

**State Historic Preservation Office
Office of Archives and History
North Carolina Department of Natural and Cultural Resources**

**INSTRUCTIONS FOR COMPLETING THE
2017 HISTORIC PRESERVATION FUND GRANT APPLICATION**

Postmark Deadline: February 28, 2017

Note special deadlines for applications by nonprofit organizations and educational institutions and submitted through a Certified Local Government (CLG).

INTRODUCTION AND OVERVIEW

The Historic Preservation Fund (HPF) is a federal matching grant program that supports state and local preservation programs and projects. HPF funds are made available to the State Historic Preservation Office (HPO) through the National Park Service, United States Department of the Interior. The HPO passes a portion of the funds to local applicants to assist local preservation projects. Eligible applicants are Certified Local Governments (CLGs). The local matching requirement should be a minimum of forty percent (40%) of eligible project costs, and the HPF generally shares up to sixty percent (60%). Please contact the grants coordinator if your CLG has a project in mind, but may not be able to match at the 40 percent level.

Eligible projects include architectural and archaeological surveys, National Register nominations, survey publication manuscripts, local preservation design guidelines and preservation plans, educational activities related to historic preservation or archaeology, and pre-development planning and restoration of National Register properties. All projects must address one or more goals in North Carolina's historic preservation plan. A copy of the goals is attached. Priority will be given to projects involving completion of the statewide architectural and archaeological surveys. Applications must be **postmarked by February 28, 2017**. Awards should be announced by May of 2017. ***All funded projects should be completed by August 24, 2018.***

Total funding for CLG pass-through grants for local projects in 2017 is estimated to be approximately \$90,000 to \$95,000, depending on Congressional action. This amount is ten percent of the estimated 2017 HPF allocation to North Carolina and is reserved for projects in municipalities and counties that participate in the CLG program, in accordance with federal requirements. Funds for successful applicants will be available on a reimbursement basis. A list of CLGs is attached. Unfortunately, *funds for non-CLG projects have not been available in recent years and we expect this to again be the case for FY 2017.*

Before submitting an application, potential applicants must speak with a member of the HPO staff to discuss their proposed project. Please contact HPO staff by early January of 2017, to allow time to develop a feasible project along with a realistic scope of work and budget. A site visit may be necessary for survey projects and National Register nominations. HPO staff contact information is attached.

The North Carolina State Historic Preservation Office receives federal funds from the National Park Service, U. S. Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally assisted departmental programs on the basis race, color, national origin, religion, sex (including pregnancy and gender identity), age, disability, sexual orientation, or genetic information in its federally assisted programs. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should contact the Equal Opportunity Program Office, U.S. Department of the Interior, National Park Service, 1201 I Street, N.W., 5th Floor, ORG Code 2652, Washington, D.C. 20005; visit <https://www.doi.gov/pmb/eo> or phone (202) 354-1852.

SPECIAL DEADLINES FOR PROJECTS BY NONPROFITS AND EDUCATIONAL INSTITUTIONS IN CLG AREAS

CLGs apply directly to the HPO. Nonprofits and educational institutions may initiate an application for a project in a CLG's jurisdiction, but must submit the application to the local preservation commission which will, in turn, submit the application to the HPO. **The initiating entity should contact the local CLG staff by early January 2017 to discuss the project and should submit the application to the commission as soon as possible**, to allow time for the commission and governing board to evaluate the application and submit it with comments to the HPO by the February 28, 2017, postmark deadline. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project, even if the nonprofit or educational institution is providing the local matching funds. Contact information for local CLG staff is included in the attachments and on the HPO web site at <http://www.hpo.ncdcr.gov/>.

STANDARDS AND GUIDELINES

- **Grant recipients must sign a grant contract and follow state and federal procurement requirements before selecting a consultant to carry out project activities.** Professional qualifications of the staff, consultants, or principal investigators undertaking grant projects must meet the applicable minimum federal professional qualifications in 36 CFR 61.
- *All projects must address one or more of the goals in North Carolina's historic preservation plan.* Reference to specific goals and objectives and a statement of how the project will accomplish them must be included in the abstract of the project. The goals are attached.
- All federal grant applications must include an Equal Opportunity Statement form, which must be completed and returned with the application. Applications without this form will not be considered for funding.
- Activities funded under this program will be performed in compliance with the applicable Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* and shall be conducted under the supervision of the State Historic Preservation Office.
- Federal and state standards, accounting procedures, and reporting requirements apply to the grant funds and matching share. The grants are subject to the requirements of North Carolina General Statute 143C-6-21 through 143C-6-23.
- Grant funds generally pay up to sixty percent (60%) of total project costs. The nonfederal local matching share should pay forty percent (40%) of total project costs. Please contact the grants coordinator if your CLG has a project in mind, but may not be able to match at the 40 percent level.
- **Disbursement of grant funds is on a cost reimbursement basis.** In other words, the grant recipient pays the expenses and then requests reimbursement from the HPO on a percentage basis.

SELECTION CRITERIA

All proposals will be reviewed and evaluated on the basis of the following:

- contribution to statewide architectural or archaeological inventory of historic resources
- comprehensive planning considerations
- soundness of project application, including budget, clarity, feasibility, local commitment, and ability of the applicant to carry out the project successfully
- number and quality of resources in project area

ELIGIBLE APPLICANTS AND ACTIVITIES

Eligible Applicants:

Eligible applicants for CLG grants are CLG governing boards and CLG historic preservation commissions. A list of CLGs is attached. Nonprofits and educational institutions may propose an application for a CLG grant, but must submit the application through the CLG commission, and the CLG would be the applicant.

