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CERTIFIED LOCAL GOVERNMENT 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.

Mission Statement

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

Priorities

The Alabama Historical Commission has identified priorities in its Statewide Historic Preservation Plan. Proposals are solicited especially for: Survey and registration projects; training and education programs addressing significance of cultural resources; local preservation planning and/or design review guidelines; and development of local preservation plans. National Register projects converting surveys from CLG grants in the previous fiscal year into NR nominations are highest priority projects. Applications for work meeting the AHC priorities are more competitive projects in the selection process.

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:

- **SURVEY PROJECTS EVALUATION & SELECTION CRITERIA**
 - Project or activity is appropriate in relation to previous and/or future preservation activities.
 - Project or activity is consistent with applicable preservation and/or professional standards and methodology.
 - Project or activity fills demonstrated preservation need.
 - Project or activity provides a public benefit.

- Resource is exceptionally significant or one of a few surviving examples of an important type.
 - 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.
 - Statewide distribution of projects in applicant pool.
 - Urgency of need/degree to which the historic resource is threatened.
 - 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.
- **PREDEVELOPMENT PROJECTS EVALUATION & SELECTION CRITERIA**
 - Resource meets eligibility requirements.
 - Project concept is appropriate for resource.
 - Project design is consistent with applicable preservation and/or professional standards.
 - Project fills demonstrated preservation need.
 - Project provides a public benefit.
 - Resource is exceptionally significant or one of a few surviving examples of an important type.
 - Project or activity is of a type identified by AHC as having a high priority for preservation assistance. For the FY2020 grant cycle, projects affecting African American resources are prioritized.
 - Statewide distribution of projects in applicant pool.
 - Urgency of need/degree to which the historic resource is threatened.
- **LOCAL HISTORIC PRESERVATION COMMISSION TRAINING EVALUATION & SELECTION CRITERIA**
 - Local commissions with a high number of new members will receive priority.
 - Statewide distribution of projects in applicant pool – single applications from multiple communities for regional trainings are encouraged.
 - Eligible training topics are: (1) roles and responsibilities of local commission, (2) development and application of design guidelines, (3) significance and design review concerns of buildings, structures, objects, and historic and archaeological sites, (4) significance and review concerns of historic landscapes.
- **PUBLIC AWARENESS AND EDUCATION PROJECTS EVALUATION & SELECTION CRITERIA**
 - Project increases public knowledge of preservation principles, knowledge, and awareness.
 - Information is used in project based on National Register nominations or other approved publications.
 - Project will increase preservation knowledge among school aged children and general public.
 - Project produces brochures, pamphlets, visuals, exhibits, presentations, workshops, etc.
 - Project could be adapted for state use.
- **STAFFING PROJECTS EVALUATION & SELECTION CRITERIA**
 - Funds support professional services devoted to assisting the historic preservation commission and/or architectural review board in regulating one or more locally regulated historic districts.
 - We encourage CLGs in geographic proximity to submit an application to share staff support if meeting times and dates allow the arrangement.
 - Applicants must have no existing professional level staff assistance in regulating local district(s); implement design guidelines compatible with the Secretary of Interior's

Standards for Rehabilitation; and have a record of meeting public notice requirements for local preservation programs.

- Applicants must demonstrate personnel has experience applying National Register standards and Secretary of Interior's Standards for Rehabilitation to previous work with historic properties; and experience working with city boards, local ordinances, and public meeting requirements. Individual or firm conducting work should have on its staff, or consult with, a person meeting History or Architectural History Professional.

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 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.

PROJECT INFORMATION / TYPE

In the application, check the most appropriate project type based on the descriptions below.

- **Historic Resources Survey:**
 - Areas within CLG boundaries not previously surveyed or only partially surveyed, and for areas that require an update to an existing survey, based on the Alabama Historical Commission's evaluation of the existing survey.
- **National Register Nomination(s):**
 - Nominations, multiple property nominations, or amendments to existing districts or multiple property areas where the nomination needs to be updated to comply with current standards. Applicants should contact AHC staff to discuss the National Register eligibility of the project before submitting an application.
- **Archaeological Survey:**
 - Data collection of a non-site-specific nature, that leads to the addition of information that will enhance the body of archaeological data for the state or significant regions of the state.
- **Preservation Planning:**
 - Projects assimilate survey and National Register information for a community into a preservation plan. A preservation plan should include a description of local historic districts and significant features, process to administer local preservation ordinance, and design guidelines. A strong public participation component is essential for a successful planning project.

- **Information / Education:**
 - Projects or publications, including website development, brochures, audio/visual projects, workshops/conferences, training seminars, technical preservation materials, local preservation handbooks, heritage education or heritage tourism materials and other activities which are designed to enhance the knowledge and appreciation of historic preservation within Alabama; or projects which address a particular preservation problem or concern of a thematic nature, but which do not fall into one of the other categories.
- **Predevelopment:**
 - Projects produce rehabilitation plans, specifications, or structural reports on historic buildings that apply the principles of the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- **Staffing / Training:**
 - Grants are for municipalities to hire, on a contractual basis, a staff person to assist with the day-to-day operations of the local historic preservation commission or for local preservation commissions to attend or bring in training opportunities for commissioners and staff.

