Brian P. Kemp
Governor

Christopher Nunn
Commissioner

Georgia® Department of
Community Affairs

2024 Historic Preservation Fund
Application Guide

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. A list of CLGs can be found on DCAs Certified Local Government Grant [webpage](#).

The grant application is for activities such as historic resources survey, National Register nominations, preservation planning, design guidelines, information/education projects, 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 grant application also supports physical "bricks and mortar" rehabilitation activities for historic site-specific buildings, structures, monuments, and places, including cemeteries and parks. Development project applications must provide the following three items to be considered eligible for HPF grant funding: a legal description of the property, listing in the National Register of Historic Places, and previous documentation of predevelopment/planning activities associated with the resource. At the completion of a development project, a preservation agreement or covenant is required for the property.

Average grant awards from the HPF grant program range from $10,000 to $20,000. The award range is $1,000 to $25,000. 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, 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.

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 amounts up to 25% of the grant will be withheld pending approval by HPD staff of completed work.

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.

Eligibility

All CLGs applying for grant funding must be in good standing with HPD, including being up to date on all CLG evaluations. All CLGs that have submitted their most recent evaluation are eligible to apply, regardless of the evaluation result.

If your community has not completed a historic resources survey or archaeological survey or updated an existing survey since 2009, the CLG is only eligible to apply for a survey project. A list of surveys by county can be found here. Contact hpgrants@dca.ga.gov with additional questions regarding the status of your CLG.

Submittal Information

Applications will be submitted through an online database, NR-TIGERS (hpd.ga.gov/nrtigers). This is the grant management system used for grant application and grant project management. A guide for submitting a CLG grant application is provided at the **end of this document.**

Applications and all supporting material must be submitted by February 1, 2024. Late or incomplete applications will not be considered for funding.

Questions? Contact hpgrants@dca.ga.gov.

II. EVALUATION & SELECTION CRITERIA
SURVEY AND PLANNING PROJECTS EVALUATION & SELECTION CRITERIA

The Historic Preservation Division's Grant Selection Committee will evaluate survey and planning projects and select the Historic Preservation Fund grant projects based on the following criteria:

1. Project or activity is appropriate in relation to previous and/or future preservation activities.
2. Project or activity is consistent with applicable preservation and/or professional standards and methodology.
3. Project or activity fills demonstrated preservation need.
4. Project or activity provides a public benefit.
5. ~~Project or activity is of a type identified by HPD as having a high priority for preservation assistance.~~ *
5. Statewide distribution of projects in applicant pool.
6. Urgency of need/degree to which the (potential) historic resource/area is threatened.
7. Project or activity is an ongoing, recurring, or concluding project or activity that is identified by HPD as also beneficial to HPD programs/outreach activities.

DEVELOPMENT AND PREDEVELOPMENT PROJECTS EVALUATION & SELECTION CRITERIA

The Historic Preservation Division's Grant Selection Committee will evaluate development and predevelopment projects and select the Historic Preservation Fund grant projects 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. ~~Project or activity 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 2024 grant cycle, no project or activity type has been identified by HPD as having a high priority for preservation assistance.

APPLICATIONS MUST BE SUBMTTED BY FEBRUARY 1, 2023

III. APPLICATION GUIDANCE

Applicants will use NR Tigers, a grant management software, to apply for the CLG Grant. At the end of this document, there is a step-by-step guide on how to login to NR Tigers and use the system.

There are two different applications. One is for applicants applying for a Predevelopment/Development project and the other is for those applying for a Survey/Planning project.

There is a field within the NR Tigers application page where applicants can upload documents. This is where applicants should upload their letters of support, resolutions, survey maps, assurances page, etc.

Local governments applying for a historic resource survey should fill out and attach the Survey Requirement Form. In this form, applicants should describe their survey area boundaries and provide the estimated number of resources to be surveyed. Survey applicants must also attach a map of their proposed survey area. This map should be uploaded directly in the NR Tigers application page.

For document uploads, do not include special characters in the file name. This includes periods, commas, dashes, etc. If you include special characters in the file name, NR Tigers will say 'Invalid File.' If you need to send additional documentation with your application, please email hpgrants@dca.ga.gov for guidance.

APPLICATIONS MUST BE SUBMTTED BY FEBRUARY 1, 2023

Guidance for Development and Predevelopment Projects

APPLICATION INFORMATION: DEVELOPMENT/PREDEVELOPMENT GRANTS

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*The following pages display the list of questions on the NR-TIGERS
<u>Development/Predevelopment</u> Application Page. Guidance on how to complete certain
questions may be provided below the question.*

*<u>Scroll to **Page 19** for the **Survey/Planning** Section</u>*

- **Grant Type**
    - You will choose either Development/Predevelopment or Survey/Planning
- **Grant FFY Year**
    - You will choose 2024
- **Program Type**
    - You will select HPF-CLG
- **Certified Local Government/Applicant**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Title of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **First Name of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Last Name of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Address 1 of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Address 2 of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **City of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **State of Chief Elected Official**

- o This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **ZIP of Chief Elected Official**
  - o This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Telephone of Chief Elected Official**
  - o This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **CEO Email**
  - o This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **County**
- **Regional Commission**
- **U.S. Congressional District**
- **Federal Identification Number**
- **State Senate District**
- **State Representative District**
- **First Name of Application Preparer**
- **Last Name of Application Preparer**
- **Title of Application Preparer**
- **Is the address of the application preparer and the chief elected official the same?**
  - o Select either Yes or No.
- **Address 1**
- **Address 2**
- **City**
- **State**
- **ZIP**
- **Telephone**
- **Email**
- **First Name of Grant Project Manager**
- **Last Name of Grant Project Manager**
- **Title of Grant Project Manager**
  - o The grant 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 from their organization to whom the consultant will report.
- **Is the address of the Grants Project Manager the same as that of the application preparer?**
  - o Select either Yes or No.
- **Address 1**
- **Address 2**

- **City**
- **State**
- **ZIP**
- **Telephone**
- **Email**
- **First Name of the Financial Manager**
- **Last Name of the Financial Manager**
- **Title of Financial Manager**
    - o 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.
    - o Note: the project manager and financial manager may be the same person.
- **Is the address of the financial manger the same as that of the Grant Project Manager?**
    - o Select either Yes or No.
- **Address 1**
- **Address 2**
- **City**
- **State**
- **ZIP**
- **Telephone**
- **Email**
- **Are the Project Manager and Financial Manager able to attend GRANT administration workshop?**
    - o Select either Yes or No.
- **What other persons not listed will be involved in grant? Please name all the consultants, volunteers, city employees, list their profession titles and their role in grants.**
    - o This is a text box available for you to fill in.

