



# ALABAMA HISTORICAL COMMISSION

468 South Perry Street  
Montgomery, Alabama 36130-0900  
334-242-3184 / Fax: 334-240-3477

Lisa D. Jones  
Executive Director  
State Historic Preservation Officer

January 30, 2018

Dear CLG Contact:

The Alabama Historical Commission is accepting grant applications from Certified Local Governments for Fiscal Year 2018 Historic Preservation Fund grants. Only local governments that have been certified under the National Parks Service National Register Program are eligible. Project applied for must be within the geographical jurisdiction of a Certified Local Government.

## FUNDING PRIORITIES

The Alabama Historical Commission has identified priorities in its Statewide Historic Preservation Plan. Proposals are solicited especially for: Survey and registration projects; converting survey information from previous grant cycle into National Register nominations; training and education programs addressing significance of cultural resources including NAPC Forum 2018; local preservation planning and/or design review guidelines; and development of local preservation plans.

## ELIGIBLE ACTIVITIES

Categories are: Local Historic Preservation Commission Training, Preservation Plan Development, Survey and Registration, Planning, Predevelopment, Staffing and Public Awareness/Education. Examples of eligible activities are found in the application instructions.

## APPLICATIONS

The total amount anticipated to be available statewide for all grants is \$83,000. Funding limits are found in the Criteria section of the Application. Applicants must address criteria listed in the application. A panel of professional staff members will meet and review the applications against the Evaluation Criteria schedules for each category. Proposals are rated on how they address the State Historic Preservation Plan goals and five programmatic questions. After review, all applicants are notified of the Commission's action on their grant applications. Contacts at the Alabama Historical Commission for assistance in the grant application process are listed in the application.

## CONSIDERATIONS FOR PROJECT PLANNING IN FY2018 GRANT CYCLE

The timeline for grant activities should be from June 15, 2018 to June 15, 2019 to allow adequate time for AHC to review financial and project documentation and receive any additional information required to close out the grant by the federal deadline of September 30, 2019. Grantees must receive approval on grant products before paying consultant invoices. Failure to follow the timeline may result in loss of grant funds. Grantees providing payment to a consultant for products not approved by AHC may not be reimbursed for those expenses.

## APPLICATION DUE DATE - March 30, 2018

Please contact Mary Shell at 334-230-2691 to answer questions on this program. **Please remember to complete the updated grant application for 2018. Do not use previous versions from earlier years.** If an application is submitted that is not on the current form, it may not be considered for funding. Thank you for your hard work to protect Alabama's cultural resources.

Best Regards,

Lisa D. Jones  
Executive Director

## **ALABAMA CERTIFIED LOCAL GOVERNMENT HISTORIC PRESERVATION FUND**

The Alabama Historical Commission accepts grant applications from Certified Local Governments only. Grant funds are made available from the Historic Preservation Fund of the National Parks Service, U. S. Department of the Interior. Funds available in FY18 for this grant program are anticipated to be \$83,000. Project limits and matching requirements are shown for each category below. **Applications are due on March 30, 2018.**

### ***MISSION STATEMENT***

*The mission of the Alabama Historical Commission is to foster an awareness of the value of historic structures, sites, and objects that reflect the heritage of all Alabamians and to facilitate the preservation and documentation of these resources for the use, enjoyment, and education of present and future generations.*

### **PRIORITIES**

The Alabama Historical Commission has identified priorities in its Statewide Historic Preservation Plan. Proposals are solicited especially for: Survey and registration projects; development of statewide context on agricultural history; training and education programs addressing significance of cultural resources including NAPC Forum 2018; local preservation planning and/or design review guidelines; and development of local preservation plans. National Register projects converting surveys from CLG grant in previous fiscal year into NR nominations are highest priority projects. Applications for work meeting the AHC priorities are more competitive projects in the selection process.