PROJECT DESCRIPTION

- Describe the purpose of the project. Specify the completed project work product and include a summary of the activities and measures planned to accomplish the project. Include a project methodology, briefly stating how the project will be conducted, what standards or procedures will be followed (for example, using state survey forms and procedures, documenting to National Register standards, following growth strategies minimum standards), and referencing any previous survey work or National Register listings in the area. Also, state the role/proposed duties of the local historic preservation commission in the project, such as conducting the project, reviewing drafts, serving on a project task force, etc. Does the project relate to previous and/or future planned preservation projects or activities in the community? Describe the specific results of your project, including any pertinent information about the format (for example, forms, CDs, written reports, etc.), the number of copies, specific products to be produced, etc. Be sure to address how the project meets the eligibility requirements for the project type.
- The following guidance is specific to many of the survey and planning grant project types (identified in #4). Depending on the project type, please provide the items requested below and include narrative in your description indicating how the processes and methodologies discussed here will be adhered during the proposed project. This will strengthen and clarify your application.
 - **Historic Resources Survey Projects**
 - A historic resources survey is often the first step a community takes in a series of preservation activities. A survey is an inventory of historic resources that includes buildings, structures, sites, and objects. AHC Survey Guidelines must be followed. It is important to remember that CLGs are required to maintain a system for survey and inventory of historic properties as part of their CLG requirements. If your city or county has not completed a recent update to your historic resources survey (within the past 15 years), what has prevented this from happening? Does your community have a plan for maintaining/updating survey data on a regular basis moving forward? How will the proposed survey project factor into/support this plan and the community's system of survey?
 - Surveys are completed within a pre-defined, contiguous geographic boundary informed by the goals of the survey. Applications must include a map with legible street names and an identified, clear cut survey area boundary that can

be justified. This justification is typically based on neighborhood limits, or physical features – such as a river or major highway. If the application proposes a different approach to survey (such as a thematic survey), please contact the AHC prior to submission to discuss. Projects may be phased; however, funding for consecutive grant cycles is not guaranteed. For phased projects, the number of phases, boundaries, priorities, and overall timeframe of the project should be carefully planned and presented in the grant application.

- *Historic Resources Survey project applications MUST include the total estimated number of resources to be surveyed based on tax data, and a map with survey area boundary clearly identified and legible street names.
- Please explain how the project relates to any ongoing, concluding, recurring, or future projects.
- **Archaeological Survey Projects**
 - For further guidance contact the CLG Coordinator.
- **National Register Nomination Projects**
 - CLGs are encouraged to apply for HPF funding to support the completion of a National Register of Historic Places nomination within their jurisdiction. Those applying for a grant to complete a National Register nomination for a proposed historic district must submit a copy of a current (dating to within five years) Historic Resources Survey of the area.
 - Please explain how the project relates to any ongoing, concluding, recurring, or future projects.
- **Preservation Planning Projects**
 - If you receive funding for historic district design guidelines does your Mayor and Council, or Board of Commissioners intend to approve the guidelines? Have your Mayor and Council already designated locally the district that these design guidelines are intended to be used? If not, why? If designated, when was the district passed? If you have designated districts, but do not have design guidelines, what is your HPC presently utilizing to complete the Certificate of Appropriateness (COA) review process? What are you encouraging COA applicants to use to aid them in the process? If this is an update to your historic district design guidelines, why has this update not already taken place? Do you intend to publish your design guidelines on your city or county website?
 - Please explain how the project relates to any ongoing, concluding, recurring, or future projects.
- **Information / Education**
 - If information, such as printed, audio/visual, digital/website materials or workshops/conferences are to be produced during this project, how many copies will be produced? How will they be used? How widely distributed will the materials be? Will there be a registration fee for the workshop? For walking tours— what is the tour route based on? Is the information pulled from a National Register of Historic Places nomination or a Historic Resources Survey? Will the tour be made available online? If this project is successfully completed how do you see it increasing the strength of your Certified Local Government program? Will this project positively impact economic development in your city or county through historic preservation? If so, how? Do you intend to incorporate historic resource survey information into the project? Do you intend to include information from the National Register of Historic Places nominations (individual and/or districts), as appropriate?