- **Address 1**
  - List the street address (not post-office box) of the property. If no street address is known, please provide the parcel number. If the application is for a preservation or master plan covering multiple properties, enter "Multiple. For example, enter "Property Address: Multiple properties located at 111 Maple Street and 109 Maple Street."
- **Address 2**
- **City**
- **State**
- **ZIP**
- **Property County**
- **Property Parcel Number**
  - Provide the parcel number provided by the local county tax assessor's office.
- **Applicant _____ the property for which grant assistance is being sought**
  - Indicate whether the applicant owns or leases the property.
  - Properties and resources owned or controlled by a church, religious denomination or sectarian institution are not eligible for grant funding. If the applicant leases the property for which grant assistance is being sought, you will be required to provide the owner's name and address, list the term of the lease, and provide a copy of the lease agreement. Note that the property owner also must provide a letter of support for the application.
- **Lease Expiration Date**
- **First Name of the Property Owner**
- **Is the address of the Property Owner the same as that of the Application Preparer?**
  - Select either Yes or No.
- **Address 1**
- **Address 2**
- **City**
- **State**
- **ZIP**
- **Telephone**
- **The property is _____ on the National Register of Historic Places**
  - Indicate whether the property is Not Listed, Individually Listed, or Contributing to a District.
- **National Register of Historic Places name of property or district**
  - This is a text box available for you to fill in.
  - If the property is listed in the National Register of Historic Places, please supply the official National Register property name. If the property is located within a National

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Register of Historic Places district, list the district name. In order to qualify for a development project, the property must be listed in the National Register of Historic Places.

- **Other name(s) of historic property**
  - o This is a text box available for you to fill in.
  - o Please provide any other historic names the property has been associated with.
- **Property Description**
  - o This is a text box available for you to fill in.
  - o Provide a brief description of the property, including architectural features, style, physical condition of the property (interior and exterior). Describe 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.
  - o Provide a copy of the property description from the deed of ownership. This should be uploaded at the end of the NR Tigers application page.

- **Project Name**
  - o Please provide a project title that is descriptive of the government and work to be completed. For example:
    - ▪ City of Hometown, Historic Resource Survey Phase 2
    - ▪ Georgia County, Main Street District Design Guidelines
- **Project Type**
  - o There is a drop-down menu available for you to select your type of project.
  - o In the application, select the most appropriate project type based on the descriptions below. You may select only one option. A separate application must be completed if you are applying for two separate projects such as development work and a historic resources survey. These two projects cannot be applied for in the same application.
  - o For additional information on project types, visit the Historic Preservation Division website [here](#).
  - o *Conditions Assessment*
    - ▪ A preservation and rehabilitation tool that report that describes, and generally evaluates the existing condition of a historic structure, typically a historic building, and its associated environment. It is a detailed accounting of the material elements and components of a historic structure, including its structural system, exterior and interior finishes, architectural ornamentation and features, and building systems at the particular point in time the report is completed.
  - o *Construction Drawings*
    - ▪ Construction drawings, plans, or specifications to govern future construction work.
  - o *Development (Construction)*
    - ▪ Bricks and mortar construction, repair, or rehabilitation of a historic structure. In order to qualify for a development project, the property must be listed in the National Register of Historic Places. All development projects are required to complete a preservation easement or agreement at the completion of the project.
  - o *Historic Structure Report*
    - ▪ A preservation and rehabilitation tool that thoroughly documents the history and material elements of a historic structure, typically a historic building, and its associated environment, evaluates its existing condition, and provides the general recommendations necessary to responsibly deal with existing issues and concerns about the structure in consideration of its current and potential adaptive use(s).
    - ▪ A Historic Structure Report may be commissioned as a stand-alone document or as part of a more comprehensive planning activity for a historic property.

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- As a stand-alone document, a Historic Structure Report may be developed in order to understand in detail a historic property's physical character, evolutionary development, and the issues or challenges involved in maintaining it. In the context of more extensive preservation planning, all Preservation Plans for a Historic Property should include a Historic Structure Report as a major component and, therefore, there are certain similarities between these two types of documents, as well as with associated reports, such as Condition Assessment Reports and Structural Assessment Reports.
  - o *Master Plan*
    - A planning document that is the culmination of all the activities and documentation associated with the overall management of a historic site. A Historic Site Master Plan should be developed as early as possible in the process of determining the future preservation of a property. It should include the ideas, goals, and visions of all the actively interested parties involved in the reservation process while also looking to the future so other appropriate ideas may be incorporated at a later date. Primarily, though, the Historic Site Master Plan should provide the guidance, year-after-year, to use, manage, and protect the property in its historic context. It should be a much-used reference tool that is regularly revised and updated as circumstances warrant, but which ultimately keeps the organization administering the historic property continually on the right course.

- **Resource Type**
  - o There is a drop-down menu available for you to select your type of project.
  - o Select the most relevant category that describes the resources impacted by your project.

- **Project Description**
  - o This is a text box available for you to fill in.
  - o Describe where the project will take place. Describe the project area and a description of the property.
  - o Describe the scope of the project, the work that will be completed as part of this grant. Specify the completed project work product and include a summary of the activities and measures planned to accomplish the project. Include a project methodology, briefly stating how the project will be conducted, what standards or procedures will be followed (for example, Secretary of the Interior Standards, preservation briefs, documenting to National Register standards, following growth strategies minimum standards), and referencing any previous survey work or National Register listings in the area. Also, state the role/proposed duties of the local historic preservation commission in the project, such as conducting the project, reviewing drafts, serving on a project task force, etc. Does the project relate to previous and/or future planned preservation projects or activities in the community? Describe the specific results of your project, including any pertinent information about the format (for example, forms, CDs, written reports, etc.), the number of copies, specific products to be produced, etc.

- If the project is a phased project, the responses should relate to only the phase being applied for with this application. Information regarding additional phases may be provided minimally for context.
- **Project Need**
    - This is a text box available for you to fill in.
    - 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.
- **Project Schedule**
    - This is a text box available for you to fill in.
    - The project schedule should be carefully planned so that all project work can be completed by **September 30, 2026**. HPD will have the option to reassign the grant funds to another grantee if the project does not meet these deadlines. . HPD will require the first draft to be submitted by **August 15, 2025**, the second draft by **November 3, 2025,** and the final product by **January 15, 2026.**
- **Project Funding and Support**
    - This is a text box available for you to fill in.
    - Summarize the existing financial capability to complete/not complete the project and how the HPF grant fits into the project funding structure. Explain whether the project could be successfully completed with a partial award and explain if it could be completed without grant funding. What are the contingency plans if the HPF grant is not or partially awarded?
    - Explain the public's role, if any, in the project, how the public will be informed of the project, and/or how the public information materials produced with the grant will be distributed. Describe the preservation commission's role in the project.
- **Additional Comments**
    - This is a text box available for you to fill in.
    - Use this field to provide any additional information or comments are necessary for HPD to review your project.

