

Office of History and Archaeology
Alaska Department of Natural Resources
550 West 7th Avenue, Suite 1310
Anchorage, AK 99501-3565

HISTORIC PRESERVATION FUND DEVELOPMENT/PREDEVELOPMENT PROJECT APPLICATION

Applications must be postmarked, e-mailed, or delivered by 4:30 pm, Monday, June 30, 2014 to the address above. *Incomplete or late applications will not be considered.*

For further information, contact:

Judith E. Bittner, State Historic Preservation Officer
Joan (Jo) Antonson, State Historian
Summer Rickman, Architectural Historian
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Historic Preservation Fund Development/Predevelopment 2014 Grant Program

- Project grants are reimbursable and must be matched dollar-for-dollar.
- Federal funds are not eligible as match.
- Grant recipients are reimbursed for allowable costs, less a state surcharge, upon submission and approval of narrative and financial documentation.
- Projects to be conducted after grant execution and completed by September 30, 2015.
- Predevelopment requests are limited to \$3,500 minimum and a maximum \$10,000 Historic Preservation Fund share.
- Development grant requests are limited to a minimum of \$10,000 and a maximum of \$25,000 federal share.

CHECKLIST - Please use this to verify that your application is complete. If any part is missing, your application will not be considered for funding.

- ___ All items (1-15) have been clearly and adequately addressed.
- ___ Application is properly signed.
- ___ Photographs of existing conditions are attached and described; and site plans and maps are included as needed.
- ___ Planning documents, architectural project schematics, or construction documents are referenced and available if requested.

Expand the following sections, as needed, to provide the information requested.

1. NATIONAL REGISTER PROPERTY - Alaska buildings or structures listed in the National Register of Historic Places, individually or as contributing in a historic district, are eligible for this program.

Property Name:

District Name:

Property Address:

City, State, Zip:

2. APPLICANT - Owners of private and of non-federal public buildings are eligible to apply. Individuals, businesses, corporations, nonprofit or for-profit organizations, local governments and state agencies may apply. Federal agencies are not eligible.

Applicant:

Federal Tax Identification Number:

DUNS Number (if entity, not individual, is awarded \$25,000 or more):

Address:

City, State, Zip:

Primary contact person:

Phone:

Fax:

E-mail:

3. PROJECT MANAGER - The applicant must name a project manager who will be available to coordinate with the Office of History and Archaeology throughout the project. *A resume for the project manager must be attached to this application.*

Project Manager:

Address:

City, State, Zip:

Phone:

Fax:

E-mail:

4. OWNER CONCURRENCE - If the applicant does not own the property, the owner of record must sign the following statement indicating concurrence with the proposed project and this application for assistance.

I certify by my signature below that: I am the owner of the subject property; I have full knowledge of and am in agreement with the proposed project; I concur with the assurances required of the applicant; and I agree to the required protective covenant if the project receives grant assistance.

Name of Owner:

Address:

City, State, Zip:

Phone:

Fax:

Signature

Date

(Must have original signature)

5. PROJECT NARRATIVE - Detail the work for which funding is requested. Describe each major work element, how much the work element is anticipated to cost, and what the end products will be.

Predevelopment projects: Describe the historical, architectural, and/or archaeological research proposed to document the historical significance and existing physical condition of the materials and features of the property. Identify any studies or reports on the property that have been done.

Development projects: Identify and describe any planning studies, research reports, condition assessments, engineering evaluations, or other sources of information relevant to the property. Project schematics and construction documents are not required as part of the grant application, but note if any is available. Funded projects will be required to submit plans and specifications and receive OHA approval of them upon signing a funding agreement.

6. PROJECT NEED – Why is the proposed project necessary? In particular, are there immediate threats to the property such as proposed demolition or extensive structural damage?

7. WORK PLAN AND PROJECT TIMELINE - Address each major element of the project, the amount of time to complete it, and when the work is expected to be done between August 1, 2014 and September 30, 2015.

8. SECRETARY OF THE INTERIOR'S STANDARDS - All projects must comply with and apply *The Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995* (http://www.nps.gov/hps/tps/standguide/overview/using_standguide.htm). Describe how the proposed project work will comply with the appropriate standard.

