



# 2010 Historic Preservation Fund CLG Predevelopment Grant Application

### General Application Instructions:

- Complete all sections of the application and be sure to include all supporting documentation, such as photographs.
- The application must be signed by an authorized representative of the applicant.
- Submit **three** copies of the application (one with original ink signatures and two copies), and **three** copies of all supporting documentation. Additional sheets may be attached if more space is necessary to answer questions. Photocopied photographs are acceptable.
- Late or incomplete applications will not be considered for funding.
- Applications must be postmarked **by February 2, 2010**.

### Send applications to:

Carole Moore, Grants Coordinator  
 Historic Preservation Division  
 Georgia Department of Natural Resources  
 254 Washington St. SE  
 Ground Floor  
 Atlanta, Georgia 30334

Questions? Contact Carole Moore at 404-463-8434 or [carole.moore@dnr.state.ga.us](mailto:carole.moore@dnr.state.ga.us)

### APPLICANT:

Certified Local Government/Official Applicant \_\_\_\_\_

Chief Executive Officer & Title \_\_\_\_\_

Address for official correspondence \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Federal Identification Number \_\_\_\_\_ County \_\_\_\_\_

U.S. Congressional District \_\_\_\_\_ RDC \_\_\_\_\_

State Senate District \_\_\_\_\_ State Rep. District \_\_\_\_\_

### 2. GRANT PROJECT MANAGERS:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

If different from grant project manager above, who will handle the financial management and documentation for the project?

Name \_\_\_\_\_ Title \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Will the project manager and financial manager be able to attend a grant administration workshop?

Yes \_\_\_\_\_ No \_\_\_\_\_

List any other persons not listed above who will be involved in the project, such as consultants, volunteers, city employees, etc. What will be their roles?

**3. APPLICATION PREPARED BY:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**4. PROJECT INFORMATION:**

Total Project Cost (total project cost equals grant amount requested, plus matching share) \$ \_\_\_\_\_

Grant Amount Requested (not more than 60% of total project cost) \$ \_\_\_\_\_

Matching Share (at least 40% of total project cost; equal to total project cost minus grant amount) \$ \_\_\_\_\_

**Project Schedule**

Describe the schedule you expect to follow in carrying out this project. Keep in mind that project work cannot begin before **May 1, 2010** and all work must be completed on or before **August 15, 2011**.

**5. PROPERTY INFORMATION:**

Is property listed on the National Register of Historic Places? Yes \_\_\_\_\_ No \_\_\_\_\_

Property Name (use N.R. name; give N.R. district name first, if applicable) \_\_\_\_\_

Property Address \_\_\_\_\_

Does the applicant \_\_\_\_\_ own the property for which grant assistance is being sought?  
\_\_\_\_\_ lease the property? **If leasing**, when does the current lease expire? \_\_\_\_\_

**Property Owner** *(if different from applicant)*

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **E-Mail Address** \_\_\_\_\_

**6. PROPERTY DESCRIPTION:**

**NOTE:** *Photographs of the property seeking grant assistance **must** be included. (originals and two sets of copies)*

**A. Describe the general exterior and interior physical condition of the property, including all buildings on the property. Describe the historic fabric and the setting.**

**B. Describe the current use of the property and what the property will be used for once restoration is complete.**

**C. Identify any threats to the preservation of the property.**

**D. Have any planning or predevelopment documents (such as a master plan, feasibility study, preservation plan, historic structures report, archaeological survey report, or plans and specifications) already been prepared for this property?**

No  Yes (please include 3 copies with application) **Briefly describe the documents.**

**7. PROJECT DESCRIPTION:**

**A. Describe the specific products that will result from the grant-funded project.**

**B. Describe how the grant-funded project will relate to planned future development work.**

**8. PROJECT BUDGET:**

*(Provide specific costs for each item of project work and indicated how the costs were determined)*

**Total Project Cost** *(total project cost equals grant amount requested, plus matching share)* \$ \_\_\_\_\_

**Grant Amount Requested** *(not more than 60% of total project cost)* \$ \_\_\_\_\_

**Matching share** *(Must be partly cash):* \$ \_\_\_\_\_  
*(Local share equals total project cost minus 60% grant amount requested)*