- **Total Project Cost $**
  - Provide the total cost of your proposed project. All expenses listed below should equal the Total Project Cost.
  - 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 every three months 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 amounts up to 25% of the grant will be withheld pending approval by HPD staff of completed work.
- **Total Match Amount $**
  - CLG grants are 60/40 matching grants. Grants are reimbursable for up to 60% of the total project cost. The applicant is responsible for providing 40% of the project cost as match. The applicant must be prepared to finance the project through the lifecycle, and then be reimbursement for 60% of project expenses at the time of reimbursement request.
  - The grant funds must be matched by local, non-federal funds. The matching funds may consist of cash, 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.
  - HPD recommends including all project expenses, including donated labor, as part of the application budget. If additional federal funds become available or federal funds need to be reallocated, priority may be given to awardees that provide more than 40% of the project cost in match.
  - A cash match is not required, however a local match of 40% of the total project cost is required. Please note how much cash match will be contributed.
- **Grant Amount Requested $**
  - Include the amount of federal funding being requested. The maximum award is $25,000. The grant amount requested cannot be more than 60% of the total project cost.
- **Consultant Costs $**
- **Construction Costs $**
- **Staff (Donated Labor) $**
  - Professionals, trained volunteers and unskilled volunteers can donate labor to the grant project as part of matching share.
  - An in-kind match is not required. In-kind match can be donated supplies, materials, labor, etc. If donated labor is included as part of the budget, applicants must submit a Rate of Pay Verification form for each person donating labor. The hours of donated labor per person will be required in the budget table. The Rate of Pay Verification Form will be provided to grantees once their project begins.
- **Staff (Paid Labor) $**

- o Personnel performing grant duties as part of their paid positions cannot be reimbursed for their labor. Labor from paid professionals performing grant duties as part of their paid position can donate their labor to the project. Only time that is directly paid to an individual hired for the grant project and not paid from another source qualifies as paid labor. For example, an intern that is hired to photo-document the site and will be paid via this fund, qualifies as paid labor.
- **Volunteers (Donated Labor) $**
  - o Volunteers who are contributing their time to the project related to their volunteer roles cannot be paid from the grant. Volunteers can donate their time according to the hourly rates below. 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 $92.16 per hour. All donated hourly pay rates must be discussed with and approved by the HPD Grants Coordinator after project award. No individual, including staff, consultants or volunteers donating time, may claim an hourly salary higher than $92.16. If staff time is counted as part of the project cost, it must be documented. Consultants may charge no more than $92.16 per hour or, instead, may charge a lump sum fee for the project.
- **Other Cost 1 $**
- **Other Cost 2 $**
- **Other Cost 3 $**
- **Budget Justification**
  - o Use this box to provide any additional budget information. Provide context and details related to how project costs were determined.

Donated Labor Rate of Pay Table				
Unskilled Volunteer	**Minimum Training**	**Medium Training**	**Extensive Training**	**Professional**
$7.25 per hour; federal minimum wage. For a volunteer with no related training or experience.	**$12.00** per hour. For a volunteer with minimum related training or experience.	**$21.79** per hour. For a volunteer with related training or experience.	**$30.00** per hour. For a volunteer with extensive experience or training related to the volunteer work.	Up to **$92.16** per hour, the maximum amount currently allowed by federal regulation.
Minimum wage for such volunteers is required by federal regulations.	**Example:** Training given during the project, preservation commission member with no training and up to one year of experience.	**Example:** Preservation commission member with one year or more experience, previous work on a similar HPF grant, or college level courses in history, preservation, or related field.	**Example:** City historian, chairman of preservation commission, college major in history, preservation, or related field, or significant previous experience with similar HPF grant. Typically, this level would be used for the project manager or principle investigator.	This individual must provide documentation of his/her *normal* rate of pay for those professional services offered. We will reimburse at that amount up to a ceiling of $92.16 per hour.

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- **Donor of Matching Share**
  - This will be the name of the local government, the name of the person donating labor, or any other organization providing goods or services for the project.
- **Amount of Matching Share**
- **Source of Matching Share**
  - State the source of the matching share. For example: the local government's general fund, fundraiser, outside donation, etc.
- **Type of Matching Share**
  - Indicate whether your matching share will be in-kind or cash. If you will have both, then make sure to click the 'Add' button to add in a second row.

- **Document**
    - Choose files to upload.
- **Document Type**
    - There is a drop-down menu available for you to select your type of document. Only upload documents relevant to your project. Underlined documents are required for every predevelopment/development project. Choose from:
        - <u>Assurances</u>
            - This form is in the 2024 CLG Application Packet.
            - In this form, the Applicant and Owner certifies that they will comply with all applicable regulations, policies, guidelines and requirements including OMB regulations in 2CFR200 as they relate to the application, acceptance, and use of Federal funds for this Federally-assisted project.
        - Images Worksheet
            - This worksheet will not be used for the 2024 CLG Grant cycle.
        - Lease Agreement
            - Upload the lease agreement for the property, if the applicant is currently renting the property.
        - <u>Legal Description of Property</u>
            - A legal description of property can be found in a property's deed or property tax statements.
        - Letter of Consent
            - This is a letter of consent from the property owner if the property owner is different than the applicant.
        - Letter of National Register of Historic Places Eligibility
            - This letter should date to within the last three years.
        - <u>Letter(s) of Support</u>
            - A letter of support from the local historic preservation commission is required, and other local groups or citizens may provide letters of support.
            - A letter of support from the property owner is also required for National Register nominations, construction projects, and archaeological reports if the property owner is different from the applicant.
        - Other
        - <u>Property Photographs</u>
            - Photographs of the property or representative photographs of the area may support your application. Photos should be representative of the information given in the application

concerning the historical and architectural significance of the resource, the condition, and threats to the resource. Each photo should display a different view which should be labeled (i.e. north façade) and structures should be identified if there are multiple structures.

- Photographs are required for development projects. Include any maps, site plans, floor plans, and applicable photos that are keyed to these documents. Upload these items in the NR Tigers application page. If possible, provide a map showing the location of the property. Exterior photos should show each exterior elevation of the property and views should be identified and keyed to a site plan which has the north direction clearly marked. Interior photos should show each major room or those involved in the project, be labeled, and keyed to a floor plan. Location maps must have the property exactly and clearly marked.

- Predevelopment Documents
  - 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 a copy. This is required for any construction or development project.

- Resolution
  - A resolution authorizing the submission of the application and attesting to matching funds availability is required. It should be uploaded in the NR Tigers application page. It is recommended that the resolution also authorize the acceptance of the grant if awarded by the Historic Preservation Division. The resolution should have original signatures. If a signed resolution is not available at the time of the application, a draft resolution may be submitted. A signed resolution may be provided after close of the application, before HPD has made awards.

- SF 424 B
  - This is an assurances page for the federal government for non-construction projects.

- SF 424 D
  - This is an assurances page for the federal government for construction projects.

- SF LLL
  - This form acknowledges that the local government either does or does not engage in lobbying.