### **ELIGIBLE PROJECTS FOR 40% REQUIRED MATCH**

**SURVEY AND REGISTRATION** Survey is the process of identifying and gathering data on the historic resources (historic, architectural, and archaeological) in an area. Once historic properties are identified, they can be evaluated as to whether they meet the defined criteria of significance. Identification and Evaluation are the two phases of the Survey Process. Registration is the formal recognition of properties evaluated as significant; it is the actual preparation of nominations to the National Register of Historic Places. It is recommended to apply for only survey funds to document an area to National Register standards and applying in the next grant cycle to prepare the National Register nomination form. Development of statewide contexts to assist with the state survey and registration program is also eligible for funding in this category. **TO BE ELIGIBLE**, applicants must receive approval from AHC survey coordinator before making a survey application. Applicants must receive approval from National Register coordinator before making a National Register application. Applicant must demonstrate ability to meet the Secretary of Interior's Standards for Archaeology and Historic Preservation as measured by: a) qualifications for personnel conducting/supervising work; b) experience of personnel conducting work; and c) quality of past work conducted by project personnel. Individual or firm conducting work should have on its staff, or consult with, a person meeting History or Architectural History Professional Qualifications.

Applicant must demonstrate ability to prepare a written report that meets contemporary professional standards. PROJECT FUNDING is usually limited to \$10,000.

Grant applications are encouraged to develop strategies to increase the survey and inventory of cultural resources in under-represented communities, thereby empowering all Americans to share their stories and to preserve the cultural resources that are important to their communities. Grants to Local Governments should aim to build capacity in these communities, encouraging them to use such important tools as the National Register and National Historic Landmark program, the tax credits for historic preservation, and the historic documentation programs to preserve and revitalize their historic resources.

**LOCAL HISTORIC PRESERVATION COMMISSION TRAINING** Training local preservation commission members is an ongoing process. New members need orientation and basic training while more seasoned members need exposure to new ideas and issues. Eligible training topics are: (1) roles and responsibilities of local commission, (2) development and application of design guidelines, (3) significance and design review concerns of buildings, structures, objects, and historic and archaeological sites, (4) significance and review concerns of historic landscapes. Strategic planning projects to produce a long-range action plan for preservation commissions are also eligible. Attending NAPC Forum 2018 is an eligible project and specific instructions and match are found at end of this listing. **TO BE ELIGIBLE**, applicant must demonstrate ability to meet the Secretary of Interior's Standards for Archaeology and Historic Preservation as measured by: a) qualifications for personnel conducting/supervising work b) experience of personnel conducting work; and c) quality of past work conducted by project personnel. Individual or firm conducting work should have on its staff, or consult with, a person meeting History or Architectural History Professional Qualifications. PROJECT FUNDING is usually limited to \$7,500.

**PRESERVATION PLAN DEVELOPMENT** The project should assimilate survey and National Register information for a community into a preservation plan. A preservation plan should include a description of local historic districts and significant features, process to administer local preservation ordinance, and design guidelines. A strong public participation component is essential for a successful planning project. **TO BE ELIGIBLE**, applicant must demonstrate ability to meet the Secretary of Interior's Standards for Archaeology and Historic Preservation as measured by: a) qualifications for personnel conducting/supervising work; b) experience of personnel conducting work; and c) quality of past work conducted by project personnel. Applicant must demonstrate ability to prepare a written report that meets contemporary professional standards. PROJECT FUNDING is usually limited to \$7,500.

**PREDEVELOPMENT** These projects produce rehabilitation plans, specifications and/or structural reports on historic buildings that apply the principles of the Secretary of the Interior's Standards for the Treatment of Historic Properties. **TO BE ELIGIBLE**, all historic structures must be eligible for listing in the National Register of Historic Places; and applicant must demonstrate ability to meet the Secretary of Interior's Standards for Treatment of Historic Properties as measured by: a) qualifications for personnel conducting/supervising work; b) experience of personnel conducting work; and c) quality of past work conducted by project personnel. **FUNDING PRIORITY** is given to the preparation of architectural plans, specifications, feasibility studies, and historic structure reports. PROJECT FUNDING is usually limited to \$5,000.

