

**FFY 2018 Historic Preservation Fund**

**Predevelopment Grant**

**Application Package**

**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.

Predevelopment grant applications are for site-specific predevelopment planning activities, such as historic structures reports, conditions assessment reports, structural assessment reports, preservation plans, architectural drawings, and specifications. Cemetery projects such as cemetery resource/monument surveys, ground-penetrating radar surveys, preservation plans, master plans, or conditions assessment reports are also eligible.

This document includes the following: evaluation and selection criteria, application guidance, and the HPF grant application. Please submit only pages 7-14 (Application) of this document to the Historic Preservation Division.

**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**

Submit three paper sets of the application (one original with original ink signatures and two photocopies), plus three paper copies of all supporting documentation. Photocopied photographs are acceptable, provided they have sufficient clarity of detail.

Please also submit one CD containing digital copies of your complete application package (only pages 7-14).

Applications must be postmarked by February 1, 2018. Late or incomplete applications will not be considered for funding

**Send applications to:**

Allison Asbrock, Interim Grants Coordinator

Historic Preservation Division, GA DNR

2610 GA Hwy 155 SW

Stockbridge, Georgia 30281

*Questions? Contact Allison Asbrock at 770-389-7868 or* [*allison.asbrock@dnr.ga.gov*](mailto:allison.asbrock@dnr.ga.gov)

**II. PREDEVELOPMENT PROJECTS EVALUATION & SELECTION CRITERIA**

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

1. Resource meets eligibility requirements.
2. Project concept is appropriate for resource.
3. Project design is consistent with applicable preservation and/or professional standards.
4. Project fills demonstrated preservation need.
5. Project provides a public benefit.
6. Resource is exceptionally significant or one of a few surviving examples of an important type.
7. ~~Resource is of a type identified by HPD as having a high priority for preservation assistance.~~
8. Statewide distribution of projects in applicant pool.
9. Urgency of need/degree to which the historic resource is threatened.

\* *For the FFY 2018 grant cycle, no resource type has been identified by HPD as having a high priority for preservation assistance.*

**III. APPLICATION GUIDANCE**

Refer to page 2, Predevelopment Grant Evaluation and Selection Criteria, before completing the application.

The following information provides guidance for completing specific sections of the Historic Preservation Fund grant application. Contact Allison Asbrock, Outreach Program Manager, with additional application or project qualification questions at 770-389-7868 or [allison.asbrock@dnr.ga.gov](mailto:allison.asbrock@dnr.ga.gov)

**3. 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 HPD; 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.

**4. PROPERTY INFORMATION**

List the street address (not post office box) of the property. If no street address is known, please indicate the parcel number.

Indicate the ownership status of the property for which grant assistance is sought. If the property owner is not the grant applicant, please supply the contact information of the property owner. If the property is leased to the CLG, list the term of the lease.

Listing in the National Register of Historic Places is not required for predevelopment grants. If the property is listed in the NRHP, please supply the official National Register property name. If the property is located within a NRHP district, list the district name.

If planning or predevelopment documents (such as a master plan, feasibility study, preservation plan, historic structures report, archaeological survey report, or plans and specifications), have been prepared for the property, please submit three copies with the application.

**5. PROPERTY DESCRIPTION**

Include as part of the grant application at least five (5) photographs which clearly show the overall resource. Each photo should display a different view. Each of the three copies of the application 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.

**6. PROJECT DESCRIPTION**

Describe the purpose of the project, the specific products that will result from the project work (ex: preservation plan, plans and specifications for restoration, etc.), and the means and methods by which it will be accomplished. Specify the completed project work product and include a summary of the activities and measures planned to accomplish the project. Does the project relate to previous and/or future planned preservation projects or activities in the community?

HPD has developed guidelines for many types of predevelopment projects, which are used to refine or specify the scope-of-work for the awarded grants and to evaluate subsequent work products. Where existing, project descriptions should be developed and structured in accordance with associated guidance (activities and measures should address the items indicated in the guidance). Please see below for more information and links to HPD’s website.

For project applications for a building-specific Conditions Assessment Report, Historic Structures Report, Preservation Plan, or Structural Assessment Report please see information and guidelines at <http://georgiashpo.org/technicalassistance>.

For project applications for a cemetery resource/monument survey, ground-penetrating radar survey, preservation plan or master plan, see information and guidelines at <http://georgiashpo.org/cemeteries>.

For project applications for a site-specific archaeological survey see information and guidelines at <http://georgiashpo.org/consultantsdirectory>.

**7. PROJECT NEED**

a) The project need should state the goals of the project and include explanation of why the project activity and work product is important for preservation or associated interests related to the subject resource, area, or community, how it will further those interests, how it fits with other completed or future survey/preservation planning projects, an explanation of the project’s immediacy, and the public benefit resulting from the project. Narrative should also address any physical or developmental threats to the property, how to address those threats, and the necessity to complete the project at this time.