Guidance for Survey and Planning Projects

APPLICATION INFORMATION: SURVEY/PLANNING GRANTS

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*The following pages display the list of questions on the NR-TIGERS **Survey/Planning** Application Page. Guidance on how to complete certain questions may be provided below the question.*

- **Grant Type**
    - You will choose either Development/Predevelopment or Survey/Planning
- **Grant FFY Year**
    - You will choose 2024
- **Program Type**
    - You will select HPF-CLG
- **Certified Local Government/Applicant**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Title of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **First Name of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Last Name of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Address 1 of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Address 2 of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **City of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **State of Chief Elected Official**
    - This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **ZIP of Chief Elected Official**

- o This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **Telephone of Chief Elected Official**
  - o This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **CEO Email**
  - o This field will not be editable. If the information in this field is incorrect, please email hpgrants@dca.ga.gov
- **County**
- **Regional Commission**
- **U.S. Congressional District**
- **Federal Identification Number**
- **State Senate District**
- **State Representative District**
- **First Name of Application Preparer**
- **Last Name of Application Preparer**
- **Title of Application Preparer**
- **Is the address of the application preparer and the chief elected official the same?**
  - o Select either Yes or No.
- **Address 1**
- **Address 2**
- **City**
- **State**
- **ZIP**
- **Telephone**
- **Email**
- **First Name of Grant Project Manager**
- **Last Name of Grant Project Manager**
- **Title of Grant Project Manager**
  - o The grant 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 from their organization to whom the consultant will report.
- **Is the address of the Grants Project Manager the same as that of the application preparer?**
  - o Select either Yes or No.
- **Address 1**
- **Address 2**
- **City**
- **State**
- **ZIP**

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- **Telephone**
- **Email**
- **First Name of the Financial Manager**
- **Last Name of the Financial Manager**
- **Title of Financial Manager**
  - 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.
  - Note: the project manager and financial manager may be the same person.
- **Is the address of the financial manger the same as that of the Grant Project Manager?**
  - Select either Yes or No.
- **Address 1**
- **Address 2**
- **City**
- **State**
- **ZIP**
- **Telephone**
- **Email**
- **Are the Project Manager and Financial Manager able to attend GRANT administration workshop?**
  - Select either Yes or No.
- **What other persons not listed will be involved in grant? Please name all the consultants, volunteers, city employees, list their profession titles and their role in grants.**
  - This is a text box available for you to fill in.

- **Project Name**
  - Please provide a project title that is descriptive of the government and work to be completed. For example:
    - City of Hometown, Historic Resource Survey Phase 2
    - Georgia County, Main Street District Design Guidelines
- **Project Type**
  - There is a drop-down menu available for you to select your type of project.
  - In the application, select the most appropriate project type based on the descriptions below. You may select only one option. A separate application must be completed if you are applying for two separate project such as development work and a historic resources survey. These two projects cannot be applied for in the same application.
  - If you are completing multiple Information/Education items that relate to the same project, you may choose the most relevant label and describe the full scope of your project in the Project Description field.
  - For additional information on project types, visit the Historic Preservation Division website [here](#).
  - *Archaeological Survey and Report*
    - Archaeological Surveys and Reports, or data collection of a non-site-specific nature, lead to the addition of information that will enhance the body of archaeological data for the state or significant regions of the state.
  - *Historic Resources Survey*
    - Historic resources surveys collect and record information about extant historic resources, usually on a county-wide, community-wide, or neighborhood-wide basis. City or county governments generally undertake surveys for their communities as a first step in documenting historic resources for planning purposes. Historic resource surveys in Georgia should be completed according to standards and parameters defined in the [Georgia Historic Resources Survey Manual](#).
  - *Information/Education Brochure*
  - *Information/Education Website*
  - *Information/Education Other*
  - *Master Plan*
    - A planning document that is the culmination of all the activities and documentation associated with the overall management of a historic site. A Historic Site Master Plan should be developed as early as possible in the process of determining the future preservation of a property. It should include the ideas, goals, and visions of all the actively interested parties involved in the reservation process while also looking to the future so other appropriate ideas may be incorporated at a later date. Primarily, though, the Historic Site Master Plan should provide the guidance, year-after-year, to use, manage, and protect the property in its historic context.

It should be a much-used reference tool that is regularly revised and updated as circumstances warrant, but which ultimately keeps the organization administering the historic property continually on the right course.

- o *National Register District Nomination*
    - Nominations, multiple property nominations, or amendments to existing districts or multiple property areas where the nomination needs to be updated to comply with current standards. HPD strongly advises applicants to discuss with HPD staff the National Register eligibility of the project **before submitting an application**. National Register nominations must be completed on computerized forms provided by HPD. National Register Nominations for individual properties are not eligible for HPF funding.
    - Applications should describe the expected community impact/public benefit from nomination. Those applying for a grant to complete a National Register nomination for a proposed historic district must submit a copy of a current (dating to within three years) eligibility letter received from HPD's National Register staff with the application. This letter should be uploaded in the NR Tigers application page. If an eligibility letter has not been obtained or is out of date, then preliminary information must be submitted and an official eligibility determination letter from HPD's National Register staff must be received **PRIOR** to applying to this grant program. **Please contact hpgrants@dca.ga.gov before submitting any documentation related to National Register eligibility that relates to this grant project.**
    - After talking with HPD staff regarding eligibility documentation, plan accordingly to allow 45 days for HPD National Register staff to review and return an eligibility letter. If a proposed historic district has been previously identified as potentially eligible as part of an HPD-approved Georgia Historic Resources Survey or environmental review project, preliminary information for the district must still be submitted and HPD's National Register staff and an eligibility letter must be received prior to applying to this grant program. Georgia's National Register of Historic Places Preliminary Assessment of Eligibility Applications for proposed historic districts are available on HPD's website. For further guidance, see HPD document "[National Register District Nomination HPF Grant Application Guidance](#)," and for a sample project Scope of Work, contact hpgrants@dca.ga.gov.
    - You must contact HPD in the event that preliminary documents are being submitted for an official eligibility determination letter at hpgrants@dca.ga.gov.
    - **Formal Letter of National Register Eligibility**
        - If a previous determination of eligibility has been provided, that letter must be attached as part of the digital application in NR Tigers.
- o *Preservation Plan*