**PUBLIC AWARENESS AND EDUCATION** Public Awareness and Education grants encourage projects and activities to increase the public knowledge of preservation principles, promote preservation as

an ethic, and increase knowledge and awareness of the kinds of properties (both historic and archaeological) worthy of preservation and the various methods to preserve them. TO BE ELIGIBLE, projects must relate specifically to historic preservation including: brochures, pamphlets, audiovisuals, temporary exhibits, publications, school programs, lectures, seminars, workshops and tours. Historic information used in project must be based on National Register nomination forms or other sources approved by AHC staff. Information related to rehabilitation techniques must be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. Costs of museum salaries, maintenance, and permanent collections are not eligible. FUNDING PRIORITY is given to projects designed to teach some aspect of preservation or local history to school age children, the general public, and specific audience with a mission related to historic preservation. Projects that can be adapted to other areas of the state are strongly encouraged. PROJECT FUNDING is usually limited to \$5,000. Grant projects with initiatives undertaken that show a major effort and achievement contributing to public awareness and education may be funded up to \$10,000; however, such awards are exceptional and are not routinely awarded each grant cycle.

**STAFFING** Funds support professional services devoted to assisting the historic preservation commission and/or architectural review board in regulating one or more locally regulated historic districts. We encourage CLGs in geographic proximity to submit an application to share staff support if meeting times and dates allow the arrangement. TO BE ELIGIBLE, applicant must have no existing professional level staff assistance in regulating local district(s); implement design guidelines compatible with the Secretary of Interior's Standards for Rehabilitation; and have a record of meeting public notice requirements for local preservation program. Applicant must demonstrate personnel has experience applying National Register standards and Secretary of Interior's Standards for Rehabilitation to previous work with historic properties; and experience working with city boards, local ordinances and public meeting requirements. Individual or firm conducting work should have on its staff, or consult with, a person meeting History or Architectural History Professional Qualifications. Applicant must demonstrate ability to prepare a written report that meets contemporary professional standards. PROJECT FUNDING is usually limited to \$10,000.

## **ELIGIBLE PROJECTS FOR 20% REQUIRED MATCH**

**LOCAL HISTORIC PRESERVATION COMMISSION TRAINING** Funds to attend the National Alliance of Historic Preservation Commissions Forum 2018 in Des Moines, Iowa on July 18-22, 2018. Eligible expenses include registration, airfare, ground transportation to and from airport, hotel, and per diem for meals. Reimbursement amounts will be based on the out of state travel rates and policies of the state of Alabama. Due to distance, air travel is required and we will not be able to reimburse mileage in a private vehicle. The daily per diem rate for meals is \$59. We will reimburse up to four nights lodging. A sample budget:

Hotel (\$140 x 4 nights)	560.00
Air Travel	470.00
Registration Fee	200.00
Cab Fare (arrival & dep.)	47.00
Meals & Incidentals (59 x 4 days)	236.00
	1,513.00

## **HOW TO APPLY**

*Deliver to:*

Tryon McLaney

Contracts and Grants

The Alabama Historical Commission

468 South Perry Street

Montgomery, Alabama 36130

courier delivery zip code 36104

voice 334 230-2674

fax 334 240-3477

tryon.mclaney@ahc.alabama.gov

Please note: Applications are due on March 30, 2018. When any deadline date falls on a Saturday, Sunday or state holiday, applications are due the next business day following the deadline date. Fax or emailed PDF attached applications are allowable if all pages are included and are readable.

**APPLICATION ASSISTANCE** To obtain application forms or to receive additional application instructions contact Mary Mason Shell at mary.shell@ahc.alabama.gov or (334) 230-2691.

