Columbus Consolidated Government
Council Meeting Agenda Item

TO:	Mayor and Councilors
SUBJECT:	Historic Preservation Certified Local Government Grant for Design Guideline Updates
INITIATED BY:	Planning Department

Recommendation: Approval is requested to apply for and to accept, if awarded, a Georgia Department of Community Affairs grant award in the amount of $25,000 with the 40% required match supplied by Historic Columbus and Uptown Columbus for the purpose of updating the design guidelines for both the Board of Historic and Architectural Review as well as the Uptown Façade Board.

Background: The Georgia Department of Community Affairs offers Certified Local Governments grants to support local preservation efforts including the update of design guidelines. Regular updates of design guidelines ensures that both applicants and review board members have access to up-to-date resources and guidance when making historic resource preservation decisions. The Uptown Façade Board design guidelines have not been updated since 2000 and the Board of Historic and Architectural Review design guidelines since 2010.

Analysis: Update of the design guidelines for both the Board of Historic and Architectural Review and the Uptown Façade Board would incorporate up-to-date best practices for historic resource preservation in the documents that guide both review board members and applicants in making historic resource preservation decisions.

Financial Consideration: The cost of updating the design guidelines for both the Board of Historic and Architectural Review and the Uptown Façade Board is $25,000 and will be funded by the Certified Local Government grant with the match being supplied by the Historic Columbus Foundation and Uptown Columbus.

Legal Considerations: The Columbus Consolidated Government is a Certified Local Government per the Georgia Department of Community Affairs and is authorized to apply for and receive this grant if awarded.

Recommendations/Actions: Approve the resolution authorizing the City Manager to apply for funds via the Georgia Department of Community Affairs Certified Local Government Grant program to update both the Board of Historic and Architectural Review and Uptown Façade Boards design guidelines and, if authorized, to receive said funds.

A RESOLUTION

NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION TO RECEIVE FUNDS IN THE AMOUNT OF $25,000 WITH REQUIRED 40% MATCH PAID BY THE HISTORIC COLUMBUS FOUNDATION TO UPDATE THE BOARD OF HISTORIC AND ARCHITECTURAL REVIEW AND UPTOWN FAÇADE BOARD DESIGN GUIDELINES.

WHEREAS, The design guidelines for the Board of Historic and Architectural Review have not been updated since 2010 and the Uptown Façade Board's since 2000; and,

WHEREAS, Regular updates of design guidelines ensures that both applicants and review board members have access to up-to-date resources and guidance when making historic resource preservation decisions; and,

WHEREAS, The Georgia Department of Community Affairs offers Certified Local Governments grants to support local preservation efforts including the update of design guidelines; and,

WHEREAS, The Historic Columbus Foundation and Uptown Columbus have agreed to provide the required 40% funding match.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the Council of the Consolidated Government of Columbus hereby authorizes and approves the city manager to apply for and to accept, if awarded, a Georgia Department of Community Affairs grant award in the amount of $25,000 with a 40% required match supplied by the Historic Columbus Foundation and Uptown Columbus for the purpose of updating the design guidelines for both the Board of Historic and Architectural Review as well as the Uptown Façade Board.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____ 2023, and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting _____.
Councilor Barnes voting _____.
Councilor Cogle voting _____.
Councilor Crabb voting _____.
Councilor Davis voting _____.
Councilor Huff voting _____.
Councilor Garrett voting _____.
Councilor House voting _____.
Councilor Thomas voting _____.
Councilor Tucker voting _____.

_____   _____
Sandra Davis, Clerk of Council   Skip Henderson, Mayor

January 23, 2023

Georgia Department of Community Affairs
2023 Historic Preservation Fund
60 Executive Park South, NE
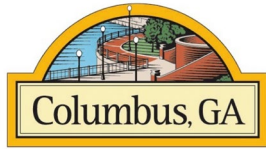Atlanta, GA 30329

To Whom It May Concern,

On behalf of Historic Columbus, please accept this letter of support for a 2023 Historic Preservation Fund Grant through the Georgia Department of Community Affairs for developing new design guidelines in Columbus, Georgia. These guidelines are essential for our two volunteer boards to function and for our historic resources to be properly protected.

It has been 13 years (2010) since the guidelines for our community's 11 National Register historic districts have been updated and 23 years (2000) for our historic Uptown district. These updates are way past due and Historic Columbus is grateful to our city for making this request to you. Historic Columbus is also pleased to provide a portion of the local required match.

