency plans if the HPF 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. *A statement of support from the local historic preservation commission is required.*

**11. PROJECT BUDGET:** Identify costs of all work items as outlined in the Project Description section (item #8). This budget should be for the entire project cost, both grant share and matching share.

**Grant Amount Requested**--May not be more than 60% of the total project cost.

**Matching Share**--Must be at least **40% local match** of the total project cost, which is encouraged to be partly cash match, but can include donated labor or supplies. A greater matching share is encouraged but not required. Indicate each separate source of funding for the full matching share. The donor is the organization or person providing funds. The source can be general revenues, non-profit funds, private donation, etc. Total the amount from each separate source. **NOTE: Matching funds cannot be federal funds.** 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 needed, as long as the project is on schedule. All invoices will be reimbursed at a rate of 60% of costs documented. *Final payment amounting to 10% of the grant will be withheld pending approval of completed work by the Historic Preservation Division.*

**Allowable Salary Rates**—If paid staff time is counted as part of the project cost, it must be documented.

**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 50 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.

**Donated Labor**--Professionals, trained volunteers and unskilled volunteers can donate labor to the grant project as part of the 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 \$90.62 per hour. All donated hourly pay rates must be discussed with and approved by the HPD Grants Manager.

**12. ADDITIONAL INFORMATION:**

Elaborate on any information about the property or project that would have an impact on the selection process. Attach any supporting documentation.

**13. ASSURANCES:**

Standard federal requirements that the CLG and the pass-through Applicant certifies and agrees in acceptance of HPF grant.

**14. APPLICANT CERTIFICATION:**

The authorized signature must be the CLG's Chief Executive Officer, usually the mayor or city manager. This person must have legal authority to accept a federal grant and to authorize work on the property. The application must also be signed by a representative of the agency owning the property with legal authority to accept a federal grant and to authorize work on the property, if different from the applicant.

### CHECKLIST FOR SUBMISSION

To assure that your grant application is complete, please review the following checklist prior to mailing your application:

- ❑ Application form is complete, including 1 copy of the resolution, with original signature, authorizing the submission of the application and attesting to matching funds availability.
- ❑ All required signatures have been obtained, and *all assurances have been initialed by both the CLG representative and the property owner, if different.*
- ❑ **Three** paper sets of the application and all supporting documentation are included (One original with original ink signatures, and two copies).
- ❑ One CD containing digital copies of your complete application package.
- ❑ Letter(s) of support have been obtained from the local historic preservation commission (required), and other local groups or citizens (optional, but recommended).
- ❑ Three paper sets of at least **five** photographs of property seeking grant assistance are attached. Photocopied photographs are acceptable.
- ❑ Three copies of the legal description.
- ❑ Three sets of predevelopment documentation (plans, studies, or specifications, etc.) relating to the resource are attached. Photocopies are acceptable (required).

**APPLICATIONS MUST BE POSTMARKED BY FEBRUARY 1, 2017**