

HERITAGE TRUST FUND REIMBURSEMENT GRANT PROGRAM

Kansas Historical Society Historic Preservation Office
6425 SW 6th Avenue Topeka, KS 66615-1099 785.272.8681 ext. 240 FAX 785.272.8682

2009 APPLICATION INSTRUCTIONS

Please read carefully the Heritage Trust Fund (HTF) Program Information guide to determine whether your project is eligible for an HTF reimbursement grant. The program information also explains the financial requirements and obligations that come with an award and the application evaluation and selection criteria.

All grant applications **must** be submitted on the forms provided by the Kansas State Historic Preservation Office (SHPO). Forms may be photocopied. Answers to the application questions must be typed within the spaces provided on the form. Do not adjust the amount of space provided for each answer. The copy marked "Original" should be **clipped** with a binding clip in the upper left hand corner. Three additional copies of the application and required attachments should be **stapled together** in the upper left corner. Do not enclose applications in folders or binders or place in separate envelopes.

COVER PAGE

Select one photograph that represents the entire property (front façade) and attach it to the cover page of the application. Each required copy of the application should have the same photograph on the cover page. This provides the first impression of your application. *Please*, no fuzzy photos.

Write the **HISTORIC PROPERTY NAME** in the space provided. This would be the property's name as listed on the National Register of Historic Places or Register of Historic Kansas Places. If in doubt, please call the SHPO office at 785-272-8681, ext. 240.

Enter the total cost of the project and the grant request amount from the budget and schedule page. **These are not the same amount.** The grant request should not be more than the maximum of \$90,000.

SECTION A: APPLICANT

The applicant is the **legal owner** of the property as of March 1, 2009, and will remain the owner throughout the duration of the project, plus a five-year covenant from the date of project closeout. If the property has more than one owner, **all parties** must provide proof of agreement with the application and, if funded, agreement with the project agreement. **You are required to provide proof of current ownership.** See section P.

SECTION B: HISTORIC NAME, PROPERTY LOCATION AND SUPPORTING INFORMATION

Give the property's legal street address including zip code, if applicable, and the city and county in which the property is located.

SECTION C: CONTACT INFORMATION/PROJECT ADMINISTRATOR

Enter the name and address of the person who will be overseeing the funded grant project. **This should be the HTF staff's one point of contact if the grant is funded.** The project contact must be fully aware of their obligations and should expect to serve as the contact for the project until the grant is closed out barring unforeseen situations. If an organization is applying, the contact name is a representative authorized to conduct its business. If the contact person is not the Project Administrator, explain under section J.

SECTION D: APPLICANT STATUS

Indicate applicant's status by checking the box preceding the appropriate category. If none of the categories apply, please check "Other" and describe the nature of applicant.

SECTION E: REGISTER LISTING

Indicate the current status of the property's register listing. Properties on the National Register are also on the Register of Historic Kansas Places. Some properties found within historic districts are listed as non-contributing and are not eligible for HTF grants. If you are uncertain about whether your property is identified as a contributing property, please contact the SHPO to verify property status. If the property is a contributing property to an historic district, include the name of the district.

SECTION F: PREVIOUS GRANTS

Use this space to indicate whether the property has benefited from a state or federal grant in the past. Include the year and dollar amount(s) of the grant(s).

SECTIONS G – J:

These questions require you to give a written account and justification of your project. Please make your answers clear and concise so that anyone unfamiliar with the project may understand its objectives. Do not assume that the HTF review committee understands the importance of your project. Convince them that you have planned and will be able to implement a successful project.

G. Significance of the Resource and Community and State Benefit

Answer all questions

What is the historical significance of the property? While recognizing all National and State register properties are significant, briefly describe the particular architectural, cultural, or historical significance of the property in the space provided. This category addresses the contribution that the property may make toward our sense of heritage and place. The level of significance is determined largely by the degree of integrity of location, design, setting, materials, workmanship, feeling, or association. Information may be found on your National Register nomination.

