

**FEDERAL FISCAL YEAR 2015  
HISTORIC PRESERVATION FUND  
Grant Application Instructions  
ROUND II: PREDEVELOPMENT AND DEVELOPMENT PROJECTS**

**Introduction:**

The National Historic Preservation Act of 1966 authorizes a program of federal matching grants, known as the Historic Preservation Fund (HPF), to assist the various states in carrying out historic preservation activities. The program is sponsored by the Department of the Interior, National Park Service (NPS), and in Missouri, is administered through the State Historic Preservation Office (SHPO) of the Missouri Department of Natural Resources. Under changes made to the Act in 1980, each state is required to earmark a minimum of ten percent (10%) of their Historic Preservation Fund monies for exclusive use by Certified Local Governments (CLGs).

In round two for federal fiscal year 2015 (FY 2015), the State Historic Preservation Office expects to award approximately \$100,000 to be used for projects that relate directly to the identification, evaluation or protection of historical, architectural, or archaeological resources. The selection process for these limited funds will be extremely competitive.

**Only municipalities and 501(c)(3) nonprofit organizations will be eligible to submit grant applications for round two FY2015 funds. Priority will be given to applicants that are Certified Local Governments.**

*Please note that obligations of the State shall cease immediately if the Missouri Legislature, the President, or Congress fails to appropriate or otherwise make available funds for selected projects. Grant funding will depend on the department's final federal grant.*

**How to Apply:**

Please submit **two hard copies** of the completed application to our office (completed applications are signed and dated with all blanks filled in completely and correctly). **No pre-application is required for round two FY 2015 grants.**

**The final application deadline is 5:00 p.m. TUESDAY, FEBRUARY 3, 2015.** Applications postmarked or delivered after that time **WILL NOT BE CONSIDERED. APPLICATIONS CANNOT BE ACCEPTED VIA EMAIL.**

Mailing address:  
**Missouri Department of Natural Resources  
State Historic Preservation Office  
P.O. Box 176  
Jefferson City, Missouri 65102  
Attn: Rebecca Rost**

Street Address:  
**Missouri Department of Natural Resources  
State Historic Preservation Office  
1101 Riverside Drive  
Jefferson City, Missouri 65101  
Attn: Rebecca Rost**

**Eligible Applicants:**

For fiscal year 2015 round two, municipalities and nonprofit organizations may apply for Historic Preservation Grants. Priority will be given to applicants who are **Certified Local Governments.**

**NOTE: Historic Preservation Funds cannot be used to provide assistance to Churches and Church-owned properties. "Because of the Justice Department's policy concerning the constitutional issue of separation of Church and State, construction repair costs, or real property acquisition costs are not allowed costs or matching share for HPF grants" (Historic Preservation Fund Grants Manual Chapter 6-6.E[4]).**

## **Project Eligibility:**

Only projects that relate directly to the identification, evaluation, or protection of historical, architectural, or archaeological resources are eligible for this cycle of Historic Preservation Fund grants. Eligible activities must pertain to the accomplishment of the State Historic Preservation Officer's responsibilities as outlined in the National Historic Preservation Act of 1966, as amended. Eligible activities must be carried out in accordance with the Secretary of the Interior's "Standards for Archaeology and Historic Preservation" and must meet the requirements of the National Register Programs Guideline (NPS-49).

**Generally, grant awards will not exceed \$25,000.00 for the federal share. (Grants are awarded at a 60/40 percent ratio with 60 percent of the project cost paid by the grant and 40 percent paid by the applicant).**

Grant funds for FY 2015 round two Historic Preservation Funds will be severely limited and highly competitive. In all likelihood only one or two projects will be funded in each of the categories listed below. Applicants may submit applications for projects related to the following activities:

**Training and Outreach Activities:** General outreach, technical assistance, and public education/awareness activities might be eligible under this category if they are directly related to the goals and responsibilities of the State Historic Preservation Office.