**8. PROJECT SCHEDULE**

The project schedule should be carefully planned so that all project work can be completed by **September 30, 2019**. HPD will have the option to reassign the grant funds to another grantee if the project does not meet these deadlines. Consultants should be hired and the first phase of the project should be underway by **December 31, 2018**. HPD will require preliminary materials to be submitted by **April 1, 2019**, the final draft by **June 1, 2019,** and the final product by **August 15, 2019.**

**9. 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**.

**10. GRANT AMOUNT REQUESTED**

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 11, Project Budget. Matching funds cannot be federal funds.

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 HPD staff of completed work.

**11. PROJECT BUDGET**

Identify costs of all work items as outlined in the Project Description (Question 6). Use the budget categories listed here as described in the application. If other cost categories are necessary, list them under "other," and identify them.

**Allowable Salary Rates**

No individual, including staff, consultants or volunteers donating time, may claim an hourly salary higher than $90.62. If staff time is counted as part of the project cost, it must be documented. Consultants may charge no more than $90.62 per hour or, instead, may charge a lump sum fee for the project.

**Allowable Travel Rates**

No individual, including staff, consultants or volunteers donating time, may claim travel reimbursement rates higher than State of Georgia travel rates. The current allowable rate for mileage reimbursement is 50 cents per mile and there are varying limits on hotel reimbursements. Consultants may not charge higher rates than those discussed above, nor may they include travel rates in a lump sum fee for their project work.

**Donated Labor**

Professionals, trained volunteers and unskilled volunteers can donate labor to the grant project as part of matching share. Untrained volunteers may claim only the current hourly minimum wage ($7.25); trained volunteers may claim $12.00 to $30.00 per hour depending on training; and professionals donating professional services may claim their normal hourly rate up to $90.62 per hour. All donated hourly pay rates must be discussed with and approved by the HPD Grants Coordinator. The 40% match is strongly encouraged to be partly cash.

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.

**12. ADDITIONAL COMMENTS**

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

**13. 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

**2018 Historic Preservation Fund**

**Predevelopment Grant**

**Application**

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**Send applications to:**

Allison Asbrock, Interim Grants Coordinator

Historic Preservation Division, GA DNR

Jewett Center for Historic Preservation

2610 GA Hwy 155 SW

Stockbridge, Georgia 30281

*Questions? Contact Allison Asbrock at 770-389-7868 or* [*allison.asbrock@dnr.ga.gov*](mailto:allison.asbrock@dnr.ga.gov)

**1.** **APPLICANT:**

**Certified Local Government/Official Applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief Executive Officer & Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address for official correspondence** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Federal Identification Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **County**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**U.S. Congressional District** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Regional Commission** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State Senate District** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State Rep. District** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. APPLICATION PREPARED BY:**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** (*if different from above)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. GRANT PROJECT MANAGERS:**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** (*if different from above)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If different from grant project manager above, who will handle the financial management and documentation for the project?**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** (*if different from above)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_Check to acknowledge that the project manager and financial manager will be able to attend a grant administration workshop?**

**List any other persons not listed above who will be involved in the project, such as consultants, volunteers, city employees, etc. What will be their roles?**

**FOR QUESTIONS 4 THROUGH 13, REFER TO PAGES 3 TO 6, APPLICATION GUIDANCE, FOR SPECIFIC QUESTION REQUIREMENTS**

**4. PROPERTY INFORMATION**

**Geographical Location:**

**Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parcel No. (if no known street address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Property Ownership**

**\_\_\_\_\_ Applicant owns the property for which grant assistance is being sought.**

**\_\_\_\_\_ Applicant leases the property for which grant assistance is being sought.**

**Date current lease expires\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Property Owner Information (if different from applicant)**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is property listed on the National Register of Historic Places? No\_\_\_\_ Yes\_\_\_\_ (if yes, answer questions below)**

**\_\_\_Property is listed individually on the National Register of Historic Places (NRHP)**

**NRHP name of property\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_Property is contributing to a NR HP-listed Historic District**

**NRHP District name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Name(s) of historic property (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have any planning or predevelopment documents (such as a master plan, feasibility study, preservation plan, historic structures report, archaeological survey report, or plans and specifications) already been prepared for this property?**

**\_\_\_No**

**\_\_\_Yes, briefly describe the documents. Include 3 copies with application**

**5. PROPERTY DESCRIPTION:** (Please be concise and limit to 1 to 3 short paragraphs)

**6. PROJECT DESCRIPTION:** (Please be concise and limit to 1 to 3 short paragraphs)

**7. PROJECT NEED:** (Please be concise and limit to 1 to 3 short paragraphs)

**8. PROJECT SCHEDULE:**

**9. PROJECT FUNDING & SUPPORT:** (Please be concise and limit to 1 to 3 short paragraphs)

**10. GRANT AMOUNT REQUESTED:**

**Total Project Cost** *(total project cost equals grant amount requested, plus matching share)* $\_\_\_\_\_\_\_\_\_

**Grant Amount Requested** *(not more than 60% of total project cost)* $\_\_\_\_\_\_\_\_\_

**Matching Share** *(at least 40% of total project cost; equal to total project cost minus grant amount)* $ \_\_\_\_\_\_\_\_