How might the preservation of the property foster a greater appreciation of historic events, a group's heritage or culture, or in some other way benefit the community or state? The answer to this question should state how the project would benefit the community and/or the State of Kansas.

H. Condition and Urgency

Answer all questions

a. Describe the current use of the property. b. Describe the proposed use of the property or indicate same. Describe the current and future uses of the property in the spaces provided.

Do any unique circumstances make funding at this time critical? Explain why it is important to fund this project now. Some questions to ask to assist in the overall answer: Is the property or important components threatened with loss, damage, or destruction? Are there unusual circumstances that make funding this year critical? Is a match available as a one-time offer? Is the property celebrating an individual or community anniversary? Will the completion of this project allow a vacant property to become usable?

How did the property come to be in its current physical condition? Briefly describe how the property came to be in its current condition including lack of funding in the past. Include major alterations and the causes of problems that will be addressed with this project.

I. Financial Need and Eligibility

Answer all questions

Why is Heritage Trust Fund (HTF) money needed for this project? Explain why funds are needed for this project to progress.

Is the applicant eligible for other forms of financial assistance? What attempts have been made to secure funds from other sources? What past expenditures have been made by the applicant toward the preservation of the property? Grant reviewers will use this part of the application to evaluate the financial needs and abilities of the applicant. Applicants will be evaluated according to standards that apply to their circumstances. For example, homeowners will not be expected to explain why they have not applied for programs for which they may not be eligible.

How much money is available for this project at the time of the application? Be specific. How is your need for funding greater than the next applicant? Have you investigated the use of tax credits? Be sure to answer the question and state clearly and concisely how much money is either on hand or readily available for this project at the time application is being made.

J. Applicant and Project Administrator Information

Answer all questions

Who will be the project administrator for the grant and what are his/her qualifications? What similar projects or past experience shows the applicant's ability to oversee the project? Describe the ability of the organization and project administrator to complete the proposed project. This should include any skills or past experience that would have a bearing on planning and implementing the project activities. What qualifies the Project Administrator to oversee your project? Select someone that will be available to work with the project team and HTF staff, keep records, provide monthly progress reports, and that you expect to remain throughout the entire project.

Organizations should include a brief organizational history.

K. Project Budget and Schedule

Answer all questions

What is the schedule for implementation of the project? When answering, please mention the dates of completion of major project activities, such as bidding, and completion of major work items. What are the project costs? Please be as specific as possible and enter the estimated cost next to each work item that appears on the schedule.

Provide a work category name, estimated cost, a brief description of the work to be included in this category, and a completion date. All completion dates should take into account the possibility of a thirty-day review time by HTF Staff of construction documents/plans/scope of work, invitations to bid, contracts, etc. **Should your project be funded, information from the Project Budget and Schedule will be used to develop your Project Agreement so be as complete and thorough as possible.** Each step will be completed by or before the given date.

Recommended project start date: July 15, 2009.

The total cost of the project and the grant amount requested are figured by:

- Addition of all construction costs to reach a sub total
- Multiply sub total by 20% for contingency
- Add subtotal and contingency amount to reach a base total
 - If require services of a professional (architect/engineer), their fee is added in at this point to the base total to reach a grand total; if not requiring professional services, subtotal and contingency amount become the grand total
- Grand total is the project cost
- Figure the grant amount by taking the grand total and either multiplying 80% (not-for-profits) or 50% (for-profits). These two numbers (project cost and grant) amounts are to be copied onto the cover page.

Contingency fees are figured at 20% of the cost of construction and do not include the cost of a professional, e.g. architect. Contingency fees are monies held in the event of an unforeseen or unexpected cost to the project. If not needed, the contingency fee is returned to the HTF funds to be reallocated the next year. They are not "left-over" funds for additional work items.