**Predevelopment:** The historical, architectural and/or archaeological research necessary to properly document proposed construction work on a National Register of Historic Places listed and publically or nonprofit owned and occupied historic structure or site performed prior to the commencement of development.

**Development:** A project which has for its purpose the protection, stabilization, preservation, rehabilitation, restoration, or reconstruction of a National Register of Historic Places listed and publically or nonprofit owned and occupied historic building.

**These instructions should be used with predevelopment and development application forms.**

**NOTE: Historic Preservation Funds cannot be used to provide assistance to Churches and Church-owned properties. "Because of the Justice Department's policy concerning the constitutional issue of separation of Church and State, construction repair costs, or real property acquisition costs are not allowed costs or matching share for HPF grants." (Historic Preservation Fund Grants Manual Chapter 6-6.E[4]).**

## **FY 2015 Priorities:**

**In addition to prioritizing applications from Certified Local Governments, in FY 2015 round two, the State Historic Preservation Officer (SHPO) will prioritize funding for projects which help to accomplish goals, objectives, and recommendations identified in Missouri's Statewide Preservation Plan. A copy of this plan is available on request and available online at: <http://www.dnr.mo.gov/shpo/docs/2011-17MoPresHorizons.pdf>.**

### **SHPO PRIORITIES:**

- Projects that provide maximum benefit in terms of federal apportionment.
- Reasonable distribution of funds between urban and rural areas.
- Distribution of available funds to the maximum number of applicants possible.

## Completing the Application

An applicant may submit applications for more than one project activity during the FY 2015 grant cycle. A separate completed grant application must be submitted for each project activity. A completed grant application will consist of the following basic items:

### Part I. PROJECT SUMMARY, APPLICANT DATA

### Part II. PRODUCT PROPOSAL

### Part III. PROJECT BUDGET

### Part IV. APPLICANT CERTIFICATIONS and Lower Tier Covered Transactions Forms (Signed by the Verifying Authority)

As indicated in the instructions below, **additional information or materials may also be required.** This information should be attached to the application.

### PART I. PROJECT SUMMARY, APPLICANT DATA

#### PROJECT SUMMARY

- **Property/Project Name:** Identify the property/project name, provide documentation certifying that it is a government owned and occupied building, and indicate if the building is individually listed in the National Register of Historic Places or if it is a Contributing Building in a Historic District.
- **Project Cost:** Enter the dollar amounts for the project costs including federal share, non-federal (local) share, and total project cost. These figures should correspond to figures in the Project Budget (Part IV). **Historic Preservation Fund grants are generally funded on a 60/40 ratio with 60% of the project cost coming from federal funds and 40% of the project cost provided by the applicant.** However, in cases of extreme need, exceptions may be made. A request and documentation of extreme need must be submitted with the grant application.
- **Proposed Work Summary:** In the space provided, briefly summarize the proposed work to be done as part of the grant project. (For example: "The purpose of this project is to replace the roof on the Missouri House, a contributing building in the Missouri National Register of Historic Places Listed District.")

#### APPLICANT DATA

- **1. Project Sponsor/Applicant:** Enter the name and address of the CLG/project sponsor/applicant. The receiving official is the person authorized to officially accept the grant (e.g., the Mayor or the City Manager).
- **2. Contact Person/Project Manager:** The Contact Person/Project Manager is the individual most familiar with the application and project.
- **3. Legislative Contacts:** Since legislative representatives will be notified of all grant awards, the applicant must provide names of all state legislators and federal representatives for the proposed project area.

### PART II. PRODUCT PROPOSAL

- **1. Name of Project:** Enter the name and location of the project.
- **2. Project Type:** Check whether the proposed project is a predevelopment project or a development project.
- **Predevelopment 3. Property and 4. Project Description:** Describe the current condition and status of the property and explain why grant funds are needed. Attach **photographs** that clearly illustrate the current appearance and condition of the property.