- Do you intend to include underrepresented historic resources as a part of this project (for example-African American, women’s history, vernacular architecture, industrial, or mid-century modern)? Do you intend to reach out to other underrepresented groups as a way to include these resources? If so, how?
 - **Predevelopment Projects**
 - Predevelopment projects include architectural plans, feasibility studies, historic structure reports, and specifications.
 - Is the property eligible for listing in the National Register of Historic Places? Will the project be completed according to the Secretary of the Interior’s Standards for the Treatment of Historic Properties?
 - Provide basic background information of the resource. When was it constructed? Is it a rare example of a particular architectural style or type?
 - Is the proposed project appropriate for the resource?
 - Describe the current condition of the resource and any threats towards the resource.
 - **Staffing or Training Projects**
 - Has there ever been a full-time CLG staff person before, or a staff person in the proposed position? If there is currently staff supporting CLG activities, please submit their position title and a short description of their duties. What is the job description of the proposed staff position? How many hours per week would the staff be working?
 - What qualifications must the applicant meet for the staff position? Do they have experience with applying the NPS standards, assisting city boards, enforcing local ordinances, or working with the public?
 - If applying for a training grant, what events do commissioners plan to attend? How many commissioners do you anticipate attending each event? How many new Commissioners have been appointed to the HPC? Please provide dates of appointments and estimated costs associated. Do you plan to bring any training to the HPC? If so, which trainings? Is this application for a single municipality or multiple municipalities to bring a training to the region?
 - If training will be attended at a conference, please enter basic information such as the name of the conference, the organization hosting the conference, the location, and a description of the conference activities. How many people is the CLG requesting to attend the conference? Are there any specific topics that will be covered at the conference that will be useful to the CLG and HPC? Please submit a conference brochure with your application.

PROJECT NEED

- Briefly describe why CLG funds should be allocated for this project. How will this project support the mission of the CLG? What need is the project filling? What is the public benefit the project will provide?

PROJECT SCHEDULE

- The project schedule should be carefully planned so that all project work can be completed by **September 30, 2023**. The AHC 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 and the agreement is fully executed with all necessary signatures.
- Please see an example of a Project Schedule below for reference on how to assemble a schedule. Be sure to include dates (these can correspond with quarterly reporting), scope of work being performed during the time period, and estimated reimbursement request. The estimated reimbursement request amount should not include the match amount.

Example:

Interim Performance Progress Reports and Estimated Payment for each Completed Step	Estimated Payment
7/30/20- 9/30/20 Requests for proposals to survey area indicated on attached map according to AHC standards. Allow Fayette Historic Preservation Commission, AHC and city staff opportunity to evaluate proposals and comment on proposals. City will enter into contract with consultant. Consultant to collect existing information on properties and schedule consultation with Fayette Historic Preservation Commission staff and Fayette Historic Preservation Commission and the Alabama Historical Commission staff.	\$1,000.00
10/1/20-12/30/20 Begin photographing survey areas and preparing survey forms and map. Develop historical background and architectural descriptions for survey report. Consult with AHC on maps used. Continue survey field work. Review of survey documentation by Fayette Historic Preservation Commission and staff and the Alabama Historical Commission.	\$5,000.00
1/1/21-5/15/21 Final consultation with the Alabama Historical Commission on final draft survey report, forms, maps, and other supporting materials. Final payment pending approval from AHC survey coordinator.	\$2,000.00
TOTAL GRANT SHARE PAYMENT	\$8,000.00

PROJECT FUNDING AND SUPPORT

- Public participation should be an integral part of any CLG grant project. Explain how the public will be involved in the project, how the public will be informed of the project, and/or how the public information materials produced with the grant will be distributed. Describe the preservation commission's role in the project. Explain whether the project could be successfully completed with a partial award and explain if it could be completed without grant funding. If you wish to demonstrate local support for the project through letters, explain and attach the letters to the application rather than mailing them separately. Evidence of support is required from the historic preservation commission and is encouraged from other sources.

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 10, 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.

Source of Matching Share:

- Enter the name or organization for donor if cash funds are being used for match.
- Enter the name or organization for source if in-kind staff hours, volunteer hours, or any other allowable in-kind source is being used for match.
- Please enter in an "X" beside what type of match you are providing. For example, if it will be a cash match, please enter an X next to "Cash".
- Enter the amount of the in-kind or cash match in the last row.
- Two columns have been provided in the case of multiple match sources.
- **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.

CERTIFICATION

- The application requires the signatures of the Historic Preservation Commission Chair, and CLG contact. The CLG Chief Administrative signature is optional on the application.

APPLICATION CHECKLIST

- Please read over the Grant Application Checklist. In addition to a complete and signed application, you must ensure the following is submitted:
 - One copy of the resolution, with original signature, authorizing the submission of the application and attesting to matching funds availability from the city.
 - All signatures obtained and assurances have been signed by both the CLG representative, and property owner if different.
 - Any supporting documentation as requested in the instructions.
 - If match is provided by someone other than applicant, a signed letter of commitment from the third party must be attached that provides the same information as required in the Grant Application Form.
 - Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act)
 - E-verify Memorandum of Understanding (<http://immigration.alabama.gov/eVerify.aspx>)
 - A Disclosure Statement is required for municipalities where grant proposal is in excess of \$5,000.00 or if the applicant is a non-governmental entity carrying out the responsibilities of the CLG, this form must be included.
 - Submission of letters of support endorsement from affected constituencies and/or city administration is highly encouraged.

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