



General Application Instructions:

- Remember to refer to the Survey & Planning Grant Evaluation and Selection Criteria and the Application Guidelines 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.**
- Submit three paper sets of the application (one original with original ink signatures and two photocopies), plus three paper copies of all supporting documentation, including the resolution, letters of support, and photos, if applicable to the grant project. Additional sheets may be attached if more space is necessary to answer questions. Photocopied photographs are acceptable, provided they have sufficient clarity of detail. 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**.

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

Questions? Contact Allison Asbrock at 770-389-7868 or 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. 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?

3. APPLICATION PREPARED BY:

Name _____ Title _____

Address (if different from above) _____

Phone Number _____ E-Mail Address _____

4. 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) \$ _____

5. PROJECT SCHEDULE:

Describe the schedule you expect to follow in carrying out this project. Keep in mind that project work cannot begin before the grant is awarded (on or about **April 1, 2017**) and all work must be completed on or before **September 30, 2018**.

6. PROJECT INFORMATION/TYPE:

Project Name _____

Project Location _____

Project Type (choose one)

Structural Survey & Report Archaeological Survey & Report National Register District Nomination
 Pres. Planning Local District Designation & Report Pres. Planning Design Guidelines Pres. Planning/Other
 Info./Educ. brochure Info./Educ. /Website Info/Educ./Workshop Info./Educ./Other

Note: Applications for National Register nomination projects require official preliminary certification of eligibility by HPD National Register staff. Please see the Application Guidelines and National Register District Nomination HPF Grant Application Guidance document for information.

7. PROJECT DESCRIPTION: (Please be concise and limit to 1 to 3 short paragraphs)

a) Project description should reference project type (see item #6) and specify the completed project work product and should include a summary narrative of the activities and measures planned to accomplish the project. Also include a description of the role the local historic preservation commission will play in the project (conduct the project, review drafts, serve on project task force, etc.) Does the project relate to previous and/or future planned preservation projects or activities in the community? Describe how the project is consistent with applicable preservation and/or professional standards and methodology.

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). Please see the Application Guidelines for more information and links to HPD's website.

8. PROJECT NEED: (Please be concise and limit to 1 to 3 short paragraphs)

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 application is for a historic resources survey, how does the proposed survey project fit in with the CLG's larger system of survey and how does it relate to previous and anticipated future historic resources survey work?

9. PROJECT FUNDING & SUPPORT:

Description of funding should include a summary of existing financial or other capability to complete/not complete the project, how the HPF grant fits into the project funding structure, and project contingency plans if a HPF grant is not or only partially awarded.

Description of support should include a summary of activities or efforts demonstrating local support, including endorsement of the project by the local preservation commission (required), local citizens, local historical/preservation organizations, local government, and others. Attach letters and other documentation that demonstrate local support to the application.

10. PROJECT BUDGET:

Project Type _____ (for I & E and Preservation Planning, please specify product)

| | |
|----------------------------|-----------------------------------|
| Consultants/Speakers | \$ _____ |
| Staff (Paid Labor) | _____ |
| Volunteers (Donated Labor) | _____ |
| Travel | _____ |
| Publication/Printing Costs | _____ for # _____ Copies of _____ |
| Photography | _____ |
| Supplies | _____ |
| Rental space | _____ |
| Other (Specify): _____ | _____ |

TOTAL PROJECT COST \$ _____

Grant amount requested \$ _____
(Not to exceed 60% of Total Project Cost; grant amount requested equals Total Project Cost minus 40% local match)

Matching Share (some cash encouraged): \$ _____
(Local share equals Total Project Costs minus 60% of grant amount requested.)

Source of matching share

| | |
|---------------------------|----------------|
| Donor: _____ | Donor: _____ |
| Source: _____ | Source: _____ |
| In-Kind: _____ Cash _____ | In-Kind: _____ |
| Amount: _____ | Amount: _____ |

11. ADDITIONAL COMMENTS (Optional):

Please attach additional sheets if needed.

12. ASSURANCES: The Applicant hereby assures and certifies **by placing his/her initials beside each item below** that the Applicant will comply with all applicable regulations, policies, guidelines and requirements including OMB Circular No's A-87, A-95, A-110 and A-102, as they relate to the application, acceptance, and use of Federal funds for this Federally-assisted project. Also the Applicant assures and certifies with respect to the grant that: (initial blank beside each number to signify willingness and ability to comply)

PLEASE INITIAL EACH.

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

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

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

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

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

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

___ 7. **Audit** - Applicant will have an organization-wide, independent audit performed for each year in which federal funds are received, if required. This audit will be preformed by using the required financial and compliance audits in accordance with Single Audit Act of 1984 and will be submitted to HPD following the end of the contract period.

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

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

APPLICANT SIGNATURE:

Authorized signature

DATE: _____

Typed or printed name

TITLE: _____

APPLICATIONS MUST BE POSTMARKED BY FEBRUARY 1, 2017.