We appreciate your consideration of this request to assist with new design guidelines. If you have any questions, please do not hesitate to contact me by email or phone (elizabeth@historiccolumbus.com or 706-322-0756). Thank you for all you do to assist our state's cultural arts resources.

Sincerely,

Elizabeth B. Walden
Executive Director

REVITALIZE | EDUCATE | ADVOCATE | PRESERVE

TO: Georgia Department of Community Affairs

FROM: Columbus, GA Board of Historic and Architectural Review

DATE: January 17, 2023

RE: CLG Grant to Update Design Guidelines

_____

On behalf of the Board of Historic and Architectural Review please accept this letter of support for a 2023 Historic Preservation Fund Grant through the Georgia Department of Community Affairs for developing new design guidelines in Columbus, GA for both our Board (Board of Historic and Architectural Review) and the Uptown Façade Board.

Both boards are currently forced to utilize dated design guidelines that fail to account for new available technologies/techniques as well as updated best practices for historic preservation; our board's design guidelines are over 10 years old while the Uptown Façade Board's are over 20. These proposed updates will help applicants, board members, city/regional commission staff and other stakeholders make informed decisions about historic resource preservation.

Thank you,

Emily Flournoy, Board of Historic and Architectural Review Chairperson

P.O. Box 1340
420 10th Street
Columbus, GA 31902

Phone: 706-653-4421
Fax: 706-653-4534
Email: CPCMPO@columbusga.org
www.columbusga.com/mpo

Georgia® Department of
Community Affairs

2023 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 under the Files tab of the solicitation.

The grant application is for activities such as historic resources survey, National Register nominations, preservation planning, design guidelines, local designation reports, and 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.

The following manual provides guidance for completing the online grant application.

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 2008, 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
Submit all supporting documentation with the application. Applications must be submitted by February 1, 2023. 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 2023 grant cycle, no project or activity type has been identified by HPD as having a high priority for preservation assistance.

III. APPLICATION GUIDANCE

In order to complete the grant application, users must complete three separate forms within GrAAM. They must complete the profile, the application, and a budget. Please review the below information on how to complete specific fields within each online form.

Not all fields mentioned in the following document will be available for you to complete. Only fields relevant to the project type you select will be visible.

For document uploads, only one document can be uploaded per document upload line. If you have multiple documents, you must combine them into one document before uploading. If you need to send additional documentation with your application, please email hpgrants@dca.ga.gov for guidance.

DUNS/UEI Numbers

Please provide both the organization's DUNS and UEI (Unique Entity Identifier). If your organization only has one federal identifier at this time, please provide it in the corresponding field.

GRANT PROJECT MANAGER

The 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.

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.

*The following pages include direction related to specific questions within the online application form. The item in **BOLD** below corresponds to a question field in the online form.*

Note: Not all fields mentioned in the following document will be available for you to complete. Questions may populate depending on your response to previous questions.

Project Title
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
or
Georgia County, Main Street District Design Guidelines

Additional Personnel
Please provide the names, titles, and roles of any additional person that will be supporting or involved in the grant project. For example, if the HPC will be reviewing drafts of design guidelines, each HPC member completing that task should be listed.

Example:

Name	Title	Role
Sarah Smith	HPC Chair	Review design guideline drafts
Rob Ryan	Procurement Coordinator	Oversee RFP and bidding process
Kate Jones	Regional Commissioner	Provide administrative support to grant manager

The individuals in this table may be included in the budget calculations for any donated labor.

Project Type

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: https://www.dca.ga.gov/georgia-historic-preservation-division/technical-assistance

Archaeological Survey and Report
Or data collection of a non-site-specific nature, that lead to the addition of information that will enhance the body of archaeological data for the state or significant regions of the state.

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.

Construction Drawings
Construction drawings, plans, or specifications to govern future construction work.

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.

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.

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.

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. 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.

Information/Education Brochure
Information/Education Workshop
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.

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. 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.

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.

APPLICATIONS MUST BE SUBMTTED BY FEBRUARY 1, 2023

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 Type: Other that will display.

Resource Type
Select the most relevant category that describes the resources impacted by your project. You may select multiple choices. If completing and Information/Education Project not related to a specific building, site, or object, select Other as the resource type.