9. PHOTOGRAPHS AND SITE PLANS - Attach recent photographs showing the principal elevation of the property and detailed photographs of features or areas where proposed work is to be done. Include a description for each photo and the date it was taken. Attach a map or a site plan with photos keyed to it to better understand the site and proposed work.

10. ONGOING MAINTENANCE – Describe plans to maintain the property or continue rehabilitation work for the next five years.

11. PROJECT PERSONNEL - Identify project personnel and, if known, who will do the work. Briefly describe each individual's qualifications and experience. If not identified, information on each contractor's qualifications and experience will be required to be provided to OHA for review and approval *before* a contract for the services is executed.

12. PUBLIC AWARENESS - Explain how you will advertise and use the project to promote local history, enhance tourism, and/or raise awareness of historic preservation.

13. Proposed Budget: Development or Predevelopment HPF Project			
Cost Category	Sponsor's Share	Federal Share	Total
	50%	50%	
Personal Services			0.00
+ Travel			0.00
+ Contractual			0.00
+ Supplies/Materials			0.00
+ Other (specify)			0.00
Equals All Direct Costs	0.00	0.00	0.00
x 10% State Surcharge			0.00
Equals Total Project Costs (TPC)	\$	\$	0.00
Sponsor's Share: 50% of Total Project Costs			0.00
Federal Share: 50% of Total Project Costs			0.00
Minus 10% State Surcharge			0.00
Equals Maximum Reimbursement to Sponsor			0.00

Proposed Sources of Sponsor's Share

Cash Expenditures	\$
+ In-kind	
+ Donations	
Equals Sponsor's Share (50% of TPC)	0

Double click inside the worksheet to activate formulas and complete this budget page:

1. Calculate anticipated expenses and enter in appropriate Cost Categories to obtain "All Direct Costs."
2. Add State Surcharge to obtain "Total Project Costs."
3. Multiply "Total Project Costs" by .50 to determine sponsor and federal shares.
4. Subtract the State Surcharge from federal share to obtain "Maximum Reimbursement to Sponsor."
5. Show amounts which comprise the 50% "Proposed Sources of Sponsor's Share."

See Example Budget.

Note: Predevelopment requests are limited to \$3,500 minimum in HPF share.
 Development requests are limited to \$10,000 minimum and \$25,000 maximum in HPF share.

14. SIGNATURE - I certify that the information contained in this application is true and correct to the best of my knowledge, and that I am the duly authorized representative of the applicant.

I understand that this is an application for federal matching assistance for up to 50% (less State surcharge) of the total project cost that is the subject of this application.

If awarded funds, I understand it is my responsibility to comply with all federal Historic Preservation Fund program requirements, including, but not limited to the completion of the Section 106 process before starting rehabilitation work, the assurances as outlined in this application, pertinent state and federal regulations, and the subsequent grant agreement.

In submitting this application, I understand that it is my responsibility to insure that all work completed with funds received as a result of participation in the federal Historic Preservation Fund grant program will meet *The Secretary of the Interior's Standards for Treatment of Historic Properties, 1995*.

In submitting this application, I understand that project records are subject to audit after project completion, and that if such an audit questions expenditures for which I have been partially reimbursed I will return an amount equal to 50% (less surcharge) of the questioned expenditures.

I understand that I may not proceed with any work for which reimbursement is expected until I have first been notified in writing that:

1. my project has been selected to receive a grant,
2. plans and specifications have been approved by the Office of History & Archaeology,
3. Section 106 project review has been completed, and
4. a grant agreement has been signed.

No grant or promise of a grant exists until the State Historic Preservation Officer signs the grant agreement.

I understand that no payments will be issued and the grant agreement will not be honored until I provide the Office of History and Archaeology with proof that the required restrictive covenant (if applicable) has been attached to the deed of the subject property.

Print or Type Name

Agency or organization (if applicable)

Title (if applicable)

Signature

Date

NOTARY SEAL

Subscribed and sworn before me this _____ day of _____, 20____.
Notary for the State of Alaska

My commission expires:

15. ASSURANCES - If selected for funding, the applicant agrees to comply with the following, and with other guidelines outlined by the Office of History and Archaeology.