Eligible Activities:

Survey and Planning. Priority consideration for funding will be given to projects for comprehensive architectural or archaeological surveys and to nominations of eligible properties or districts to the National Register of Historic Places. Preservation planning activities, development of educational materials and activities, and preparation of publishable manuscripts from approved architectural surveys are also eligible for consideration. The publication of survey books, museum exhibits, and research are not funded.

Predevelopment projects for properties listed in the National Register may include archaeological investigations, architectural plans and specifications, engineering services, or feasibility studies for restoration.

Development projects for properties listed in the National Register may include archaeological excavations or restoration/rehabilitation of historic resources. Structures or sites must be listed in the National Register of Historic Places either individually or as a contributing property within a National Register historic district. Preservation Agreements are required for all grant-assisted development projects. Deed Covenants are required on an escalating scale for development grants in excess of \$10,000 and are recorded with the deed to the property.

Education and Training workshops pertaining to historic preservation, archaeology, or for a historic preservation commission.

APPLICATION PROCESS

Projects in CLG Areas: CLGs apply directly to the HPO. A nonprofit or educational institution that wishes to apply for a project in a CLG's jurisdiction must work through the local preservation commission which, in turn, submits the application to the HPO. **The nonprofit or educational institution should contact the local CLG staff by early January 2017, to discuss the project and should submit the application to the local commission as soon as possible, to allow time for the commission to evaluate the application and submit it with comments to the HPO by the February 28, 2017, postmark deadline.** Local CLG staff contact information is included in the attachments

and on the HPO web site at <http://www.hpo.ncdcr.gov/NCCLGs.pdf>. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project.

Mail the signed paper original of the application to: Michele McCabe, Grants Coordinator, State Historic Preservation Office, 4617 Mail Service Center, Raleigh, NC 27699-4617.

Applications must be POSTMARKED by February 28, 2017. (Applications sent by fax or e-mail will not be accepted.)

Grant awards will be announced by May of 2017. The grant recipient and the Office of Archives and History will sign a grant contract. Then the grant recipient will procure a consultant or principle investigator and execute a project contract. The HPO will prepare all contract documents and will ensure that all services and products meet federal and state standards, while the grant recipient will coordinate and administer the grant project and will be responsible for accounting and reporting requirements. All projects should be under a project contract by September 30, 2017.

Projects should be completed by August 24, 2018.

SAMPLE PROJECTS

Examples of recent HPF matching grants to CLGs include:

- A \$15,000 grant to prepare a historic preservation plan.
- A \$15,000 grant to conduct an archaeological investigation.
- A \$13,500 grant to support an architectural survey update.
- A \$12,000 grant to update design guidelines for a historic preservation commission.
- A \$12,000 grant to conduct a historic structure report.
- A \$ 10,000 grant to prepare a National Register nomination for a residential historic district.
- A \$9,800 grant for repairs of chimneys at a historic house museum.
- A \$9,000 grant to help rehabilitate a former library into a community center.
- A \$7,000 grant to support a historic industrial properties survey.
- A \$6,500 grant to prepare a structural analysis of a former mill building.
- A \$5,500 grant to repair siding on a historic house museum.
- A \$2,900 grant to conduct a public workshop at a historic cemetery to demonstrate both proper gravestone repair and the use of ground penetrating radar to identify unmarked graves.
- A \$1,200 grant for a wooden window repair and masonry repair workshop.
- A \$500 grant for a workshop on the North Carolina Rehabilitation Code.

**HISTORIC PRESERVATION OFFICE AND OFFICE OF STATE ARCHAEOLOGY STAFF CONTACTS FOR
ADDITIONAL INFORMATION**

Architectural Surveys, Survey Updates, Survey Manuscripts

(Piedmont) Claudia Brown 919-807-6573; fax 919-807-6599; claudia.brown@ncdcr.gov
(East) Scott Power 252-830-6580; fax 252-830-6583; scott.power@ncdcr.gov
(West) Claudia Brown 919-807-6573; fax 919-807-6599; claudia.brown@ncdcr.gov

Nominations to the National Register

(Piedmont) Ann Swallow 919-807-6587; fax 919-807-6599; ann.swallow@ncdcr.gov
(East) Scott Power 252-830-6580 x226; fax 252-830-6583; scott.power@ncdcr.gov
(West) Annie McDonald 828-296-7230 x223; fax 919-298-4551; annie.mcdonald@ncdcr.gov

Design Guidelines and Commission Training

Amber Kidd, 919-807-6575; fax 919-807-6581; amber.kidd@ncdcr.gov
Michele McCabe, 919-807-6582; fax 919-807-6599; michele.patterson.mccabe@ncdcr.gov

Archaeology

Steve Claggett, 919-807-6551; fax 919-715-2671; steve.claggett@ncdcr.gov
John Mintz, 919-807-6555; fax 919-715-267; john.mintz@ncdcr.gov

Predevelopment and Development

(Piedmont) Mitch Wilds 919-807-6588; fax 919-807-6599; mitch.wilds@ncdcr.gov
(East) Scott Power 252-830-6580 x226; fax 252-830-6583; scott.power@ncdcr.gov
(West) Jennifer Cathey 828-296-7230 x227; fax 828-298-4551; jennifer.cathey@ncdcr.gov

Educational Programs, Preservation Planning, and Questions about HPF Grant Applications

Michele McCabe, 919-807-6582; michele.patterson.mccabe@ncdcr.gov