Project Location
Describe where the project will take place. Describe the project area, such as the name and general boundaries for a local historic district if you are applying for design guidelines. Describe the general area location for a National Register district nomination. If you are applying for a preservation plan or master plan for a single site, enter N/A and provide a description of the property in the "Property Description" field.

Property Description
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.

Property Address
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, see comments at end of application." At the end of the application enter in the addresses or area focus for the project. For example, enter "Property Address: Multiple properties located at 111 Maple Street and 109 Maple Street."

Property Parcel Number
Provide the parcel number provided by the local county tax assessor's office.

Applicant (owns/leases/neither owns nor leases) the property for which grant assistance is being sought
Indicate the ownership status of the property for which grant assistance is sought. 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.

Property Owner Information
If the property owner is not the grant applicant, please supply the contact information of the property owner.

Formal Property Description
Provide a copy of the property description from the deed of ownership.

National Register of Historic Places Name
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 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
Please provide any other historic names the property has been associated with.

Project Description
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.

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.

FOR HISTORIC RESOURCES SURVEY:
A historic resources survey is often the first step a community takes in a series of preservation activities. A survey is an inventory of historic resources that includes buildings, structures, sites, and objects. For the purposes of the Georgia Historic Resources Survey program, <u>all resources that are 40 years of age or older</u>, regardless of integrity, condition, and whether they are contributing or non-contributing to a historic district, are recorded in order to provide a longer lifespan for the survey than does the previously used 50 years of age or older guidance. Historic resources documented through surveys funded via this grant program must be entered into GNAHRGIS, Georgia's online GIS database. It is important to remember that CLGs are required to maintain a system for survey and inventory of historic properties as part of their CLG requirements. If your city or county has not completed a recent update to your historic resources survey (within the past 15 years), what has prevented this from happening? Does your community have a plan for maintaining/updating survey data on a regular basis moving forward? How will the proposed survey project factor into/support this plan and the community's system of survey?

Surveys are completed within a pre-defined, contiguous geographic boundary informed by the goals of the survey. Typically, this is county-wide, city-wide, or in some cases neighborhood wide. We require that tax data be referenced to determine all resources 40 years of age or older located within the proposed geographic boundary, and the total number of resources that meet this age requirement be included in the project description as the estimated number of resources to be surveyed. Applications must also include a map with legible street names and an identified, clear cut survey area boundary that can be justified. This justification is typically based on city or county limits, neighborhoods, or physical features – such as a river or major highway. If the application proposes a different approach to survey (such as a thematic survey), please contact HPD prior to submission to discuss. Projects may be phased; however, funding for consecutive grant cycles is not guaranteed. For phased projects, the number of phases, boundaries, priorities, and overall timeframe of the project should be carefully planned and presented in the grant application. For further guidance on historic resource surveys, see HPD document "Georgia Historic Resources Survey Manual;" a sample project Scope of Work, can be provided on request.

Description of Survey Area Boundaries
Provide a brief narrative description of streets, roads, or natural barriers that will define the edge of the survey area. For example: The survey area is bounded by Main Street to the north, Broad Street to the south, 14th Street to the east and 1st Street to the west.

Estimated Number of Resources to Be Surveyed
Provide the number of parcels that will be surveyed with the grant funding. Utilize tax assessor data and previously conducted surveys to count the number of parcels that are 40 years of age or older within the defined survey area. HPD recommends that this number does not exceed

500 resources due to the grant cycle timeline.

Map of Proposed Survey Area
A map of the survey area must be provided. The map should include the entire survey area with street names legible and the survey boundary clearly marked. Please limit the map to show only the survey area. You may provide additional maps that show other relevant areas such as local historic districts or National Register districts; however, these should not be overlaid onto your survey boundary map.

Project Need
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.

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
The project schedule should be carefully planned so that all project work can be completed by **September 30, 2024**. HPD will have the option to reassign the grant funds to another grantee if the project does not meet these deadlines. Consultants should be hired, and the first phase of the project should be underway by **December 31, 2023**. HPD will require preliminary materials to be submitted by **April 1, 2024**, the final draft by **June 1, 2024,** and the final product by **August 15, 2024.**

Project Funding and Support
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
Use this field to provide any additional information or comments are necessary for HPD to review your project.

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.

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.

> **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.
>
> **Cash 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.
>
> **In-Kind Match**
> 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.