1. Applicant is willing to have qualified architect, engineer, or licensed general contractor prepare the plans and specifications detailed in the scope of work. All work must meet applicable local and state building codes.
2. Applicant agrees to sign a grant agreement with the Office of History and Archaeology and to follow all regulations pertaining to federal and state grants. Applicant understands that the grant agreement will specify a schedule and due dates for specific products. Failure to meet those due dates will be construed as failure to comply with the grant agreement and could be grounds for cancellation of the grant.
3. For projects receiving \$10,000 or more in federal funds, a protective covenant must be attached to the deed and a copy must be supplied to the Alaska Office of History and Archaeology. The covenant will apply when there is a change in ownership. It will be enforceable by Alaska law, and will be monitored by the Alaska Office of History and Archaeology. The covenant is effective upon execution of the document, which must be done prior to the disbursement of HPF funds. After HPF funds have been disbursed, they cannot be repaid to avoid the deed restriction.
4. Applicant understands that they must complete the Section 106 project review process before a grant agreement will be executed and before starting rehabilitation work.
5. Applicant agrees to assign a project manager who will administer the grant for the duration of the project work, and will coordinate with the Office of History and Archaeology as detailed in the grant agreement.
6. Applicant agrees to conduct contract and procurement (bidding) actions in a manner that provides for maximum open and free competition with the Code of Federal Regulations, OMB Circular A-102, and State Procurement Code.
7. Applicant understands that a qualified construction supervisor is required. A qualified construction supervisor must be an architect, engineer, or licensed general contractor who will see that the approved plans and specifications are followed.
8. The Office of History and Archaeology reserves the right to recommend professionals and contractors and to approve selections BEFORE hiring.
9. Applicant agrees to meet with Office of History and Archaeology staff if asked before beginning project work and also agrees to attend meetings concerning the project's progress as requested by the Office of History and Archaeology.
10. Applicant agrees to carry out all work in accordance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties, 1995* (http://www.nps.gov/hps/tps/standguide/overview/using_standguide.htm). Failure to comply

with the standards will be construed as failure to comply with the grant agreement and be grounds for cancellation of the grant.

11. Applicant certifies that their cash share of the funding will be available upon execution of the grant agreement.

12. Applicant agrees to comply with Title VI of the Civil Rights Act of 1964, as amended, Executive Orders 12549 and 11375, and all requirements imposed by or pursuant to Department of Interior Regulation 43 CFR 17, which prohibits discrimination on the basis of race, color, creed, sex, age or national origin.

13. Applicant agrees to comply with Executive Order 12432, "Minority Business Enterprise Development," to encourage greater economic opportunity for minority entrepreneurs, Executive Order 12549, and with 43 CFR Part 12, which prohibits contracts with any suspended or debarred person or business, and the provisions of 18 USC 1913, which prohibits lobbying with appropriated funds.

14. Applicant agrees that this grant-assisted project will comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

15. Applicant agrees to provide quarterly narrative progress reports, a narrative summary, a completion report, photo documentation of work accomplished under the project, and complete financial documentation as described in the grant agreement.

Example Budget: DEVELOPMENT OR PREDEVELOPMENT PROJECT			
Cost Category	Sponsor's Share 50%	Federal Share 50%	Total
Personal Services: 2 carpenters 200 hours each @ \$25/hour = \$10,000. 1 laborer 200 hours @ 12/hour = \$2,400	10,000.00	2,400.00	12,400.00
+ Travel			
+ Contractual: architectural fees		3,000.00	3,000.00
+ Supplies/Materials: Lumber, hardware		4,600.00	4,600.00
+ Other (specify)			
Equals All Direct Costs	10,000.00	10,000.00	20,000.00
x 10% State Surcharge			2,000.00
Equals Total Project Costs (TPC)	\$	\$	22,000.00
Sponsor's Share: 50% of Total Project Costs			11,000.00
Federal Share: 50% of Total Project Costs			11,000.00
Minus 10% State Surcharge			2,000.00
Equals Maximum Reimbursement to Sponsor			9,000.00

Proposed Sources of Sponsor's Share

Cash Expenditures	11,000.00
+ In-kind	
+ Donations	
Equals Sponsor's Share (50% of TPC)	11,000.00