- A Preservation Plan for a Historic Property is a planning and management tool that assembles information about a historic resource (including buildings, sites, structures, and archaeological resources) in order to provide the necessary information to responsibly deal with existing issues and concerns about the resource and plan for its future, guide implementation of recommendations resulting from the plan, and act as a reference source. It is a comprehensive document or series of documents that guides the development, prioritization, and implementation of repair, rehabilitation, and restoration projects, directs the use and maintenance of the historic property, and functions as a primary source of archival information for planning and reference. A Preservation Plan for a Historic Property integrates all other preservation planning activities, which may be developed separately, such as Historic Structure Reports, Conditions Assessment Reports, archaeological investigations, maintenance plans, and technical reports.
  - *Preservation Planning Design Guidelines*
    - A preservation and redevelopment management tool used to help retain the historic character of a designated historic district (or districts, as they may be developed to cover more than one). Compiled and used in conjunction with a local preservation ordinance, project review by a local preservation commission, and other construction permitting regulations, they help ensure that historic properties are protected and that new construction respects district character.
    - Design guidelines establish the architectural character context of a historic district by identifying and categorizing existing historic properties and resources. They provide guidance addressing alterations and improvements to those historic properties, for new construction and development, for regulating demolition and dealing with neglected properties, and also recommendations for appropriate maintenance practices. They serve to guide individuals, businesses, architects, designers, as well as the local historic commission, in making consistent and objective decisions involving work and development within the historic district.
  - *Preservation Planning Other*
    - Projects relating to other areas of historic preservation planning not listed above.
  - *Other*
    - Such as local preservation handbooks, heritage education or heritage tourism materials and other activities which are designed to enhance the knowledge and appreciation of historic preservation within Georgia.
    - If Other is selected, you must provide a short description of your project type in the field Project Description.
- **Resource Type**
  - There is a drop-down menu available for you to select your type of project.

- o Select the most relevant category that describes the resources impacted by your project. If completing and Information/Education Project not related to a specific building, site, or object, select Other as the resource type.
- **Project Description**
  - o This is a text box available for you to fill in.
  - o Describe where the project will take place. Describe the project area, such as the general boundaries of the survey area.
  - o Describe the scope of the project. Specify the completed project work product and include a summary of the activities and measures planned to accomplish the project. Include a project methodology, briefly stating how the project will be conducted, what standards or procedures will be followed (for example, using state survey forms and procedures, documenting to National Register standards, following growth strategies minimum standards), and referencing any previous survey work or National Register listings in the area. Also, state the role/proposed duties of the local historic preservation commission in the project, such as conducting the project, reviewing drafts, serving on a project task force, etc. Does the project relate to previous and/or future planned preservation projects or activities in the community? Describe the specific results of your project, including any pertinent information about the format (for example, forms, CDs, written reports, etc.), the number of copies, specific products to be produced, etc.
  - o If the project is a phased project, the responses should relate to only the phase being applied for with this application. Information regarding additional phases may be provided minimally for context.
- **Project Need**
  - o This is a text box available for you to fill in.
  - o 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.
  - o For survey applications, consider providing the following information. If your city or county has not completed a recent (within the past 15 years) update to your historic resources survey, what has prevented that from happening? Does your city or county planning department support the use of your historic resource survey for planning decisions? Have you made your historic resources survey(s) accessible to the public by offering paper copies at the city hall, planning office, public library, etc.? Do you intend for this survey project to become a visible part of your community outreach by making it part of your website and additional efforts for public outreach?
- **Project Schedule**
  - o This is a text box available for you to fill in.

- o The project schedule should be carefully planned so that all project work can be completed by **September 30, 2026**. HPD will have the option to reassign the grant funds to another grantee if the project does not meet these deadlines.   HPD will require the first draft to be submitted by **August 15, 2025**, the second draft by **November 3, 2025,** and the final product by **January 15, 2026.**
- **Project Funding and Support**
  - o This is a text box available for you to fill in.
  - o Summarize the existing financial capability to complete/not complete the project and how the HPF grant fits into the project funding structure. Explain whether the project could be successfully completed with a partial award and explain if it could be completed without grant funding. What are the contingency plans if the HPF grant is not or partially awarded?
  - o Explain the public's role, if any, in the project, how the public will be informed of the project, and/or how the public information materials produced with the grant will be distributed. Describe the preservation commission's role in the project.
- **Additional Comments**
  - o This is a text box available for you to fill in.
  - o Use this field to provide any additional information or comments are necessary for HPD to review your project.

- **Total Project Cost $**
    - o Provide the total cost of your proposed project. All expenses listed below should equal the Total Project Cost.
    - o 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 every three months 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 amounts up to 25% of the grant will be withheld pending approval by HPD staff of completed work.
- **Total Match Amount $**
    - o CLG grants are 60/40 matching grants. Grants are reimbursable for up to 60% of the total project cost. The applicant is responsible for providing 40% of the project cost as match. The applicant must be prepared to finance the project through the lifecycle, and then be reimbursement for 60% of project expenses at the time of reimbursement request.
    - o The grant funds must be matched by local, non-federal funds. The matching funds may consist of cash, 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.
    - o HPD recommends including all project expenses, including donated labor, as part of the application budget. If additional federal funds become available or federal funds need to be reallocated, priority may be given to awardees that provide more than 40% of the project cost in match.
    - o A cash match is not required, however a local match of 40% of the total project cost is required. Please note how much cash match will be contributed.
- **Grant Amount Requested $**
    - o Include the amount of federal funding being requested. The maximum award is $25,000. The grant amount requested cannot be more than 60% of the total project cost.
- **Consultant Costs $**
- **Construction Costs $**
- **Staff (Donated Labor) $**
    - o Professionals, trained volunteers and unskilled volunteers can donate labor to the grant project as part of matching share.
    - o An in-kind match is not required. In-kind match can be donated supplies, materials, labor, etc. If donated labor is included as part of the budget, applicants must submit a Rate of Pay Verification form for each person donating labor. The hours of donated labor per person will be required in the budget table. The Rate of Pay Verification Form will be provided to grantees once their project begins.
- **Staff (Paid Labor) $**

- o Personnel performing grant duties as part of their paid positions cannot be reimbursed for their labor. Labor from paid professionals performing grant duties as part of their paid position can donate their labor to the project. Only time that is directly paid to an individual hired for the grant project and not paid from another source qualifies as paid labor. For example, an intern is hired to photo-document the site and will be paid via this fund, qualifies as paid labor.
- **Volunteers (Donated Labor) $**
  - o Volunteers who are contributing their time to the project related to their volunteer roles cannot be paid from the grant. Volunteers can donate their time according to the hourly rates below. 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 $92.16 per hour. All donated hourly pay rates must be discussed with and approved by the HPD Grants Coordinator after project award. No individual, including staff, consultants or volunteers donating time, may claim an hourly salary higher than $92.16. If staff time is counted as part of the project cost, it must be documented. Consultants may charge no more than $92.16 per hour or, instead, may charge a lump sum fee for the project.
- **Other Cost 1 $**
- **Other Cost 2 $**
- **Other Cost 3 $**
- **Budget Justification**
  - o Use this box to provide any additional budget information. Provide context and details related to how project costs were determined.

