



## ALABAMA HISTORICAL COMMISSION HURRICANE MICHAEL RECOVERY & RELIEF GRANT APPLICATION GUIDELINES

The Alabama Historical Commission is soliciting applications for historic preservation projects providing recovery and relief to damages resulting from Hurricane Michael. These funds are made available to State Historic Preservation Offices in affected states and territories, as part of the Hurricanes Florence and Michael and Typhoon Yutu (FYM) Emergency Supplemental Historic Preservation Fund (ESHPPF) grant program administered by the National Park Service (CFDA: 15.957), Federal Grant Number P20A00015. All subgrants must follow OMB Regulations in [2 CFR 200](#), and the [Historic Preservation Fund Grant Manual](#).

This grant cannot be used to pay for any work that was already claimed through federal, state, or private insurance.

### Award Amount and Match Requirements

Maximum award amount: \$250,000

Match requirement: There is no match requirement, but voluntary matches should be disclosed and documented.

### 1. Eligible Projects

The allowable costs for this grant program are specific to Development Projects, those that stabilize and/or repair damage directly related to Hurricane Michael, incident period October 10, 2018, and include the following activities:

- Recovery and repair of historic properties in areas that received a major disaster declaration pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.).
- Projects must substantially mitigate the threat and include steps to mitigate future damage.
- Regardless of the project, the following requirements must be met to receive this funding:
  - Eligible properties include historic districts, buildings, sites, structures and objects listed or eligible for listing in the National Register of Historic Places.
  - Properties that are not listed either individually or within a district that receive funding must complete and submit a nomination to the National Register as part of the project, which is an eligible expense under the grant.
  - All work must adhere to the [Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation](#).
  - Eligible properties must be within the following counties: Geneva, Henry, Houston, and Mobile.

### 2. Application Process

The Hurricane Michael Recovery Grant Application consists of two steps:

- **Step 1** requires basic information on the applicant, project contact, property location, and project description. Completion of Step 1 will allow AHC staff to determine if your project is eligible for the program before completing Step 2. The Step 1 submission deadline is **December 1, 2021**. Applications may be hand-delivered by 4:00 pm or postmarked by 11:59 pm.
- **Step 2** will require the submission of additional documents, including documentation of Hurricane Michael damage, a detailed scope of work, project personnel, a project budget and timeline. **AHC will send the Step 2 application to the Applicant once Step 1 application has been approved.**

### 3. ELIGIBLE APPLICANTS

The Alabama Historical Commission (AHC) accepts applications for these funds from municipal, county, or state governments, commercial business owners, nonprofits, and educational organizations. To be eligible for these funds, properties must be listed in or determined eligible for listing in the National Register of Historic Places.

All applicants must have a Federal Employer Identification Number (FEIN) to be eligible to apply. If the AHC

determines you are eligible to move to Step 2 of the application process, additional information will be required including, but not limited to obtaining a [DUNS number](#), a completed and signed [Certificate of Compliance with the Alabama Beason-Hammon Act](#), and a [copy of the E-Verify Memorandum of Understanding](#) (if applicable). If awarded a sub-grant, all applicants must register with [STAARS](#), the state's accounting system. Contact Heather Thornell with any questions at 334.230.2650 / [Heather.Thornell@ahc.alabama.gov](mailto:Heather.Thornell@ahc.alabama.gov).

Nonprofit organizations, in addition to the above forms, are required to submit their entity or charter identification number from the Secretary of State of Alabama or a copy of their tax exemption letter from the Internal Revenue Service. Nonprofit organizations are required to complete, sign, and attach a copy of the notarized [State of Alabama Disclosure Statement \(Required by Act 2001-955\)](#). Nonprofit organizations are subject to verification of their non-profit status prior to being evaluated for funding.

**All applicants must be able to demonstrate the following:**

- Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities; or a firm commitment, arrangement, or ability to obtain such;
- Be able to comply with the proposed or required completion schedule for the project;
- Have a satisfactory record of integrity, sound judgment, and satisfactory performance, especially with prior performance upon grants and contracts;
- Have an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds, and assets sufficient to meet audit requirements.

