

## HISTORIC PRESERVATION FUND GRANTS FOR DEVELOPMENT & PRE-DEVELOPMENT PROJECTS

### **APPLYING FOR *DEVELOPMENT GRANTS*: WRITING A SUCCESSFUL APPLICATION**

Historic Preservation Fund grants are available for the rehabilitation of Alaska buildings and structures listed in the National Register of Historic Places, individually or as contributing properties to a listed historic district. These grants are awarded on a competitive basis from the Alaska Office of History and Archaeology. This document highlights information a grant proposal should include.

- 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 indirect cost, upon submission and approval of narrative and financial documentation.
- Project work is conducted **after** grant execution
- Development grant requests: \$10,000 minimum and \$24,000 maximum in HPF share.

**How to fill out and submit the application:** Expand sections within the application, as needed, or use separate pages to answer each section of the application. Cite the section for reference. Keep answers concise and focused on the necessary information to convey the need and importance of your project. Deliver completed applications to the HPF Grants Administrator via e-mail, USPS, or other method to the Office of History & Archaeology at the address on your grant application prior to deadline.

#### **SECTION 1: PROJECT NEED**

Why is the proposed project necessary? Are there immediate threats to the property such as proposed demolition or extensive structural damage? What is the proposed use for the property once rehabilitated?

#### **SECTION 2: PROJECT NARRATIVE**

Identify and describe any pre-development work such as planning studies, research reports, condition assessments, engineering evaluations, or other sources of information relevant to the property. Provide copies of any available pre-development work that you are using to guide the proposed project.

Describe all work that will be undertaken on the property for which funding is requested. Describe each feature and the work that will be done on it. Begin with site work, followed by exterior, including any new construction, and then the interior. For each area that work is being proposed, explain how the proposed work will meet the Secretary of the Interior's Standards and which standard you plan to follow (Preservation, Rehabilitation, Restoration, Reconstruction).

**Example: Feature: Roof*****Current Condition:***

*Normal-pitched side gabled roof with wood shingle roofing in fair to poor condition. Some areas show signs of rot and shingles are broken and missing in places. See photo numbers 1 and 3. See page 15 of the attached condition assessment that provides more detail on the current condition of the roof.*

***Proposed Work:***

*Existing wood shingle roofing will be removed. Roof structure and sheathing will be repaired as necessary, maintaining existing configuration. New wood shingle roofing will be installed to match the original configuration. Wherever possible original wood shingles will be reused.*

***Secretary of the Interior's Standard:***

*This work will meet Rehabilitation Standard 6: Deteriorated historic features will be repaired rather than replaced, Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*

Conformance with the standards will be made based on the application documentation and other available information by evaluating the property as it existed prior to the start of the rehabilitation work. Standards apply to both interior and exterior work.

**SECTION 3: PROJECT TIMELINE**

Provide a schedule that shows expected activities and benchmark dates for the project. Address each major element of the project and the amount of time to complete it, and when the work is expected to be done. Your timelines should be realistic and show that the project can be completed within the timeframe of the grant. Remember that work should not start prior to the grant being awarded. Any work undertaken prior to grant award will not be eligible for reimbursement under this grant.

**SECTION 4: PHOTOGRAPHS AND 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.

**Photos:** Send photographs showing the interior and exterior before rehabilitation. Include the building's site and environment, all the building's sides, all major interior spaces and features, and representative secondary spaces and features. Photographs should be numbered, dated, and labeled with the property name, the view, and a brief description of what is shown. Include a

photo key plan – that is, a floor plan and, if applicable, a site plan showing numbered photographs and arrows showing view. Photos should be numbered and keyed to the application narrative.

**Drawings or sketches:** Send drawings showing the existing conditions and proposed rehabilitation work and any new additions or new construction. Include floor plans and, where necessary, sections and elevations. Drawings must be of sufficient size that all dimensions and notes are clearly legible. For small projects, sketches may suffice. Drawings should be numbered and keyed to the application narrative.