Resolution
A resolution authorizing the submission of the application and attesting to matching funds availability is required. 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.

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 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. 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.

Letters of Support
A letter of support from the local historic preservation commission is required, and other local groups or citizens may provide letters of support.

Letter of Support from Property Owner
Required for National Register nominations, construction projects, and archaeological reports if the property owner is different from the applicant.

Additional Documentation
Use this field to provide any additional documentation. Please name the file in a manner that translates the contents of the document.

APPLICATIONS MUST BE SUBMTTED BY FEBRUARY 1, 2023

GENERAL BUDGETING REQUIREMENTS

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.

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

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.

BUDGETING CATEGORIES

Personnel
Professionals, trained volunteers and unskilled volunteers can donate labor to the grant project as part of matching share.

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 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.

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 **$91.16** 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.

HOW TO ACCESS THE BUDGET FORM

1. Once your main application is complete, save and scroll down to the "Application Budget" section. Using the "Actions" button, release the drop-down that allows you to edit both the budget and goals. Note: Selecting edit will open-up a new window in your browser.

Application Budget and Goals

Project Title	Create Date	Status	Total Requested	Actions
N/A	03/15/2021	Draft	$0.00	☰

Showing 1 to 1 of 1 entries

Edit Budget ❯
Edit Goals ❯

1   Next

Reload

2. When editing your budget, click on the budget categories (Personnel, Supplies, Construction, Contractual) to expand the table.

3. A table will populate for you to enter your line item budgets.

			Ext Cost	Direct Cost		Ind Cost	Cost Share
Personnel Totals:			$0.00	$0.00		$0.00	$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Name	Type (Paid/ Donated/ Volunteer)	0.00	$0.00	$0.00	$0.00		Cost Share

⊞ Add Row

APPLICATIONS MUST BE SUBMTTED BY FEBRUARY 1, 2023

4. To remove a row, right-click on the desired row and select "Remove Row". Be careful to NOT select the gears as this will allow you to delete the entire table – eliminating your ability to add costs to the budget category.

5. Once you have completed inputting the budgetary figures, select "Save Changes".

6. Following, complete the budget narrative. This narrative should explain or justify the estimated costs by line item or category in the budget. Proper budget narratives should explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted. Be sure to save your narrative.

APPLICATIONS MUST BE SUBMTTED BY FEBRUARY 1, 2023
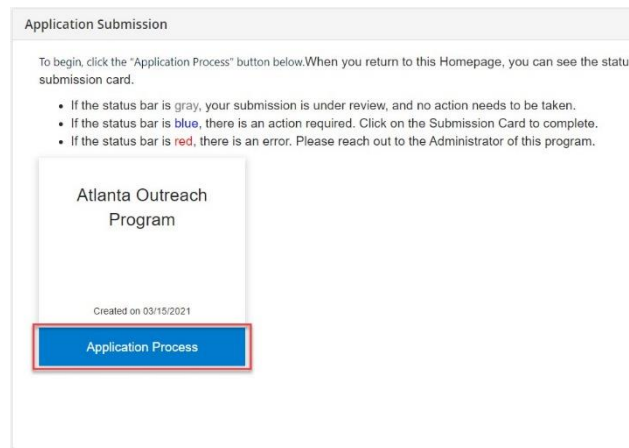
7. When done, scroll back to the stop of the screen and select "Return to Application." This will navigate you back to the Application Home Page.

Application Budget for Atlanta Housing Organization

Program: TEST - ESG Street Outreach FY 2021
Project name: Atlanta Outreach Program

Return to Application
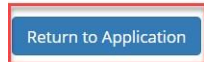
8. Now you are ready to submit your application. On the following screen, select "Application Process".

Application Submission

To begin, click the "Application Process" button below. When you return to this Homepage, you can see the status submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Atlanta Outreach Program
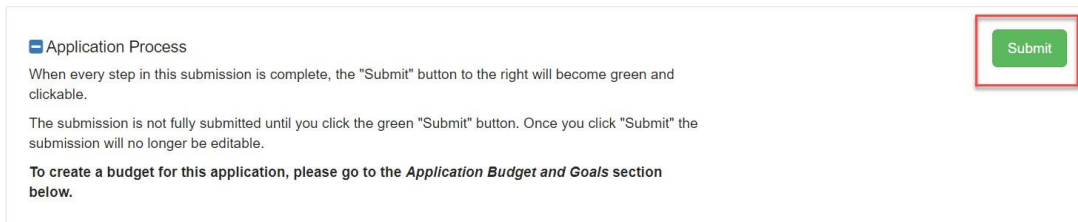
Created on 03/15/2021

Application Process

9. At the top of the next screen, you will find a green button that says "Submit". Select this option to submit your application. If you do not complete this step, your application will not be complete.