### **COMPLETING THE GRANT APPLICATION FORM**

*Parts of the Application Form are explained in detail below. Follow instructions on the form. Be sure that you address each Part of the Application fully using the detailed explanations below to guide your response.*

#### **REQUEST PROFILE:**

How to calculate match for the amount you are applying for.

#### **EXAMPLES:**

If you are requesting \$3,000 and are required to provide match of 40%:  
\$3,000 divided by .6 = \$5,000 (total project cost)  
\$5,000 x .4 = \$2,000 (required match)

**PROJECT SUMMARY** Provide a brief description of the project to include the objectives and products.

**TIME-PRODUCT-PAYMENT SCHEDULE** For each major work activity, provide information on what will be accomplished, the approximate cost and the date it will be completed. This information will be used to develop a schedule for reimbursements provided to funded projects in the grant agreement. No project should take more than one year to complete. Your schedule should include an interim step at September 30th (end of the fiscal year) so the Alabama Historical Commission can report the status of your project to the federal government. The AHC is required to report activity at the end of the fiscal year, September 30, and reimburse all expenses made in that fiscal year. Grant agreements will be provided as

close to June 15, 2018 as possible to grant recipients. AHC policy requires us to execute grant agreements after we receive the federal “special conditions” applicable to each fiscal year’s funding and the date of receipt varies each year. The grant project should be completed by June 15, 2019 for AHC staff to review products and financial records necessary in closing out the grant to meet federal reporting standards. This schedule needs to be developed with input from project personnel. If you are contracting out this work, you will need to coordinate the schedule with the consultant.

EXAMPLE:

TIME PRODUCT ESTIMATED PAYMENT SCHEDULE

Interim Performance Progress Reports and Estimated Payment for each Completed Step	Estimated Payment
7/30/18- 9/30/18 Requests for proposals to survey area indicated on attached map according to AHC standards. Allow Fayette Historic Preservation Commission, AHC and city staff opportunity to evaluate proposals and comment on proposals. City will enter into contract with consultant. Consultant to collect existing information on properties and schedule consultation with Fayette Historic Preservation Commission staff and Fayette Historic Preservation Commission and the Alabama Historical Commission staff.	\$ 1,000.00
10/1/18-12/30/18 Begin photographing survey areas and preparing survey forms and map. Develop historical background and architectural descriptions for survey report. Consult with AHC on maps used. Continue survey field work. Review of survey documentation by Fayette Historic Preservation Commission and staff and the Alabama Historical Commission.	5,000.00
1/1/19-5/15/19 Final consultation with the Alabama Historical Commission on final draft survey report, forms, maps and other supporting materials. Final payment pending approval from AHC survey coordinator.	2,000.00
<b>TOTAL GRANT SHARE PAYMENT</b>	<b>\$ 8,000.00</b>

EVALUATION CRITERIA Explain how this project will meet one or more goals of the State Historic Preservation Plan and answer the five Programmatic Questions. The project must address one goal and points will be awarded for the four programmatic questions to rank the applications.

**Grant Review Criteria:**

STATE HISTORIC PRESERVATION PLAN GOALS

**GOAL ONE:**

**Identify, record and evaluate the significance of historic places and the objects, people and events related to them.**

**GOAL TWO:**

**Expand opportunities for collaboration and partnerships between Alabama communities, state and federal agencies, organizations and heritage groups.**

**GOAL THREE:**

**Increase the number of high-quality preservation projects statewide and success stories to share**

with state leaders.