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	Donated Labor Rate of Pay Table			
Unskilled Volunteer	**Minimum Training**	**Medium Training**	**Extensive Training**	**Professional**
$7.25 per hour; federal minimum wage. For a volunteer with no related training or experience.	**$12.00** per hour. For a volunteer with minimum related training or experience.	**$21.79** per hour. For a volunteer with related training or experience.	**$30.00** per hour. For a volunteer with extensive experience or training related to the volunteer work.	Up to **$92.16** per hour, the maximum amount currently allowed by federal regulation.
Minimum wage for such volunteers is required by federal regulations.	**Example:** Training given during the project, preservation commission member with no training and up to one year of experience.	**Example:** Preservation commission member with one year or more experience, previous work on a similar HPF grant, or college level courses in history, preservation, or related field.	**Example:** City historian, chairman of preservation commission, college major in history, preservation, or related field, or significant previous experience with similar HPF grant. Typically, this level would be used for the project manager or principle investigator.	This individual must provide documentation of his/her *normal* rate of pay for those professional services offered. We will reimburse at that amount up to a ceiling of $92.16 per hour.

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- **Donor of Matching Share**
    - This will be the name of the local government, the name of the person donating labor, or any other organization providing goods or services for the project.
- **Amount of Matching Share**
- **Source of Matching Share**
    - State the source of the matching share. For example: the local government's general fund, fundraiser, outside donation, etc.
- **Type of Matching Share**
    - Indicate whether your matching share will be in-kind or cash. If you will have both, then make sure to click the 'Add' button to add in a second row.

- **Document**
    - Choose files to upload.
- **Document Type**
    - There is a drop-down menu available for you to select your type of document. Only upload documents relevant to your project. Underlined documents are required for every survey/planning project. Choose from:
        - <u>Assurances</u>
            - This form is in the 2024 CLG Application Packet.
            - In this form, the Applicant and Owner certifies that they will comply with all applicable regulations, policies, guidelines and requirements including OMB regulations in 2CFR200 as they relate to the application, acceptance, and use of Federal funds for this Federally-assisted project.
        - Images Worksheet
            - This worksheet will not be used for the 2024 CLG Grant cycle.
        - Lease Agreement
            - Upload the lease agreement for the property, if the applicant is currently renting the property.
        - Legal Description of Property
            - A legal description of property can be found in a property's deed or property tax statements.
        - Letter of Consent
            - This is a letter of consent from the property owner if the property owner is different than the applicant.
        - Letter of National Register of Historic Places Eligibility
            - This letter should date to within the last three years.
        - <u>Letter(s) of Support</u>
            - A letter of support from the local historic preservation commission is required, and other local groups or citizens may provide letters of support. Upload these in the NR Tigers application page.
            - A letter of support from the property owner is also required for National Register nominations, construction projects, and archaeological reports if the property owner is different from the applicant.
        - Other
        - Property Photographs
            - Photographs of the property or representative photographs of the area may support your application. Photos should be representative of the information given in the application

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concerning the historical and architectural significance of the resource, the condition, and threats to the resource. Each photo should display a different view which should be labeled (i.e. north façade) and structures should be identified if there are multiple structures.

- Photographs are required for development projects. Include any maps, site plans, floor plans, and applicable photos that are keyed to these documents. Upload these items in the NR Tigers application page. If possible, provide a map showing the location of the property. Exterior photos should show each exterior elevation of the property and views should be identified and keyed to a site plan which has the north direction clearly marked. Interior photos should show each major room or those involved in the project, be labeled, and keyed to a floor plan. Location maps must have the property exactly and clearly marked. Each of the three hard copies of the application and the digital copy submitted should include an attached set of photographs. Clear photocopies of photographs are acceptable.

- Predevelopment Documents
  - 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 a copy. This is required for any construction or development project.

- Resolution
  - A resolution authorizing the submission of the application and attesting to matching funds availability is required. It should be uploaded in the NR Tigers application page. It is recommended that the resolution also authorize the acceptance of the grant if awarded by the Historic Preservation Division. The resolution should have original signatures. If a signed resolution is not available at the time of the application, a draft resolution may be submitted. A signed resolution may be provided after close of the application, before HPD has made awards.

- SF 424 B
  - This is an assurances page for the federal government for non-construction projects.

- SF LLL
  - This form acknowledges that the local government either does or does not engage in lobbying.

- Survey Map
  - A survey map is for historic resource surveys. These maps should have a defensible geographic boundary, such as roads or parcel lines. Survey areas should be contiguous.

NR-TIGERS Grant User Guide

System Access

The competitive application for the Certified Local Government grant will be completed and submitted via an online system. The online system, NR-TIGERS, can be accessed via any web browser at this link: https://hpd.ga.gov/nrtigers/

Registration for Local Government Staff

- Local government staff must register with the "Registration Type" of "Government Representative." If you select another role, you will not be able to access or apply for grants.
- After selecting "Government Representative," you must select your local government from the dropdown menu. If you do not select a local government, you will not be able to complete the grant application
- If your local government is not listed in the dropdown, email hpgrants@dca.ga.gov

Application Completion for Local Government Staff

Once your registration has been approved, you will log into the system using the username and password created during registration.