**Source of matching share**

Donor: \_\_\_\_\_

Donor: \_\_\_\_\_

Source: \_\_\_\_\_

Source: \_\_\_\_\_

Kind: \_\_\_\_\_ Cash \_\_\_\_\_

Kind: \_\_\_\_\_

Amount: \_\_\_\_\_

Amount: \_\_\_\_\_

**9. PROJECT NEED:**

**A. Why is this project needed *at this time*?**

**B. Would the project be completed if HPF grant funding is not provided? Explain.**

**C. Is there *demonstrated* local support for this project from 1) the local preservation commission (required); 2) local citizens; 3) local historical/preservation organizations; 4) local government 5) others? Explain and attach evidence of support.**

**10. ADDITIONAL INFORMATION:**

*(If you have other information relevant to our review, and especially if the information will relate to the general selection criteria, please elaborate. Attach additional sheets as needed)*

**11. ASSURANCES:** The Applicant hereby assures and certifies **by placing his/her initials beside each item below** that the Applicant will comply with all applicable regulations, policies, guidelines and requirements including OMB Circular No's A-87, A-95, A-110 and A-102, as they relate to the application, acceptance, and use of Federal funds for this Federally-assisted project. Also the Applicant assures and certifies with respect to the grant that: (initial blank beside each number to signify willingness and ability to comply)

**PLEASE INITIAL EACH.**

\_\_\_ 1. **Legal Authority** - Applicant possesses legal authority to apply for the grant; that a resolution, motion or similar action has been or will be duly adopted as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

\_\_\_ 2. **Civil Rights** - Applicant will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded

from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal assistance and will immediately take any measures necessary to effectuate this agreement.

\_\_\_ 3. **Nondiscrimination** - Applicant will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) as amended, prohibiting employment discrimination where (a) the primary purpose of the grant is to provide employment or (b) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity. It will comply with Section 504 of the Rehabilitation Act of 1973 as amended, Age Discrimination Act of 1975, and Drug Abuse Office and Treatment Act of 1972.

\_\_\_ 4. **Conflict of Interest** - Applicant will establish safeguards to prohibit employees from using their positions for purposes that are or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

\_\_\_ 5. **Access to Records** - Applicant will give the grantor agency or the Comptroller General (through any authorized representative) the access to and the right to examine all records, books, papers, or documents related to the grant.

\_\_\_ 6. **Programmatic and Financial Compliance** - Applicant will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements and other administrative requirements approved in accordance with appropriate Office of Management and Budget Circular. (For units of governments): It will maintain adequate financial management systems which will be (a) in accordance with the standards specified in OMB Circular A-102, Attachment G, "Standards for Grantee Financial Management Systems", and (b) auditory in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.

\_\_\_ 7. **Audit** - Applicant will have an organization-wide, independent audit performed for each year in which federal funds are received, if required. This audit will be preformed by using the required financial and compliance audits in accordance with Single Audit Act of 1984 and will be submitted to HPD following the end of the contract period.

\_\_\_ 8. **Flood Insurance** - Applicant will comply with the flood insurance purchases requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

**12. CERTIFICATION:** I certify that I have read the accompanying Instruction Sheet and Assurances and accept all terms and conditions set forth therein. I also certify that all information contained in this application is correct, that the matching share will be provided as indicated, and that the project will be undertaken in conformance with the Secretary of the Interior's *Standards for Archaeology and Historic Preservation* and all applicable state and federal guidelines and regulations.

**APPLICANT SIGNATURE:**

\_\_\_\_\_  
**Authorized signature** **DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Typed or printed name** **TITLE:** \_\_\_\_\_

**PROPERTY OWNER SIGNATURE** *(if different from above)*

\_\_\_\_\_  
**Authorized signature** **DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Typed or printed name** **TITLE:** \_\_\_\_\_

**APPLICATIONS MUST BE POSTMARKED BY FEBRUARY 2, 2010.**