**Grant Application: Historic Preservation Fund FFY20**

**Grants for Development & Pre-Development Projects**

State of Alaska: Department of Natural ResourcesDivision of Parks and Outdoor Recreation

Office of History & Archaeology

550 West 7th Avenue, Suite 1380

Anchorage, Alaska 99501-3561

Attn: Jean Ayers, Grants Administrator

Postmark, e-mail, fax or deliver applications by 12:00 noon on Thursday, January 30, 2020

to the Grants Administrator listed here. *Incomplete or late applications will not be considered.*

**For further information, contact:**

Jean Ayers, Grants Administrator. 907-269-8694 or [jean.ayers@alaska.gov](mailto:jean.ayers@alaska.gov)

**Historic Preservation Fund (HPF) Development & Pre-development Program**

* HPF development grants are for rehabilitation of Alaska buildings and structures listed in the National Register of Historic Places, individually or as contributing properties to a historic district. Pre-development grants may be used for those listed in or eligible for listing in the National Register of Historic Places.
* 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 and completed by September 30, 2020.
* Pre-development grant requests: $3,500 minimum and $10,000 maximum in HPF share. (Total project cost must be at least $20,000 to justify the maximum pre-dev grant request).
* Development grant requests: $10,000 minimum and $24,000 maximum in HPF share. (Total project cost must be at least $50,000 to justify the maximum grant request.)

**CHECKLIST --** Please use this list 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 signed and notarized by all appropriate parties.

Photographs of existing conditions are attached and described; site plans and maps are included as needed.

Planning documents, architectural project schematics, or construction documents are referenced and available if requested.

**\_\_\_** The Review and Compliance unit in the Office of History & Archaeology has been contacted for preliminary Section 106 review about the proposed work.

*Expand the following sections, or use separate pages, to provide all requested information*.   
  
This HPF grant application is for \_\_\_ Development \_\_\_ Pre-Development

**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 grant program.

Property Name:

District Name:

Property Address:

City, State, Zip:  
Date of Listing in National Register (NR) and NR reference number:   
Look up: <https://www.nps.gov/subjects/nationalregister/database-research.htm>

**2. APPLICANT.** Owners of private and of non-federal public buildings (homes, businesses, churches, other structures) 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 seeking $25,000 or more):

Mailing Address:

City, State, Zip:

Primary contact person:

Phone:

E-mail:

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

Project Manager:

Address:

City, State, Zip:

Phone:

E-mail:

**4.** **OWNER CONCURRENCE.** If 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 completing and recording a required protective covenant if the project receives grant assistance.

Print or Type Name of Owner:

Mailing Address:

City, State, Zip:

Phone: E-mail:

Owner Signature: Date:

**5. PROJECT NARRATIVE.** Detail the work for which funding is requested. Describe each major work element. Explain how the work will meet the *Secretary of the Interior’s Standards* and which Standard you will follow, and what the end product will be.

Pre-development 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 potential date of award (Spring 2020) and completion by September 30, 2020.

**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* <https://www.nps.gov/tps/standards.htm> . Describe how the proposed project work will apply and conform to the appropriate standard.

**9.** **PHOTOGRAPHS, SITE PLANS, DRAWINGS OR SKETCHES.** 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. Show how the Project Manager meets the [Secretary of the Interior’s Professional Qualification Standards.](https://www.nps.gov/history/local-law/arch_stnds_9.htm)

**12. PUBLIC AWARENESS.** Public notification is required by signage at property site and other public postings. Explain how you will inform the public of this project, promote local history, enhance tourism, and raise awareness of historic preservation.

**13. PROPOSED BUDGET.** Provide both a *budget narrative*, describing your proposed costs, and a *tabular budget*. To view a sample tabular budget, or fill out your own, double-click within thebudget table on the next page.The Excel worksheet will activate, and you will see two tabs at the bottom. Click on the red tab to view an example budget. Click the green tab to activate a blank budget page for your use. Budget pages (blank and example) are also located in a separate Excel workbook available upon request via e-mail or online at <http://dnr.alaska.gov/parks/oha/index.htm>



**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 this is an application for federal matching assistance for up to 50% of the eligible project costs that are the subject of this application.

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

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

In submitting this application, I understand that project records are subject to audit after project completion; further, if expenditures for which I have been partially reimbursed are disallowed in an audit, I will return an amount equal to the disallowed costs.

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. A grant agreement has been fully executed (signed) by both parties

2. Plans and specifications have been approved by the Office of History & Archaeology

3. Section 106 project review has been completed (required for development projects)

4. Project Notification and Environmental Screening Worksheets are completed for the State of Alaska and the National Park Service (required for development projects)

5. A protective covenant has been placed on the property (required for development projects)

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

I have read and understood the conditions of this grant application.

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. **Qualified Professionals**: 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. **Grant Agreement**: 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 may be construed as failure to comply with the grant agreement and could be grounds for cancellation of the grant.

3. **Matching Share**: Applicant certifies that their matching share of the funding (in-kind, cash, donations, etc.) will be available upon execution of the grant agreement.

4. **Section 106**: Applicant agrees to complete the Section 106 review process with the Office of History and Archaeology before a grant agreement may be executed for any development project.

5. **Project Manager**: 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. **Procurement**: Applicant agrees to conduct contract and procurement (bidding) actions in a manner that provides for maximum open and free competition in accordance with the Office of Management and Budget’s Code of Federal Regulations, 2 CFR Chapter I and II, Part 200 et al: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.* <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html>

7. **Construction Supervisor**: 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. **Approvals**: The Office of History and Archaeology reserves the right to recommend professionals and contractors and to approve selections BEFORE hiring.

9. **Consultations**: Applicant agrees to consult with Office of History and Archaeology staff, if asked, before beginning project work and agrees to attend meetings (or teleconferences) concerning the project’s progress as requested by the Office of History and Archaeology.

10. **Secretary’s Standards**: Applicant agrees to conduct all work in accordance with the

*Secretary of the Interior’s Standards for the Treatment of Historic Properties.* 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. <https://www.nps.gov/tps/standards.htm> *.*

11. **Reporting**: 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.

12. **Civil Rights**: 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. **MBE/WBE**: 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. **Section 504**: 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. **Covenant**: For development projects receiving $10,001 or more in federal funds, a protective covenant must be attached to the deed and a copy 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 disbursement of HPF funds. HPF grant funds cannot be repaid to avoid the deed restriction.

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| **Federal $ Amount** | **Time Required for Covenant or Preservation Agreement** |
| 1 - 10,000 | 5-year preservation agreement |
| 10,001 - 25,000 | 5-year minimum covenant |
| 25,001 - 50,000 | 10-year minimum covenant |
| 50,001 - 100,000 | 15-year minimum covenant |
| 100,001 and above | 20-year minimum covenant |

If a covenant already exists for a property, a new grant award may necessitate updating and extending the time required under the covenant. An example covenant and template is available with this package. See below for dollar amounts and time requirements involved in HPF covenants.

Note: A covenant is a document that must be recorded on the property’s title.

A preservation agreement does not need to be recorded.