## **SECTION 5: ONGOING MAINTENANCE**

Describe plans to maintain the property or continue rehabilitation work over the next five years.

## **SECTION 6: PROJECT PERSONNEL**

Identify the Project Manager (PM) and provide the PM's résumé. The PM has the lead role in directing the project and producing the final product. The PM **must** meet the [Secretary of the Interior's Professional Qualification Standards](#) (SoI Standards) for all development projects (Architect, Historic Architect, or Architectural Historian). If you are planning to contract for a PM after the grant is awarded, outline the job qualifications that will be required. 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. If the PM does not meet the SoI Standards you should demonstrate how you will access that expertise if needed over the course of your grant.

Identify who will be the Grant Manager for the project. The Grant Manager will be the primary contact for OHA, and will be responsible for managing grant submittals. Identify any other personnel who will work on the project, including volunteers. Provide résumés for any other preservation professionals who meet the standards. Attached résumés should be concise -- limited to two pages highlighting the person's historic preservation qualifications.

## **SECTION 7: PUBLIC AWARENESS**

All projects must have a public outreach component. Describe how you will inform your community about the project (e.g. news release, website, poster, event, project sign at the site). OHA will ask for photographs of buildings during construction showing people working on the properties.

## **SECTION 8: PROPOSED BUDGET**

Budgets must clearly show the purpose of expenditures. Your budget submittal shall consist of four parts: three tables and one narrative. When completing either tables or narrative, please break project activities to be performed into Personal Services, Contractual Services, Supplies/Materials, Travel, and Other cost categories.

**Budget Tables:** Example tables and a blank form are available in Excel format. Although you are not required to use this specific blank form, you are required to provide the 3 different types of tables shown in the example: *Budget Details by Cost Category*, *Budget Summary*, and *Source of Sponsor's Matching Share*.

**Table 1: Budget Details by Cost Category**

1. *Personal Services:* List each position's hourly wage and fringe benefits.
2. *Contractual Services:* List anticipated costs.
3. *Supplies and Materials:* Show estimated cost of relevant supplies and materials (lumber/building supplies, etc.) for this project.
4. *Travel:* List each anticipated trip, and estimate costs for ground and airfare, per diem, lodging, etc.
5. *Other:* Show any other anticipated cost.

**Table 2: Budget Summary**

Show totals from each cost category in the last column of this table. In addition, show your planned cost share (50% and 50%) between the HPF federal grant and your entity's match. (See example.)

**Table 3: Source of Sponsor's Matching Share**

Identify the planned source of matching funds: cash, in-kind goods and services, and value of donated goods or volunteer services. Please note current value of volunteer time, and that some limitations may apply when using volunteer services or donations for match.

**Budget Narrative:**

**Personal Services:** Describe work each position/person will perform for the proposed project. Estimate time involved and relationship to the project.

**Contractual Services:** List contractor name(s), if known. Describe work each will perform for the proposed project. Please note some limitations may apply to contractor compensation, as explained below.

**Supplies/Materials:** Describe types of materials and or supplies required for this project, how they relate to the project, estimated quantities, etc.

**Travel:** Identify who will be traveling, how many trips are anticipated, trip purpose, and destination.

**Other:** Identify any other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project.

**Compensation Limitations:**

Per HPF Manual 13-1, compensation for consultants involving HPF grants is limited to no more than 120% of a GS-15 step 10. Although your contractor may charge more than that, if an HPF grant is awarded, that line will be limited in terms of match or reimbursement.

<https://www.generalschedule.org/GS-15>

***Volunteers:*** If a person performs volunteer services outside their profession or trade, their time shall be valued at the Federal minimum wage rate or a higher applicable rate if it is documented and approved by the OHA, such as those rates used by the Independent Sector's Value of Volunteer Time by State. [https://independentsector.org/resource/vovt\\_details/](https://independentsector.org/resource/vovt_details/)