**GOAL FOUR:**

**Develop and maintain the data systems necessary to track, record, and protect historic and archaeological resources and to share information with constituents in useful format.**

**GOAL FIVE:**

**Foster the belief that historic places enrich our lives and strengthen Alabama's communities, and promote economic development.**

**GOAL SIX:**

**Provide incentives and regulatory methods to protect cultural resources.**

**Programmatic Questions:**

- 1) Will this project benefit minority or disabled constituents? (3 points)
- 2) Does applicant show that it is capable of managing AHC grants? (5 points)
- 3) Does the project budget have a low indirect cost percentage? (3 points)
- 4) Do the personnel conducting project meet appropriate professional qualifications and have evidence of completing quality projects on time? (3 points)
- 5) Will project result in National Register nomination using survey data collected in previous year with CLG grant or other AHC approved survey? (6 points)

**General Grant Criteria**

To be eligible, applications must show that a logical sequence of work is going to take place. When prior grants have been awarded in the same geographic area or in the same grant category, applications must show a logical progression of work from prior grant activities. More than one grant in any category may not be awarded to any organization if available grant funds are limited. When prior grants have been awarded in the same geographic area, grant funds may be distributed to other areas of the State in order to achieve a more equitable distribution statewide. Grant awards may be reduced from requested funds in order to support the largest number of quality projects.

**PROJECT BUDGET**

Survey and Registration Project Budgets:

*36 CFR 60.6. "The list of owners shall be obtained from either official land recordation records or tax records . . . within 90 days prior to the notification of intent to nominate . . . The State is responsible for notifying only those owners whose names appear on the list consulted. Where there is more than one owner on the list, each separate owner shall be notified."*

Notifying property owners after listings are approved by NPS.

For districts with less than 50 properties, grantee will be required to provide two/three sets of mailing labels for all property owners in the district. For districts with more than 50 properties, grantee will provide two/three sets of mailing labels for all out of town property owners in the district. The Alabama Historical Commission will mail the notices under our letterhead while the nomination is pending and again when it is made final by the National Park Service. You will be required to reimburse the Alabama Historical Commission for the mailing expense. It is an eligible grant cost.

In addition the city will provide a public notice in a newspaper with a wide circulation in the local area to notify local property owners of the pending nomination and again when the listing is made final by the National Park Service. The city will post a notice on their city website on the pending nomination and again when the listing is made final by the National Park Service.

**All Applicants:**

Itemize proposed project costs. State expense items in terms of cost such as "personnel, printing, photography" not "report preparation." Show rates for all costs. For example: Principal Investigator - 20 days at \$13.78/hour; Crew (4) - 7 days at approximately \$8/hour; Fringe Benefits at 25%; Rental Equipment - truck, 8 days; Lab Space - \$5.00/foot, 3 months; Photography - 20 rolls purchased and developed.

**For example:**

Salaried Personnel	\$ 1,000.00
Fringe Benefits	500.00
Consultants and Contractual Services	2,000.00
Volunteers	1,000.00
Travel/per diem	250.00
Rental Equipment	50.00
Office/Lab Space	100.00
Supplies	100.00
Photographic Supplies	200.00
Total	\$ 5,200.00

**BUDGET NARRATIVE**

Provide a brief summary of how work is to be accomplished and explain how products (reports, maps, bibliographies, historic structures reports, plans, specifications, etc.) will result from each expense item. Each expense line should have a corresponding narrative statement about the work that will be accomplished for the stated cost.

If project includes workshops, conferences, or publications, indicate if these are to be made available free of charge. If there is a fee, you must indicate the estimated amount of total fees you will collect and the how the collected money will be spent. The most common projects with fees collected are workshops. Many CLGs received funds to hold a workshop and invite other communities to attend. These out of town participants are charged a fee for materials since the CLG grant only covers materials for the sponsoring CLG commission members and staff. The fee may also cover costs of refreshments to have available at the workshop.

When registrants are required to pay a fee, NPS considers the registration fee to be program income regardless of the amount or use of the fees collected. The CLG staff must account for all income earned through these registration fees and submit invoices for food, supplies and other materials purchased with these funds. Any additional money must be spent on activities or materials approved by AHC staff as eligible grant expenses. Grant funds can be used to provide food during a workshop if expenses are modest. For example, coffee, bottled water, soda, fruit, cookies and chips provided during the meeting would be acceptable if costs are typical for number of attendees. A lunch could also be provided if meeting requires

participants to stay at meeting site for program conducted during lunch time. The lunch must be a reasonable cost in order to be reimbursed.

