



**GEORGIA**

DEPARTMENT OF NATURAL RESOURCES

HISTORIC PRESERVATION DIVISION

**2017 Historic Preservation Fund  
CLG Survey & Planning Grant  
Application Guidelines**

**Application Instructions--Notes and Reminders:**

- *Remember to refer to the Survey & Planning Grant Evaluation and Selection Criteria before filling out the application. **For the FFY 2017 grant cycle, no project or activity type has been 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, photographs, and letters of support.*
- *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. Additional sheets may be attached if more space is necessary to answer questions. Please also submit one 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. 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. 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 development center 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. 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 personnel are responsible for ensuring 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 cannot be selected before the project begins. Formal competitive selection, including public notice, is only required for projects costing \$100,000 or more.*

**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 survey and planning 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 by **September 30, 2018**. HPD will have the option to reassign the grant funds to another sponsor 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, 2017**. HPD will require preliminary materials to be submitted by **April 1, 2018**, the final draft by **June 1, 2018**, and the final product by **August 15, 2018**.

6. **PROJECT INFORMATION/TYPE:**

**Project Name & Location**— If applicable, provide a name for the project for which the applicant is seeking grant assistance. If applicable, give the street address or location of the property or area related to the project.

**Project Type**— In the application, check the appropriate project type (*see 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 District** 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.

7. **PROJECT DESCRIPTION:**

a) Describe the **purpose** of the project and the specific activities that will take place. Specify the completed project work product and include a summary narrative of the activities and measures planned to accomplish the project. Describe the project type selected under item #6. Include a **description of the project methodology**. Briefly state how the project will be conducted, what standards or procedures will be followed (ex: using state survey forms and procedures, documenting to National Register standards, following growth strategies minimum standards), and any pertinent information about the format of the final project (ex: forms and computer diskette, camera-ready or printed, etc). Describe the **final products** or the **specific results of your project**, including number of copies, specific products to be produced, etc.

b) HPD has developed guidance for many of the survey and planning grant project types, which are used to refine or specify the scope-of-work for awarded grants and to evaluate subsequent work product. 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). *Depending on the project type, please refer below to the questions, information and links to HPD's website to help 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, generally, all resources that are 40 years of age or older are recorded in order to provide a longer lifespan for the survey than does the more commonly used 50 years of age or older guidance. Surveys are completed within a pre-defined geographic boundary informed by the goals of the survey. Typically, this is county-wide, city-wide, or in some cases neighborhood-wide. Projects may be phased, however funding for consecutive grant cycles is not guaranteed. For phased projects, the number of phases, boundaries, priorities, and overall time frame 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 guidelines](#),” and for a sample project Scope of Work, see HPD document “[Example Scope of Work for Historic Resources Surveys](#).”

**Archaeological Survey Projects**—for further guidance see [www.georgiashpo.org/archaeology/consultants](http://www.georgiashpo.org/archaeology/consultants).

### **National Register District Nomination Projects**

CLGs are encouraged to apply for HPF funding to support the completion of a draft National Register of Historic Places nomination for a proposed historic district within their jurisdiction. HPF funding cannot be used to support nomination of an individual property. Applicants applying for a grant to complete a National Register nomination for a proposed historic district **must submit preliminary information and receive an official eligibility determination from HPD’s National Register staff PRIOR** to applying for funding. Please plan accordingly and allow 30-45 days for HPD review. If a proposed historic district has been previously identified as eligible as part of an HPD-approved Georgia Historic Resources Survey, preliminary information for the district must still be submitted to HPD for review prior to applying for funding. Again, please plan accordingly and allow 30-45 days for HPD review. Georgia’s Preliminary Assessment of Eligibility for the Georgia and National Registers form for proposed historic districts is available on HPD’s website at [georgiashpo.org/register/nomination](http://georgiashpo.org/register/nomination). For further guidance, see HPD document “[Guidance for National Register nominations](#),” and for a sample project Scope of Work, see HPD document “[Example Scope of Work for a National Register Nomination](#).”

### **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? Is your Mayor and Council, or Board of Commissioners aware of the importance of future funding decisions if preservation planning processes are not completed successfully? 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 consultation with HPD? 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** or other preservation planning guidance see [georgiashpo.org/community/hpo](http://georgiashpo.org/community/hpo). For **design guidelines** projects, see “Preparing Historic District Design Guidelines” at [georgiashpo.org/technical\\_assistance](http://georgiashpo.org/technical_assistance).

### **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 **Historic Preservation Commission**

**website** guidelines, see “[Elements to include on an HPC website.](#)” 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* (on our website) 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? For further heritage tourism information see [georgiashpo.org/incentives/tourism](http://georgiashpo.org/incentives/tourism).

**8. PROJECT NEED:**

a) Description of project need should 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 of survey as part of their CLG requirements. If your city or county has not completed a recent (during the past 15 to 20 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?

**9. PROJECT FUNDING & 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.*

**10. PROJECT BUDGET:**

Indicate the project type as in Item #6. 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 \$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 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 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 Coordinator. The 40% match is strongly encouraged to be partly cash.

*(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.)*

**Grant Amount Requested--**The grant amount cannot be more than 60% of the total project cost. (Grant amount requested equals total project cost minus 40% local match).

*(NOTE regarding Reimbursement: This is a reimbursement grant program, which means that the grantee must first pay all costs, then request reimbursement of 60% of costs incurred, up to the full grant amount).*

**Matching Share--**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. The source of all matching funds must be specified. For each different source of funds, list the donor (the organization, a local merchant, an individual, etc.); the source (city revenues, private funds, etc.); the kind of cost (cash, indirect costs, donated services, etc.); and the amount or, for donated labor or materials, the value. 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.*

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.
  
13. **CERTIFICATION:** Write the full legal name of the applicant organization. The authorizing signature must be the signature of the chief executive of the local government who must have legal authority to enter into contracts on behalf of the local government. This is the person to whom we shall direct official correspondence concerning grant awards.

## CHECKLIST FOR SUBMISSION:

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

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

- ❑ 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 a digital copy of the 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).
- ❑ If applicable, three sets of at least **five** photographs. Photocopied photographs are acceptable.