Explain how this preliminary work will assist in subsequent or future plans for preservation of the property. Indicate whether the product of the grant project will be architectural plans and specifications, a historic structures report, a feasibility study, an engineering study, or other report (please specify). Provide a clear narrative summary of the proposed project. Outline any timetables for completion of this and/or future phases of the project.

Attach any other information useful to understanding the proposed project.

- **Development 3. Property and 4. Project Description:** Describe the current condition and status of the property and explain why the grant funds are needed. Attach **photographs** that clearly illustrate the current appearance and condition of the property. Describe the specific work to be done, the technique or approach employed to

achieve results. Justify the proposed work based on the actual condition of the property. Show how the proposed work will be completed in conformance with the appropriate Secretary of the Interior's Standards. Include plans and specifications, if available, and a timetable on how the proposed work might be phased over the anticipated one-year construction timeframe.

**A QUALIFIED ARCHITECT/CONSULTANT IS REQUIRED UNLESS WAIVED BY SHPO.** (If already selected, indicate the name of the architect/consultant.) **IF PLANS AND SPECIFICATIONS BY A QUALIFIED ARCHITECT HAVE NOT PREVIOUSLY BEEN PREPARED, THE PROJECT BUDGET SHOULD INCLUDE THE COST OF PREPARATION OF SUCH PLANS AND SPECIFICATIONS.**

Phasing of development projects within the grant timeframe is particularly important. The proposal should identify specific proposed work items and indicate when in the twelve-month project time period the work will take place.

- **5. Project Benefits:** Outline the intended benefits of the project and describe how the proposed work will ensure the continued integrity of the property.
- **6. Local Support/Planning Goals:** Document local support and describe how the project addresses local and state preservation goals. Reference specific goals and objectives. (See the state preservation plan.)

### PART III. PROJECT BUDGET

**Historic Preservation Fund grants are funded at a 60/40% ratio with the grant recipient responsible for providing a local match not less than 40% of the total project cost. However, in cases of extreme need, exceptions may be made.** The grant budget is used to document the anticipated costs for the project and to show whether these costs are part of the local match or to be paid by the grant.

**1. EXPENSES:** List all budget expense items for the proposed project. Indicate the total cost in the right-hand column and the amounts of non-federal cash, non-federal in-kind and federal share for each budget item. For the purpose of the grant, if no money changes hands, the line item is not cash. If a volunteer person provides time to a project, the value of the person's time is in-kind. Value of paid city staff time is cash. Round off amounts to the nearest dollar.

Allowable costs include personnel costs, (salaries and fringe benefits), supplies, contractual services, equipment use, and rent. A complete list of specific allowable and unallowable costs is available on request from the State Historic Preservation Office.

**Personnel Costs:** List all personnel (other than contractors) and attach resumes\*. Identify hourly rate or percent of time to be spent on the project. Identify the number of work hours each person will be working on the project. (There are 173.33 hours in a work month; 2080 hours in a year. Partial work months should be rounded to nearest tenth. The number of months must not exceed 18 months from October 2014.) Volunteer time is valued at the prevailing minimum wage unless a higher rate can be documented and is approved by the SHPO. To assist in determining and using rates, the following are standards for safe and acceptable rates for certain kinds of volunteer services:

1. <b>Non-professional volunteers:</b>	Current Minimum Wage
2. <b>Preservationists:</b>	\$ 10.00 per hour
3. <b>Bookkeepers:</b>	\$15.00 per hour
4. <b>CPAs:</b>	\$30.00 per hour
5. <b>Architects, Planners, and other preservation professionals not generally listed:</b>	\$30.00 per hour
6. <b>Full professors of architectural history, historic architecture, and fields related to archaeology:</b>	\$30.00 per hour
7. <b>Lawyers:</b>	\$47.00 per hour

These rates assume that all personnel are working in their field of expertise. Under no circumstance will the actual rate of pay for professionals and non-professionals be accepted, unless it is the lowest rate in the marketplace.