A meal that starts and ends simultaneously with a workshop would be considered unacceptable. Costs of meals for grantee employees, Review Board members (including any other State oversight or advisory boards), or CLG Commission members are unallowable except as per diem when such persons are on travel status in conjunction with activities eligible for HPF assistance. Applicants must provide costs in budget and discuss with grant manager for pre-approval of food costs.

If the budget includes "printing" describe number of copies and how it will be distributed. If printing or other work is done in-house, CLG staff must have the costs preapproved by AHC grant manager to insure the fee does not exceed limits set by NPS. If publications are sold, a preapproval of income as explained above is required. No less than five copies of any publication must be sent to the Alabama Historical Commission. More copies may be required.

All costs must be within the normal and customary range of charges for similar costs in the local market and be appropriate charges for the product to be achieved with grant assistance. If this fact is not apparent, use this space to justify costs if necessary. When an employer other than the grantee furnishes free of charge the services of an employee in the employee's normal line of work, the services will be valued at the employee's regular rate of pay exclusive of the employee's fringe benefits and overhead costs. Volunteers must possess the required qualifications in the skill or profession involved, and must actually perform that specific work. If a volunteer performs services outside his profession or trade, this time must be valued at the federal minimum wage rate, unless a higher rate can be documented.

**PROJECT PERSONNEL** The following professional qualifications requirements are those used by the National Park Service and the Alabama Historical Commission. The qualifications define minimum education and experience required to perform identification, evaluation, registration and treatment activities.

#### History

The minimum professional qualifications in history are a graduate degree in history or closely related field, or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

#### Archaeology

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or a closely related field, plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archaeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least

one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

#### Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

#### Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

#### Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Project personnel requirements will vary depending on the grant project activities. The above professional qualifications are necessary for personnel conducting structure or archaeological survey work, developing National Register nominations, training of local preservation commission members and staff, developing preservation plans, predevelopment projects, creating exhibits, or providing staff services. Publication work using existing information from surveys and National Register nominations needs to be evaluated by city and commission on quality of past work. CLGs should request references from all consultants considered for a project to insure quality of past work. The AHC staff can't recommend specific consultants, but can direct you to websites that offer names of preservation professionals.

The grant application must provide information on the professional assistance required for the project including name of individual or firm the city plans to contract with to perform the work.

We encourage you to follow this system to select during the application process in order to save time if and when grant is awarded:

The city must send out request for proposals and conduct a competitive process to select project consultants. All consultants must receive the same information on the project and same due date for submission. If you do not receive responses from consultants, we will need to have that information. We prefer the local preservation commission members and city staff review applicants and use a rating system to determine the most qualified personnel.

If you are awarded a grant, Requests for Proposals must be documented as follows:

- Copy of RFP
- List the names and addresses of all firms the RFP was sent directly to.
- Describe the method you used to publicize the RFP. Attach a copy of any newspaper advertisement, web page advertisement, email sent and any other announcements.
- If contract was awarded by RFP, how and by whom were the proposals evaluated? List names of those evaluating proposals, type of meetings, presentations, etc., along with their dates.
- Copy of each proposal received.
- Documentation of the mechanisms for technical evaluation of the proposals received and determinations of responsible offerors. Include any scoring sheets, correspondence or notes of oral discussions with offerors. A ranking system using points to rate proposals is the preferred process to provide documentation on how consultant was selected. Appropriate persons should be involved in the process such as historic preservation personnel, administrative staff, and other program personnel that understand the standards of work and goals of the project.
- Summarize reason for the final selection of proposal for contract award.