**4. ELIGIBLE ACTIVITIES**

These funds may be used for recovery and repair of historic properties in areas that received a major disaster declaration pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). The causal relationship between the damage and Hurricane Michael must be documented and submitted with the application. Eligible activities may also include projects that substantially mitigate threat and future damage. Mitigation must be tied to the type(s) of damage to the historical resource that was caused by Hurricane Michael. Eligible improvement activities are any repairs to historic buildings that follow the Secretary of the Interior's Standards for Rehabilitation. These repairs and alterations must not damage or destroy materials, features, or finishes that are important in defining the building's historic character.

Eligible activities include, but are not limited to work to correct any damage caused by Hurricane Michael including structural deficiencies; keeping moisture out of the building; correcting conditions that may pose a safety hazard to the building occupants or to the building itself; upgrading or repair of mechanical systems; roof repair or replacement; painting; and mitigating threat and future damage.

All work must adhere to the [Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation](#).

**5. INELIGIBLE ACTIVITIES**

This is not intended to be an exhaustive list, and the AHC may evaluate the allowability of all expenditures in accordance with applicable Federal and State statutes, regulations, these guidelines, or the terms and conditions of the Grant Award Agreement. Non-allowable expenses will not be considered part of the Grant Award Agreement and cannot be incorporated or encompassed within any other allowable category. In the event that the AHC identifies such, the Grantee must return any disbursed grant funds associated with non-allowable expenses and could lose eligibility for future grants.

- Expenditures for work not included in the Scope of Work of the executed Grant Award Agreement;
- Costs of goods and services not procured in accordance with procurement procedures set forth in the Grant Award Agreement;
- Expenses associated with lobbying or attempting to influence Federal, State, or local legislation; the judicial branch; or any state agency;
- Expenditures for work not consistent with the applicable historic preservation standards as outlined in the Secretary of the Interior's Guidelines available at [www.nps.gov/tps/standards/treatment-guidelines-2017.pdf](http://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf);

- Total reconstructions of historic properties or landscapes;
- Costs related to Native American Grave and Repatriation Protection Act (NAGPRA) activities;
- Costs for projects having as their primary purpose the fulfillment of Federal or State historic preservation regulatory requirements, specifically, costs of consultation and mitigation measures required under Section 106 of the National Historic Preservation Act of 1966, as amended;
- Projects directed at activities or Historic Properties that are restricted to private or exclusive participation or access, which shall include restricting access on the basis of sex, race, color, religion, national origin, disability, age, pregnancy, handicap, or marital status;
- Entertainment, food, beverages, plaques, awards, or gifts;
- Costs or value of donations or In-kind Contributions not documented in accordance with the provisions of the Grant Award Agreement;
- Grantee operational support (i.e., organization salaries, travel expenditures, per diem, or supplies not directly related to grant activities);
- Insurance costs (Exception: costs for builder's risk, workers' compensation and contractor's liability insurance);
- Capital improvements to non-historic properties or non-historic additions to a Historic Property;
- Vehicular circulation (drives/driveways) within the property or from the property to surrounding streets and parking (Exception: provision of code-required handicapped parking pad(s));
- Sidewalks, paths, walkways, landscape features and accessories, planting, irrigation systems, and site lighting (Exceptions: historic walkways; sidewalk required to link the code-required handicapped parking pad(s) to the accessible entry; historic retaining walls/planting/sodding required to halt documented erosion; pruning, removal or relocation of trees posing an immediate threat to the historic resource; and limited site lighting required for security, all if approved by the AHC);
- Fences and gates (Exception: restoration or in-kind replacement of damaged or missing historic fences, gates, or sections of these);
- Furniture and Equipment. (a) Expenditures for furniture and equipment including but not limited to desks, tables, seating, rugs and mats, artwork and decorations, window treatments, computers, cameras, printers, scanners, appliances, case goods (including cabinets, countertops, or bookshelves), new or replacement casework, systems' furniture, portable lighting fixtures, portable sound or projection systems, specialty fixtures and equipment, visual display units, total stations, movable partitions, and acoustical treatments and components, unless specific prior approval has been granted by the AHC;
- Costs associated with attending or hosting conferences, summits, workshops, or presentations (Exception: municipal or county required public meetings necessary for completion of the grant-assisted Project);
- Tuition waivers, fees, and other non-grant related costs associated with employing students for grant projects;
- Purchase of real estate or historic artifacts.

