

HISTORIC PRESERVATION GRANT APPLICATION

Office of History & Archaeology
Alaska Department of Natural Resources
550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501

Historic Preservation Grant Projects

Deadline: Applications are due by 3:00 pm on Monday, January 22, 2024.

The applicant identified below is applying for a 50 -50 reimbursable Historic Preservation Fund (HPF) matching grant through the State of Alaska, Department of Natural Resources, Office of History and Archaeology.

Applicant Name: _____

Federal Tax Identification Number: _____ UEI _____

Project Title: _____

Type of Project:

- | | |
|---|--|
| <input type="checkbox"/> Survey | <input type="checkbox"/> Public Preservation Education |
| <input type="checkbox"/> Inventory | <input type="checkbox"/> Development |
| <input type="checkbox"/> National Register Nomination | <input type="checkbox"/> Pre-development |
| <input type="checkbox"/> Historic Preservation Planning | |

Type of Entity Applying: (Check type below, as applicable)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Local Government |
| <input type="checkbox"/> Business | <input type="checkbox"/> State Agency |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Non-Profit Organization |

Budget Summary. Federal Award Request: \$ _____

- | | |
|-----------------------------|----------|
| a. Total Project Cost (TPC) | \$ _____ |
| b. Federal Share (50%) | \$ _____ |
| c. Sponsor Share (50%) | \$ _____ |

Source of applicant (sponsor) share: (Use figures from "Sources" box on budget form)

- | | |
|-------------------------------|----------|
| a. Cash | \$ _____ |
| b. In-kind Goods and Services | \$ _____ |
| c. Donated Goods and Services | \$ _____ |

Name, title and contact information for the following:

Grant Manager: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____
E-mail Address: _____

Owner: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____
E-mail Address: _____

OWNER CONCURRENCE IS ONLY REQUIRED FOR DEVELOPMENT PROJECTS.

OWNER CONCURRENCE. *If Applicant does not own the property, the owner of record must sign and notarize the following statement indicating concurrence with the proposed project and this application for assistance.*

I certify by my signature below that: I am the owner of the subject property; I have full knowledge of and agree to the proposed project; I concur with the assurances required of the applicant; and I agree to completing and recording a required protective covenant if the project receives grant assistance.

Signature: Authorized Applicant's Official _____
Date

Name and Title (Print or Type)

Company Name (if applicable)

Notary Seal

Subscribed and sworn before me this _____ day of _____, 20

Notary for the State of Alaska My commission expires _____

Willingness to Comply with Grant Requirements

1. I understand that this is a 50-50 matching grant application through the Historic Preservation Fund (HPF) administered by the State of Alaska Department of Natural Resources, Office of History and Archaeology.
2. If awarded an HPF grant, I understand that it is my responsibility to comply with all pertinent State and Federal regulations, the State-Local Grant Agreement, and requirements outlined in the *Historic Preservation Fund Grants Manual*. Federal requirements may include but are not limited to the following: Section 106 and Section 110, National Historic Preservation Act (54 USC 306108); Americans with Disabilities Act; Architectural Barriers Act; National Environmental Policy Act; 2 CFR 200; and Build America, Buy America (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, Section 70914
3. Should this project be awarded, I understand that project records are subject to audit after project completion, and that if such an audit questions expenditures for which I have been reimbursed I will return an amount equal to the questioned expenditures.
4. I understand that no grant exists until the State Historic Preservation Officer (SHPO) signs the State-Local Grant Agreement, even if the Alaska Historical Commission recommends funds for my project. Any funds expended before the performance period specified on the fully executed grant agreement or before obtaining the SHPO's signature may not be reimbursed without specific approval.

Signature:

Date

Name and Title (Print or Type)

HISTORIC PRESERVATION GRANT APPLICATION

Applicant: _____

Project Name: _____

PROJECT INFORMATION

- 1. PROJECT DESCRIPTION** –*Provide a brief introduction to your project including the aim, scope, and significance of the project to your community. If needed, use continuation pages provided at the end of this document.*

- 2. WORK PLAN AND PROJECT TIMELINE**

Address each major element of the project, the amount of time to complete it, and when the work is expected to be done between potential date of award.