1. Upon login, you will be navigated to the homepage. Click the hyperlink for the local government name.

2. This will direct you to the Local Government Dashboard.

   To submit a new grant application, scroll down to the bottom of the dashboard and click the blue "New Grant Application" button.
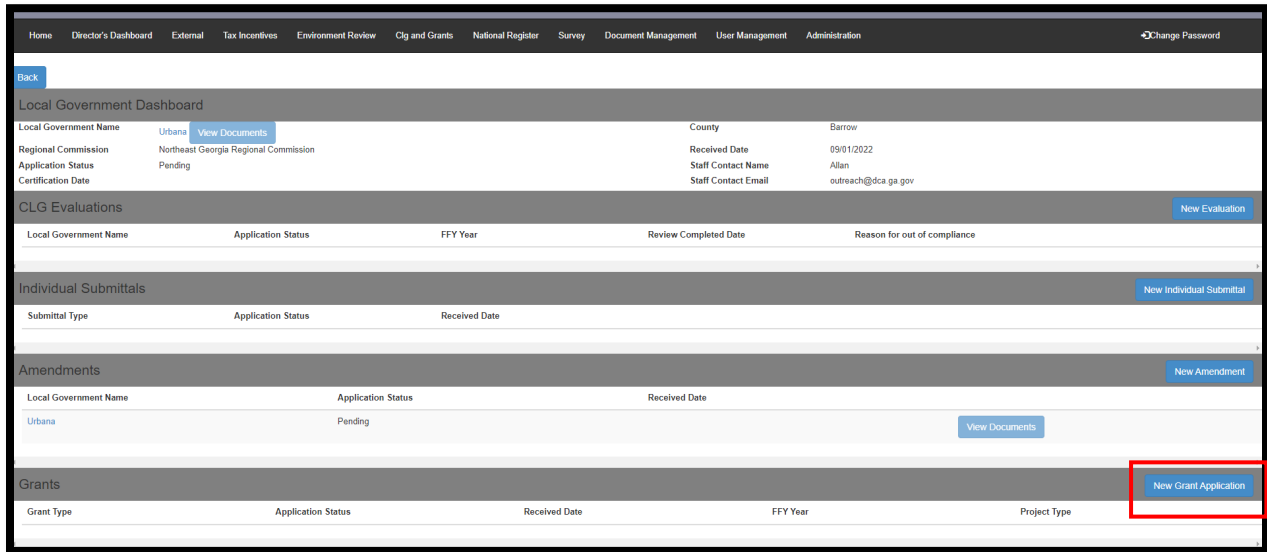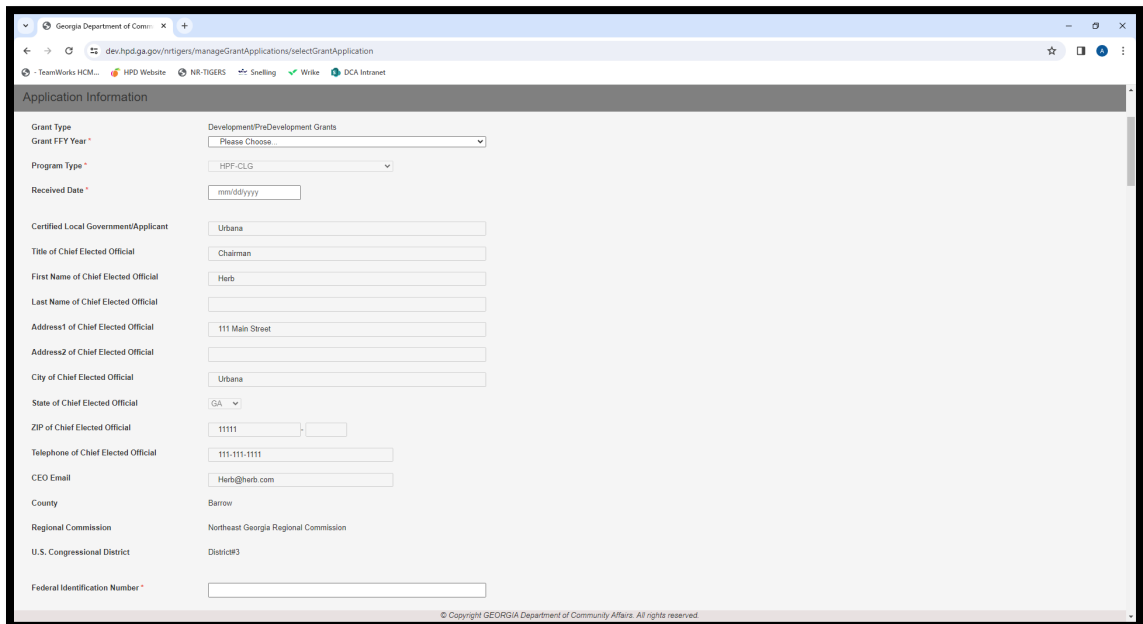
3. After you click on New Grant Application, choose your project type. For this grant program, select "Development/PreDevelopment Grants" or "Survey/Planning" from the dropdown menu. And click "Submit."
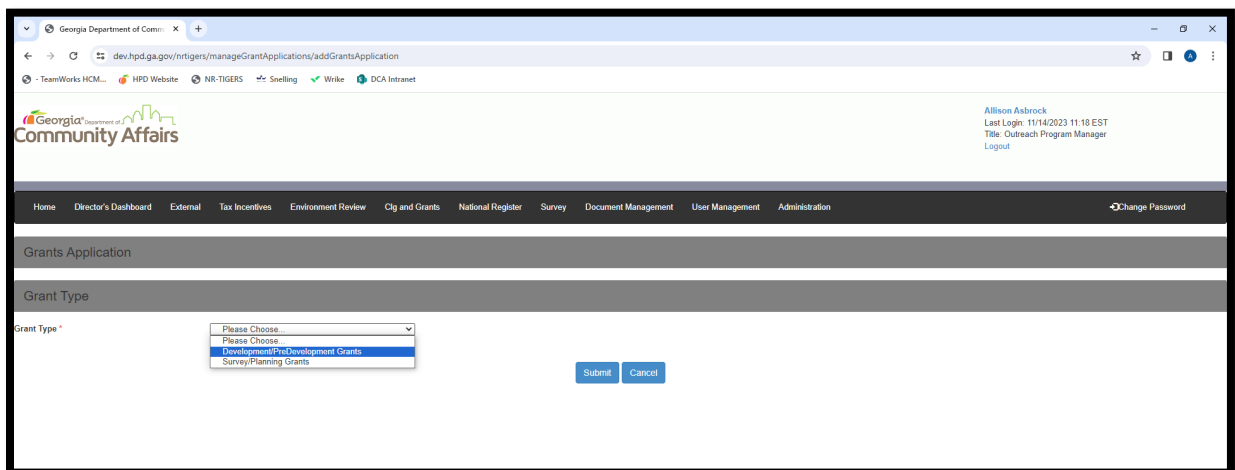
4. The next screen is the grant application digital form. Complete all fields for the application. Please seet the guidance document for information on how to complete all selected fields.

All fields notes with a red asterisk (*) are required fields. You will not be able to submit your application without completing those fields.

5. Complete the application form according to the guidance provided.
Complete all fields for the application.

All fields notes with a red asterisk (*) are required fields. You will not be able to submit your application without completing those fields.

At the end of the screen, you will have the option to save, submit or cancel.

DO NOT submit your application until you have uploaded all required forms and attachments. You will not be able to edit your application after submittal.

All fields notes with a red asterisk (*) are required fields. You will not be able to save or submit your application without completing those fields.

Document Upload

This application requires the submittal of additional attachments. The application will be considered incomplete unless all forms and attachments are provided via the document upload.

Note that only Word documents and PDFs should be uploaded to the digital application. Document names should not have any special characters, dashes, or periods in the document name.

1. To upload a file, click the "Choose File" button and select the file from your computer that you would like to upload.
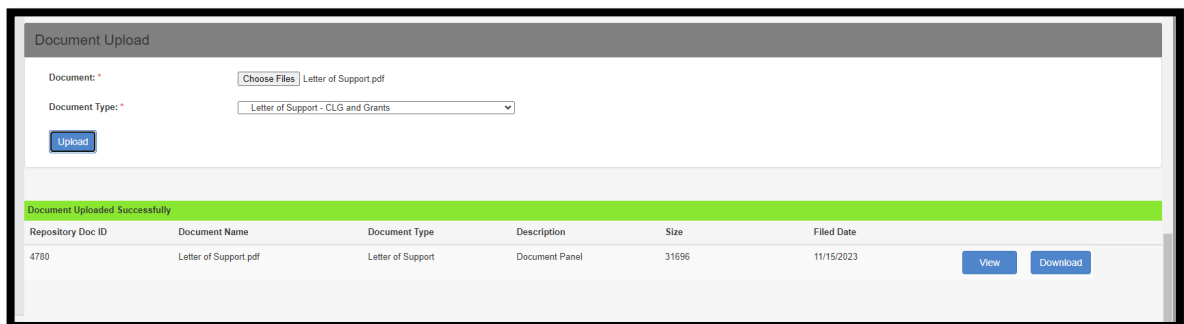
2. Select the appropriate document type from the dropdown menu.