**Fringe Benefits:** Indicate fringe benefit rate and to which personnel the rate applies. Fringe benefit rates may only be used for employees on staff who provide a recognized service to the project. Part-time employees or contractors who receive fringe benefits that cannot be treated as a standard percentage should have such costs incorporated into their salary structure for the purpose of HPF grants (such incorporation should be notated\*\*).

**Contractual:** List all sub-contractors (asterisk those already contracted), attach resumes\*, and note cost. These costs are associated with individuals or organizations providing cash services to the applicant which are not provided by the staff.

Contractual services must be obtained through publication of a Request for Proposals to permit open and fair competition. The applicant may select a contractor following a review of the proposal and personnel qualifications, and discussions with the SHPO. Information on the procedures and guidelines for selecting a contractor is available from the SHPO.

Total the non-federal/cash expenses, non-federal/in-kind expenses, federal expenses. The totals at the bottom of the page should correspond to the project costs indicated on page 1 of the application. (The non-federal/cash expenses, non-federal/in-kind expenses should be combined to determine the non-federal share.)

*\*All staff, contractors, and individuals donating time directly to the project must submit resumes, even if such resumes were submitted in previous grant cycles. Individual volunteers (including non-professionals), must be listed by name.*

*\*\*Whenever an applicant is directed to notate, or notate and justify, they must detail the required information on the application form or on extra sheets of paper.*

**2. SOURCE OF LOCAL SHARE:** Provide the following information, using as many spaces as necessary, to identify all sources of the local share for each product proposal form you are submitting. Attach additional pages if necessary.

**Donor:** Identify the agency, individual, educational institution, or organization providing all or a portion of the local share.

**Source:** Identify the specific budgetary source, pool of funds, or transfer agent within the organization; in some cases the source may be the same as the donor.

**Kind:** Identify the local share as either "cash" or "in-kind". ("In-kind" contributions are non-cash donations such as space, volunteer personnel, or equipment.)

If the share is in-kind personnel, enter the number of hours, hourly rate, and total value (i.e., 40 hrs. @\$15 = \$600).

Salaries and fringe benefits for city staff participating in a grant project should be counted as cash.

If the share is in-kind space, indicate the number of months, the value per month, and total dollar amount (i.e., 12 months @\$100 = (\$1200). Submit three local examples of rental rates to justify the value of the space. Both equipment and rental services valued as in-kind are inserted in the same manner as donated space.

Applicants submitting more than one application should note that cumulative non-federal share on the applications cannot exceed 100% of the individual's time or 100% of the actual cost of the services being provided as match.

**Amount:** Enter the dollar value assigned to the "kind".

**3. LOCAL SHARE GRAND TOTAL:** Add all local share amounts from above and enter the total on this line. This amount must correspond to the non-federal share shown on page 1 of the application and the total of cash and in-kind non-federal amounts shown on "1. Expenses" listed above. **Generally, this total should be at least or greater than 40% of the total project cost.**

#### **PART IV. APPLICANT CERTIFICATIONS and Lower Tier Covered Transactions Forms:**

As a potential recipient of federal grant monies, the Applicant must agree to abide by certain federal terms and condition. Fill in the first two lines with the name of the Applicant as it appears on page 1 of the application. The Applicant's Verifying Authority should read the pages carefully, then sign and date them.

### **How Grants Will Be Awarded**

**FY2015 round two Grant Applications are due by 5:00 p.m. on February 3, 2015.**

Projects will be reviewed and evaluated by the State Historic Preservation Office staff to determine how well the application addresses the selection criteria listed below. A sample of the Selection Criteria Evaluation form is included with the application forms.

- Contribution to Missouri's statewide preservation priorities.
- Technical quality of application.

Final completed grant applications must be postmarked or delivered to the State Historic Preservation Office on or before Tuesday, February 3, 2014, by 5:00 p.m. Electronic submissions will not be accepted.

The State Historic Preservation Office will review all final applications and make recommendations regarding the allocation of funds among individual projects. Preliminary grant recommendations will be presented to the Missouri