## **ATTACHMENTS THAT MUST BE INCLUDED WITH THE GRANT APPLICATION FORM**

### **ALL APPLICATIONS:**

1. If match is provided by someone other than applicant, a signed letter of commitment from the third party must be attached that provides the same information as required in the Grant Application Form.
2. Documentation that shows project personnel will meet Professional Qualifications (See Additional Instructions.) Attach resumes. For consultants, attach Letter of Commitment and/or Proposal.
3. Certificate of Compliance with the Beason-Hammon Act
4. E-verify Memorandum of Understanding.
5. Disclosure Statement (Not required for municipalities; however, if the applicant is a non-governmental entity carrying out the responsibilities of the CLG, this form must be included.)
6. Letters of support endorsement from affected constituencies.

### **IF REQUEST CATEGORY IS . . .**

. **SURVEY AND REGISTRATION** - Attach a map outlining the proposed area to be surveyed, if applicable. Map should be labeled, at a scale which clearly identifies boundaries, and if possible, outlines structures to be included. (Only 1 copy required.) Digital photographs on CD or flash drive that show street views of area to be surveyed or nominated and types of structures to be documented

. **PRESERVATION PLAN** - Attach a map, if applicable. (Only 1 copy required.) Digital photographs on CD or flash drive that show views of area that will be affected by project including neighborhoods and properties that will benefit from plan.

. LOCAL HISTORIC PRESERVATION COMMISSION TRAINING - Provide information on type of training(s) including topics and personnel. Dates of training are preferred but are not required. Also include information on any fees that will be required for participants and the use of this income. PREDEVELOPMENT – Verify the property is listed on National Register or is a contributing building within a National Register district with the AHC NR Coordinator. Include digital photographs on CD or flash drive which clearly show present condition of structure. For structures, minimum of one front view, one 3/4 view showing front and one side, one rear view, and other photographs are necessary to show work to be done.

. PUBLIC AWARENESS AND EDUCATION - Include samples of previous work that are relevant to the project from individuals in planning and implementation of project. For example, show copies of brochure similar to proposal. (Only 1 copy required)

.STAFFING – Provide annual work plan from June 15, 2018 to June 15, 2019 detailing the support to be provided by a preservation professional to review COA applications and provide a report on how the project meets the local design guidelines; and information on the professional’s educational background and work experience making them qualified to perform this service.

## **OTHER INFORMATION**

GRANT REVIEW PROCESS Once grant applications are received by the Alabama Historical Commission, the staff screens each application to be sure the applicant and the proposal are both eligible, are in compliance with the Commission's guidelines and meet all relevant requirements. Applicants who demonstrate that their project addresses one or more goals of the State Historic Preservation Plan and obtain sufficiently high scores on the five additional programmatic questions will receive first consideration. A panel of professional staff meets and reviews the applications. The chairman of the review committee will write a justification for how well the project addresses the State Plan goals. After review, all applicants are notified of the Commission's action on their grant applications. The necessary contracts are drafted and executed when the AHC receives the FY17 federal funds from the Department of the Interior.

GRANT CONTRACT Award of grant funds is made by contract with the Alabama Historical Commission. In some cases, the Alabama Historical Commission may award a grant based on a condition that changes are made to the plan of work. A grant is made on a reimbursement basis. No advance payment is made to grantee. To insure accountability of grants, at the beginning of each project a Time/Product/Payment Schedule will be devised and agreed upon by the applicant and the Alabama Historical Commission. Reimbursement for the grant will be based on this schedule. The grantee must first pay expenses from its own cash and then request reimbursement. Each reimbursement request is audited by having the grantee submit photocopies of financial documentation to the Alabama Historical Commission with each reimbursement request. Expenses must be for costs and activities approved in the grant application and made reference to in the grant agreement. Eligible costs must be incurred during the grant agreement period.

PUBLIC ACKNOWLEDGMENT Each grantee is required to give credit to the Alabama Historical Commission and include federal language acknowledging National Park Service support for all grant activity in all reports produced, and in promotion, publicity and advertising either printed or

broadcast. Specific and appropriate credit language will be provided in grant contracts as the actual grant funds are released.

Updated 1/15/16