



## **CERTIFIED LOCAL GOVERNMENT DEVELOPMENT GRANT APPLICATION INSTRUCTIONS**

### **I. INTRODUCTION**

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. Applications are due on February 1, 2023.

This development grant application is for physical “bricks and mortar” rehabilitation activities for historic site-specific buildings, structures, monuments, and places, including cemeteries and parks. Development project applications must provide the following three items to be considered eligible for HPF grant funding: a legal description of the property, listing in the National Register of Historic Places, and previous documentation of predevelopment/planning activities associated with the resource.

Development grants will be capped at \$24,000.

Subgrantees will also be required to execute a covenant/easement agreement as required for receipt of all funds from the Historic Preservation Fund. Per the HPF Manual, the following are the amounts and time periods required by National Park Service:

- \$1 to \$25,000: 5-year minimum covenant recorded on the property deed.

### **Mission Statement**

The mission of the Alabama Historical Commission is to protect, preserve, and interpret Alabama’s Historic Places.

### **Applicant Information**

- 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.
- The application must be signed by an authorized representative of the applicant, such as the mayor or city manager.

### **Submittal Information**

All applicants must submit either one paper or digital set of the application and all supporting documentation.

## **II. EVALUATION & SELECTION CRITERIA**

The Alabama Historical Commission’s Grant Selection Committee will evaluate and select the Historic Preservation Fund grant applications based on the following criteria:

- **DEVELOPMENT PROJECTS EVALUATION & SELECTION CRITERIA**
  - I. Project concept is appropriate for resource.

2. Project design is consistent with applicable preservation and/or professional standards.
3. Project fills demonstrated preservation need.
4. Project provides a public benefit.
5. Resource is exceptionally significant or one of a few surviving examples of an important type.
6. Project or activity is of a type identified by AHC as having a high priority for preservation assistance. For the FY2021 grant cycle, projects affecting African American resources are prioritized.
7. Statewide distribution of projects in applicant pool.
8. Urgency of need/degree to which the historic resource is threatened.
9. Project or activity is an ongoing, recurring, or concluding project or activity that is identified by AHC as also beneficial to AHC programs/outreach activities.

### **III. APPLICATION GUIDANCE**

The following information provides guidance for completing specific sections of the Historic Preservation Fund grant application. Contact Paige Thomas with application or project qualification questions at [Paige.Thomas@ahc.alabama.gov](mailto:Paige.Thomas@ahc.alabama.gov) or 334-230-2643.

#### **APPLICANT**

- Complete the applicant information.

#### **APPLICATION PREPARED BY**

- Complete the information for the person who prepared the form.

#### **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 the AHC; 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.
- 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.

#### **PROPERTY INFORMATION**

There are three qualifying requirements for development grant project:

- Development projects require the submittal of a legal description of the property benefitting from grant funds (normally included as a part of the deed to the property).
- The property benefitting from grant funds must be listed in the National Register of Historic Places, either individually or within a district. Please supply the official National Register property name, if the property is listed. If the property is within a historic district, list the district name, then the property name. List the street address (not post-office box) of the property. Only city owned properties are eligible at this time.
- Documentation of predevelopment planning activity associated with the property benefitting from grant funds must be included. Such documentation may be a master plan, feasibility study,

preservation plan, historic structures report, archaeological survey report, construction drawings, plans and specifications, or at the discretion of HPD, architects/engineer's inspection reports/letters).

## PROPERTY DESCRIPTION

- Include as part of the grant application a minimum of five (5) photographs which clearly show the overall resource. Photos should be representative of the information given in the application concerning the historical and architectural significance of the resource, the condition, and threats to the resource. Each photo should display a different view which should be labeled (i.e. north façade) and structures should be identified if there are multiple structures.
- Include any maps, site plans, floor plans, and applicable photos that are keyed to these documents. If possible, provide an 8.5" x 11" map showing the location of the property. Exterior photos should show each exterior elevation of the property and views should be identified and keyed to a site plan which has the north direction clearly marked. Interior photos should show each major room or those involved in the project, be labeled, and keyed to a floor plan. Location maps must have the property exactly and clearly marked. Each of the three hard copies of the application and the digital copy submitted should include an attached set of photographs. Clear photocopies of photographs are acceptable. Within the narrative, please address the following: A brief description of the general physical condition of the property (interior and exterior), including all structures on the property. Indicate the historic material remaining on the property and the surroundings or setting in which the property is situated. Describe the details of significant features, finishes, and materials. Is the property an example of a rare historic resource type?
- Provide a description of the current use of the property and what the property will be used for once this project and future bricks and mortar rehabilitation is completed.