3. Click "Upload." Your document will not attach unless you click upload. You will receive confirmation that your document has been uploaded. Multiple documents can be uploaded at the same time. Only multiple documents with the same document type should be uploaded together.

Saving Your Application

Applications can be completed in multiple sessions. To save your application, all required fields must have a value entered. You can place any value in the required fields as placeholders. Once all required fields have a value, scroll down to the end of the application and click "Save."

Applications will be saved for 10 days. After 10 days, the application will be deleted.

DO NOT submit your application until you have uploaded all required forms and attachments and completed all fields. You will not be able to edit your application after submittal.

Saved applications can be edited prior to submittal. After you have saved your application, you will be taken to the pending forms page, where you can return to the application form and edit or delete your application draft.
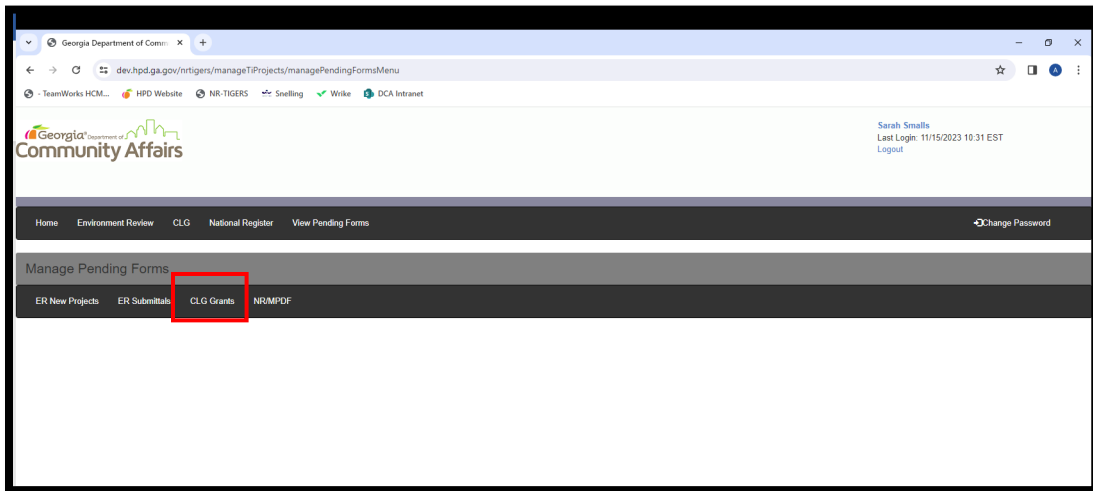
Returning to a Saved Application
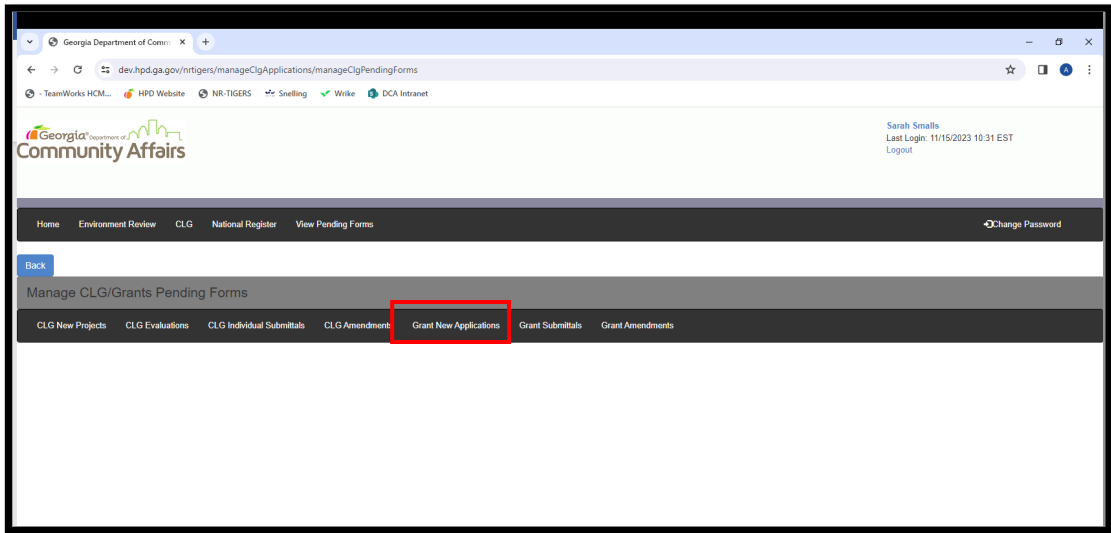
Saved applications can be edited prior to submittal.

1. To access your saved application, on login, click the View Pending Forms link.
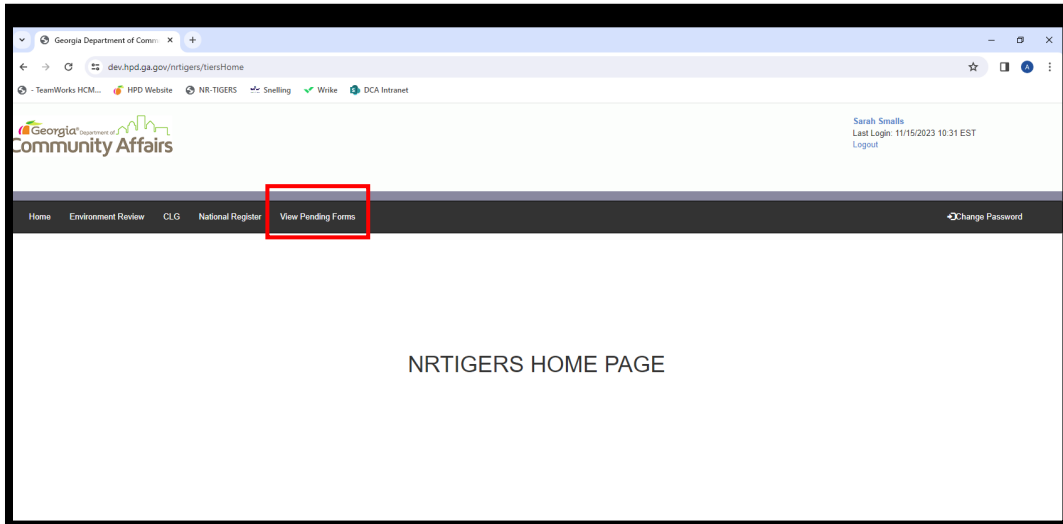
2. Select "CLG Grants" from the menu.

3. Select "Grant New Applications" from the menu.

4. Your application will display in the list. Click the hyperlink "Form" to return to the grant application.