A sample project budget and schedule follows:

SAMPLE PROJECT BUDGET AND SCHEDULE

- | | |
|--|--------------------|
| 1. Project start date
July 15, 2009
<i>If using a consultant, engineer, architect, etc., see #2, & #3, if not skip to #4 SHPO will review the Request for Proposal (RFP) before it goes out to bid</i> | N/A |
| 2. Review of RFP / Consultant Solicitation
August 15, 2009
<i>Allow time for SHPO to review consultant selection documents & contract before signing.</i> | N/A |
| 3. Consultant Selection (<i>Do not include in contingency</i>)
September 15, 2009 | \$6,000.00 |
| 4. Submission of Construction Documents / Scope of Work
November 15, 2009
<i>Completion of construction documents required for review. Allow time for revision and possible resubmission.</i> | N/A |
| 5. SHPO Review of Bid Documents
December 15, 2009
<i>Bids solicited as required by HTF program. May be one or more bids for various aspects of work.</i> | N/A |
| 6. Project Let for Bid
January 15, 2010
<i>Allow time for SHPO to review contractor selection documents & contract before signing.</i> | N/A |
| 7. Contract Signed
February 28, 2010 | N/A |
| 8. Construction Activity
<i>Name/Describe the construction activity here, i.e. "Masonry Repointing"</i>
Completion of activity date (<i>date when all repairs will be complete</i>) | \$24,000.00 |
| 1. North Chimney Repair; repoint all mortar, replace all cracked & missing bricks
March 30, 2009 | \$12,000.00 |
| 2. South Chimney Repair; repoint all mortar, replace all cracked & missing bricks
April 15, 2009 | \$12,000.00 |
| 9. Project Completion
May 15, 2010
<i>Submit HTF Project Completion Report and final reimbursement request.</i> | N/A |
| 10. Contingency Fee
<i>(Contingency fees are usually figured at 20% of construction costs only.)</i> | \$ 4,800.00 |

NOTE:
Grant recipients may claim reimbursement for each stated line item in the budget, upon completion of the item. Partly finished work is not reimbursable.

Projects should be completed no later than two (2) years from the start date.

Total Project Cost	\$ 34,800.00
Grant Request (80%)	\$ 27,840.00

L. Assurances

Carefully read each part of this section of the application and **sign** at the designated location.

M. Scope of Work Form

The scope of work form provides the applicant the opportunity to identify architectural features to be rehabilitated by describing the current condition of the affected feature and the nature of the work planned to correct the problem.

Each architectural feature to be rehabilitated (ex: windows, chimney, roof) is to be listed individually on the space provided (upper portion of left-hand box). Describe exterior work first, followed by interior work. The left column is specifically for describing the current condition of the feature. The date of the feature (when it was constructed) also needs to be included. The right column is specifically describing the rehabilitation of that feature (all work proposed). Descriptions for both columns need to be as clear and concise as possible with each staying within the space provided. Referencing relevant Preservation Briefs (<http://www.nps.gov/history/hps/tps/briefs/presbhom.htm>) and/or the Secretary of Interior's *Standards for Rehabilitation* (<http://www.nps.gov/history/hps/tps/tax/rehabstandards.htm>) can be used in describing the rehabilitation work.

The space provided for "photos" and "drawings" are for any photo or construction drawing/specification supporting the written descriptions. Each is to be keyed to the written descriptions it is representing and supplied on separate pages.

Do not place photos within the form of the features being described. Photos (10-15 photos) are to be printed on separate paper and labeled with the date photo was taken, direction of view (e.g., east side), what it is representing, and the description it is keyed to. In many cases, it may be helpful to mark directly on the photographs the areas of proposed work. Photographs may be black-and-white or color, but must show architectural features *clearly*. The applicant is solely responsible for clarity of photographs and photocopies. Poor photos have consistently been the difference between a funded application and an un-funded application. Polaroid photographs are not acceptable. Photographs are will not be returned.

In the case of planning grants, the right column should describe the sort of analyses that will be undertaken to identify the problem and the sort of documents that will be produced.