## PROJECT DESCRIPTION

- Project description should include a summary statement of the proposed work funded specifically by this grant with supporting details of the means and methods by which it will be accomplished. Where the project involves multiple work items they should be prioritized, and this prioritization should be explained. If this project is part of a larger, phased project, include brief descriptions of each phase including completed phases, the phase being requested for funding, and future planned phases. If the project has come from the result of a recently completed historic resources survey, refer to when the survey was completed and why this is a priority of the survey. Also detail how the recommendations of preplanning documents will be incorporated into or followed by the scope of work of this proposed project.
- The National Park Service has preservation briefs that provide guidance on preserving, rehabilitating, and restoring historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to work. The preservation briefs can be found here: <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

## PROJECT NEED

- The project need should include an explanation of the project's immediacy, any physical or developmental threats to the property, how to address those threats, and the necessity to complete the project at this time. Then narrative should also include the public benefit resulting from the project.

## PROJECT SCHEDULE

- The project schedule should be carefully planned so that all project work can be completed by **September 30, 2024**. The HPD will have the option to reassign the grant funds to another grantee if the project does not meet these deadlines. Project work cannot begin until the grant

has been awarded. Please make sure the project schedule breaks down the proposed scope of work in a linear timeline. The phases of the project should be listed with the estimated amount of grant reimbursement the grantee will be requesting after each phase.

## **PROJECT FUNDING AND SUPPORT**

- Summarize the existing financial capability to complete/not complete the project and how the HPF grant fits into the project funding structure. What are the contingency plans if the HPF grant is not or partially awarded?
- Provide documentation of broad local support for the project. This can include, but is not limited to, letters, signed petitions, and public meeting attendance sheets from local citizens, preservation organizations, community organizations, local government officials and others. Newspaper and magazine articles also may be included. A statement of support from the local historic preservation commission is required.

## **GRANT AMOUNT REQUESTED**

- Average grant awards from the HPF grant program range from \$10,000 to \$20,000. Provide the total project cost, the grant amount requested, and the matching share. Matching share should be a minimum of 40% of the total project cost. 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. Please document the source of match in Question 9, Project Budget.
- **NOTE:** 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 AHC staff of completed work.

## **PROJECT BUDGET**

Indicate the project type as in Item #5. Use the budget categories listed here as described in the application. If other cost categories are necessary, list them under "other," and identify them.

**\*\*Contact the AHC's Grant Manager for Allowable Salary Rates, Allowable Travel Rates, and Donated Labor\*\***

### **Budget Justification**

All major costs identified with an \* must be explained in the narrative of the application. Each cost item must clearly show how the total charge for that item was determined.

#### **Examples:**

- Consultant fees for Historic Resources Survey of \$10,000 was budgeted at the average rate of \$50/resource with 200 resources in the defined survey area.
- Construction fees for roof replacement based on quote from XYZ Firm for a project of this size.
- Consultant fees for historic structures report based on the cost of XYZ's completed project that is similar in scope of product and size of historic resource.
- Staff will donate approximately 20 hours of labor at their hourly rate of \$32.00. Intended duties of staff include hosting meetings with consultant, reviewing draft reports, and managing and documenting grant activities.

- 5 historic preservation commission members will work approximated 10 hours each of research and documentation for the historic resources survey. At a rate of \$12/ hours, this will total to \$600 in donated labor.
- **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.

**ADDITIONAL COMMENTS**

- Please provide any additional information that may be beneficial and pertinent to the review of the application.

**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

**Submit Application and Attachments to:**  
**Alabama Historical Commission**  
**Attn: Paige Thomas**  
**468 S. Perry Street**  
**Montgomery, AL 36130-0900**  
**334-230-2643**  
**or**  
**Paige.Thomas@ahc.alabama.gov**