**11.**  **PROJECT BUDGET:**

***Project Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Consultants/Speakers $\_\_\_\_\_\_\_\_\_\_

Staff (Paid Labor) \_\_\_\_\_\_\_\_\_\_\_

Volunteers (Donated Labor) \_\_\_\_\_\_\_\_\_\_\_

Travel \_\_\_\_\_\_\_\_\_\_\_

Publication/Printing Costs \_\_\_\_\_\_\_\_\_\_\_ for \_#\_\_\_\_ Copies of \_\_\_\_\_\_\_\_\_\_\_\_

Photography \_\_\_\_\_\_\_\_\_\_\_

Supplies **\_\_\_\_\_\_\_\_\_\_\_**

Rental space \_\_\_\_\_\_\_\_\_\_\_

Other (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

**TOTAL PROJECT COST** **$** \_\_\_\_\_\_\_\_\_\_\_

***Source of matching share***

Donor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Donor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-Kind: \_\_\_\_\_\_\_\_\_\_Cash\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In-Kind: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12.** **ADDITIONAL COMMENTS (Optional):**

**13.** **ASSURANCES:** The Applicant hereby assures and certifies **by placing his/her initials beside each item below** that the Applicant will comply with all applicable regulations, policies, guidelines and requirements including OMB Circular No's A-87, A-95, A-110 and A-102, as they relate to the application, acceptance, and use of Federal funds for this Federally-assisted project. Also, the Applicant assures and certifies with respect to the grant that: (initial blank beside each number to signify willingness and ability to comply)

**PLEASE INITIAL EACH.**

\_\_\_ 1. **Legal Authority -** Applicant possesses legal authority to apply for the grant; that a resolution, motion or similar action has been or will be duly adopted as an official act of the applicant's governing body, authorizing the submission of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

\_\_\_ 2. **Civil Rights -** Applicant will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal assistance and will immediately take any measures necessary to effectuate this agreement.

\_\_\_ 3. **Nondiscrimination -** Applicant will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) as amended, prohibiting employment discrimination where (a) the primary purpose of the grant is to provide employment or (b) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity. It will comply with Section 504 of the Rehabilitation Act of 1973 as amended, Age Discrimination Act of 1975, and Drug Abuse Office and Treatment Act of 1972.

\_\_\_ 4. **Conflict of Interest -** Applicant will establish safeguards to prohibit employees from using their positions for purposes that are or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

\_\_\_ 5. **Access to Records -** Applicant will give the grantor agency or the Comptroller General (through any authorized representative) the access to and the right to examine all records, books, papers, or documents related to the grant.

\_\_\_ 6. **Programmatic and Financial Compliance -** Applicant will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements and other administrative requirements approved in accordance with appropriate Office of Management and Budget Circular. (For units of governments): It will maintain adequate financial management systems which will be (a) in accordance with the standards specified in OMB Circular A-102, Attachment G, "Standards for Grantee Financial Management Systems", and (b) auditory in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.

\_\_\_ 7. **Audit -** Applicant will have an organization-wide, independent audit performed for each year in which federal funds are received, if required. This audit will be performed by using the required financial and compliance audits in accordance with Single Audit Act of 1984 and will be submitted to HPD following the end of the contract period.

\_\_\_ 8. **Flood Insurance -** Applicant will comply with the flood insurance purchases requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

**14.** **CERTIFICATION**: I certify that I have read the accompanying Instruction Sheet and Assurances and accept all terms and conditions set forth therein. I also certify that all information contained in this application is correct, that the matching share will be provided as indicated, and that the project will be undertaken in conformance with the Secretary of the Interior's *Standards for Archaeology and Historic Preservation* and all applicable state and federal guidelines and regulations.

**APPLICANT SIGNATURE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Typed or printed name**

**PROPERTY OWNER SIGNATURE** *(if different from above)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Typed or printed name**

**APPLICATIO****NS MUST BE POSTMARKED BY FEBRUARY 1, 2018.**

**APPLICATION COMPLETION CHECKLIST**

1. Application form is complete
2. Attached 1 copy of the resolution, with original signature, authorizing the submission of the application and attesting to matching funds availability.
3. All required signatures have been obtained, and *all**assurances have been initialed by both the CLG representative and the property owner, if different.*
4. **Three** paper sets of the application and all supporting documentation are included (One original with original ink signatures, and two copies).
5. One CD containing a digital copy of the complete application package.
6. Letter(s) of support have been obtained from the local historic preservation commission (required), and other local groups or citizens (optional, but recommended).
7. Three sets of at least **five** photographs. Photocopied photographs are acceptable.
8. Three copies of any additional predevelopment documents, if applicable