## **6. HOW DOES THE AHC DECIDE WHICH GRANTS TO FUND?**

AHC staff will conduct a review of the Step 1 Application to determine project eligibility. If eligible, Step 2 of the Application will be sent to applicants. Step 2 Applications will be reviewed by the AHC's Hurricane Michael Subgrants Selection Committee comprised of AHC staff using a standardized evaluation form. This is a competitive grant program and each Step 2 application will be scored according to AHC's established criteria. The Applications selected for funding approval will be submitted to the National Park Service for final review. Following final review and approval by the National Park Service, all applicants will be notified in writing of the award decisions and the applicant will enter into a sub-award agreement with the AHC.

The AHC review panel will evaluate each application using a point-based rating system that addresses the following measures:

- Historic significance; (3 points = local significance; 6 points = state significance; 10 points=national significance)
- Degree and nature of damage; (20 points)
- Ability to substantially mitigate threats and future damage; (20 points)
- Ability to complete the project promptly and successfully; (20 points)
- Availability of qualified staff and /or qualified contractors to conduct the proposed work; and (15 points)
- Completeness of application. (15 points)

## 7. ADDITIONAL REQUIREMENTS

Subgrantees will also be required to execute a covenant/easement agreement as required for receipt of all funds from the Historic Preservation Fund (HPF). The length of the agreement depends on the amount of HPF funds invested into the project. Per the HPF Manual, the following are the amounts and time periods required by NPS:

- \$1 to \$25,000: 5-year minimum covenant recorded on the property deed.
- \$25,001 to \$50,000: 10-year minimum covenant recorded on the property deed.
- \$50,001 to \$100,000: 15-year minimum covenant recorded on the property deed.
- \$100,001 and above: 20-year minimum covenant recorded on the property deed.

## 8. DISTRIBUTION OF FUNDS

Grant funds will be authorized when the applicant and the AHC have received a fully executed agreement signed by the grantee and the AHC's Executive Director. Funds will be distributed as reimbursement once proper documentation and invoices are submitted. All work funded by this grant program must be completed by August 31, 2023.

## 9. DEADLINE

Step 1 Applications must be hand-delivered or mailed to Paige Thomas, Hurricane Michael Grant Coordinator Alabama Historical Commission by **December 1, 2021**. If the application is mailed, a postmark no later than **December 1, 2021** must be on the envelope. If the application is hand-delivered, it must be received by the AHC no later than 4:00 PM on **December 1, 2021**. If the application is sent, but not received by the AHC in time to be evaluated, the AHC cannot be held responsible. Faxed or emailed applications will not be accepted. **Incomplete applications and applications postmarked to our office after the deadline will not be considered.** Step 2 Application deadlines will be announced to eligible applicants at a later date.

## 10. QUESTIONS

Contact Jay Lamar at [Paige.Thomas@ahc.alabama.gov](mailto:Paige.Thomas@ahc.alabama.gov) or 334.230-2643 with any questions.

**Mail or Hand Deliver to:**  
**Alabama Historical Commission**  
**Hurricane Michael Grant Program**  
**Attn: Paige Thomas**  
**P. O. Box 300900**  
**Montgomery, Alabama 36130-0900**

**Physical Address:**  
**Alabama Historical Commission**  
**Hurricane Michael Grant Program**  
**Attn: Paige Thomas**  
**468 South Perry Street**  
**Montgomery, Alabama 36104**