The scope of work form may be copied as needed to fully describe your project.

Example

1 Number	Architectural feature <u>Façade Brick</u>	Describe work and impact on existing feature: Selectively hand clean deteriorated brick joints where indicated and repoint with appropriate historic mix of mortar, matching existing joint configuration and color. Preservation Brief #2 will be utilized for guidance.
	Approximate date of feature: <u>ca. 1880</u>	
Describe existing feature and its condition: Exterior brick wall with raked mortar joints, generally in good condition with exceptions. Mortar joints below windows on north wall and near down spouts at NE corner in poor condition. Photo No: <u>1, 2, 4</u> Drawing No. _____		

N. Letters of Support- Optional

Letters should indicate support of the project from a cross-section of the community. All letters must be sent to applicant to be included in applications. Letters of support should not be sent directly to KSHS. Misdirected letters cannot be returned or included with application.

O. Preservation Plan- Optional

One copy of a preservation plan, historic structure report, or long-range plan may be included, if available. Reports or plans, if submitted, should be included in the first (original) copy and should not be stapled to the application. A single page long-range plan may be attached to each remaining copies.

P. Application Submission and Attachment

This checklist is provided for the applicant's convenience. Indicate in the spaces provided that all materials are included in the application. Submit the requested attachments **only**. **Do not** submit material that has not been requested. **Incomplete or illegible** applications will not be eligible for evaluation. Be sure to include all **required** attachments.

- Evidence of property ownership. Such as a copy of the property's deed or letter from the Register of Deeds verifying ownership as of a current date or proof of current title insurance. Up to one hundred dollars of the cost of the title search may be claimed as a reimbursable expense within the conditions of the grant agreement. Buildings owned by local governments that are used for carrying out government business, such as county courthouses and city halls, are exempt.
- Four sets (one original and three copies) of the completed grant application should be submitted. Indicate which application is the original.
- One CD with minimum 10 digital images. The first image should show an overall view of the property. The applicant is solely responsible for the clarity of the images. The size of each digital image must be at least 300 ppi (pixels per inch) or larger. Electronic image files may be saved as .JPEG files on CD-R disks. CDs must be labeled with the property name, county in which it is located, date taken, photographer (if known), and "2009 HTF Application". Include an MSWord document on the CD with a brief description of each photo.

Evaluation Information

A review committee comprised of members from the State Historic Sites Board of Review (a group of volunteers appointed by the Governor) uses the following criteria to evaluate and recommend projects for funding.

"Kansas State Statute

Article 27. 75-2729 Heritage trust fund; historic preservation project grants; conditions and requirements, award; amounts transferred from state general fund.

(2) In evaluating grant applications involving historic preservation projects under subsection (a)(1), the state historical society shall consider the following factors: The level of historical significance of the property; the condition of the property; the urgency of the preservation work proposed; whether or not the property is endangered; the type of work proposed; a geographical distribution of assisted properties; the administrative ability of the applicant; the potential benefit to the community and the state; community support for the project; ineligibility of the project for other funds; and an assessment of the need of the owner for the grant assistance to do the project."

In Addition

Please keep in mind that the application will be the model upon which your project will be funded and will serve as the basis for your contract with us. You therefore should be as accurate as possible in the description of your project and budget. Please follow these instructions exactly.

Final Check

Did you:

- Include 4 copies total?
- Mark "Original" on one set?
- Use a staple for three copies and clip for "original"?
- Include proof of ownership with "original" set?
- Provide correct contact information (so that we may reach you)?
- Complete all sections and answer all questions?
- Check that your grant request on the cover matches your budget?
- Itemize your budget for clarification?
- Follow directions for left and right boxes on the scope of work?
- Stay within the space allowed?
- Include one clearly marked CD and four (4) sets of hard copy photos?
- Submit or postmark on time?

Questions?

Contact the Grants Manager at 785-272-8681 ext. 215 or kringler@kshs.org.