3. SECRETARY OF INTERIOR'S STANDARDS

a. *All Development projects must comply with and apply [The Secretary of the Interior's Standards for the Treatment of Historic Properties](#) . Select the appropriate standard for your project. If you are not sure, you can select the hyperlink above for a description of each standard.*

Preservation

Rehabilitation

Restoration

Reconstruction

Not Applicable

b. *Describe how the proposed Development project work will apply and conform to the appropriate standard (if applicable).*

4. PHOTOGRAPHS, SITE PLANS, DRAWINGS OR SKETCHES

- a. *For Development projects provide recent photographs showing the principal elevation of the property and detailed photographs of features or areas where proposed work is to be done. Include a description for each photo and the date it was made. Attach a map or a site plan with photos keyed to it so reviewers will better understand the site and proposed work.*

For survey, inventory, and National Register nomination projects, attach maps of the project area. Include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

- b. *For all projects (if applicable) cite any planning studies, condition assessments, design drawings, research reports, publications, or other sources of relevant information you plan to use for this project.*

5. PROJECT PERSONNEL

- a. *Identify project personnel and who will do the work. Briefly describe each individual's qualifications and experience.*

Show how the Project Manager meets the [Secretary of the Interior's Professional Qualification Standards](#).

- b. *Identify any additional contractors to be used and their expected duties. Attach resumes for all qualified historic preservation professionals working on the project. (Limit two pages per resume.)*

6. PUBLIC AWARENESS

a. Public notification is required by signage at property site and by other public postings. Explain how you will inform the public of this project, promote local history, increase heritage tourism in your region, and raise awareness of historic preservation.

b. For Development projects describe plans to maintain the property or continue rehabilitation work for the next five years.

7. WORK PLAN

Thoroughly address all items necessary for your project type. Use continuation sheets if necessary.

a. Explain how the project will be undertaken.

b. Provide a work schedule showing months, expected activities, and benchmarks to achieve throughout the grant period of performance.

8. BUDGET: MAXIMUM FEDERAL REQUEST OF \$50,000

Your budget submittal shall consist of one narrative and two tables. Use fillable Excel worksheet or submit similar budget tables, and complete the narrative portion below for this Budget section

- a. ***Budget Summary* table identifying planned cost share of 50% federal and 50% match**
- b. ***Matching Share* table showing sources of match**
- c. ***Budget Narrative* explaining costs in detail and describing how costs were calculated**

BUDGET NARRATIVE: Describe activities to be performed under Personal Services, Contractual Services, Supplies/Materials, Travel, and Other cost categories.

- a. Personal Services: describe work each position/person will perform for the proposed project.

- b. Contractual Services: List contractor name(s), if known. Describe work each will perform.

c. Supplies/Materials: Describe types of materials and/or supplies required for this project, how they relate to the project, estimated quantities, etc.

d. Travel: Identify who will be traveling, how many trips are anticipated, trip purpose, and destination.

e. Other: Identify other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project.

CHECKLIST

As the applicant, have you...

- signed this application?
- signed the form titled: *Willingness to Comply with Grant Requirements?*
- provided the information requested on each page of the application package?
- described your public outreach component?
- attached maps showing location of project?
- attached photographs or clear photocopies showing overall character of properties?
- checked your budget for accuracy.

Deadline: Applications are due at 3:00 pm on Monday, January 22, 2024

Only complete, signed, dated, notarized (if applicable) applications will be considered. Applications (if mailed) must be postmarked by January 22, 2024.

Submit applications and questions to:

**State of Alaska: Department of Natural Resources
Division of Parks and Outdoor Recreation
Office of History & Archaeology
550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501-3561
Email: maria.lewis@alaska.gov
Attn: Maria Lewis**

You can also email your application to: dnr.oha@alaska.gov