Georgia® Department of
Community Affairs

Atlanta Outreach Program

Order by: Newest to Oldest ⌄

Submit

▬ Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

To create a budget for this application, please go to the *Application Budget and Goals* section below.

COMPLETING THE BUDGET FORM

Direct Cost, Indirect Cost, and Cost Share

Direct Cost: Items paid in cash by the local government that will be reimbursed by HPD. The direct cost totals should equal the amount of the grant requested.

Indirect Cost: HPD does not allow for indirect costs as part of this grant. No values should be input into this category.

Cost Share: Local match. Can be either cash or in-kind expenses.

Personnel Table
When creating the personnel table, there will need to be a line item for each individual contributing labor to the grant project. Please provide the following information in the columns:
- Title = Name of person donating labor, title, and organization
- Description = Describe the type of labor being provided. Volunteer is provided by a non-paid community member. Paid is labor paid to an individual not under contract or paid by another organization to provide services to the grant. Donated is used for a professional being paid by another organization.
- Units = Number of hours anticipated working on the grant
- Unit Cost = Hourly rate or hourly valuation of individual
- Extended Cost = Units X Unit Cost. This field should auto-populate.
- Cost = Units X Unit Cost. This field should auto-populate.
- GL Code =   Anticipated actions and activities related to the grant the individual will complete
- Item Type = Direct cost for cash expensed to be reimbursed by the grant. Cost Share for cash and in-kind expenses serving as local match.

		Ext Cost	**Direct Cost**		**Ind Cost**	**Cost Share**
Personnel Totals:		$0.00	$0.00		$0.00	$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Name	Type (Paid/ Donated/ Volunteer)	0.00	$0.00	$0.00	$0.00		Cost Share

⊞ Add Row

Contractual Table

All columns need to be completed for the contractual table.
- Title = Activity undertaken
- Description = Description of services
- Units
  - For survey projects, this is the number of parcels that will be surveyed
  - For non-survey projects, use 1 to indicate a lump sum price
- Unit Cost
  - For survey projects, this is the dollar per resource estimate
  - For non-survey projects, use the estimated project cost
- Extended Cost = Units X Unit Cost. This field should auto-populate.
- Cost = Units X Unit Cost. This field should auto-populate.
- GL Code = Cash or In-Kind Expense
- Item Type = Direct cost for cash expensed to be reimbursed by the grant. Cost Share for cash and in-kind expenses serving as local match.

If the consultant costs exceed the grant amount, the local government anticipates paying cash for the remaining service balance. This would be considered match, or a cost share. To document that in the budget table, you will need to create two-line items for the same service. For the first line item, the extended cost and the cost should equal the amount of the grant requested, with the item type of Direct Cost. For the second line, the remaining balance of the consultant service should be documented in the Extended Cost and Cost column with the item type of Cost Share.

Contractual Totals:				$9,000.00	$9,000.00		
Title	**Description**	**Units**	**Unit Cost**	**Extended Cost**	**Cost**	**GL Code**	**Item Type**
Consultant Services	Fieldwork, GNAHRGIS entry, final report	180.00	$50.00	$9,000.00	$9,000.00	Cash	Direct Cost
Consultant Services	Fieldwork, GNAHRGIS entry, final report	50.00	$50.00	$2,500.00	$2,500.00	Cash	Cost Share

⊞ Add Row

Budget Narrative

All major costs identified must be explained in the budget. Line item descriptions should be descriptive to provide justification of the expense.

Use the budget narrative section to provide additional detail and support to the expected costs of your project. For all projects, HPD recommends conducting market research to determine an average rate of service for project similar to those being undertaken with the grant. This section should document the market research efforts. Documentation can be brief such as:

- Construction fees for roof replacement based on quote from XYZ Firm for a project of this size.
- Consultant fees for historic structures report based on the cost of XYZ's completed project that is similar in scope of product and size of historic resource.