

Not-for-Profit Grant Agreement

Deadwood Historic Preservation Commission

Grantor: Deadwood Historic Preservation Commission
City of Deadwood
108 Sherman Street
Deadwood, South Dakota 57732

Grantee: First Baptist Church of the Northern Hills
110 Sherman Street
Deadwood, SD 57732

Project: Repair Church Elevator

Grant: \$13,890.00

Acceptance of this grant is indication of your willingness to conduct your project in conformance with the following conditions:

1. *Deadwood Concurrence with Consultant/Contractor Selection.* The Deadwood Historic Preservation Office must concur with your selection of consultants and/or contractors for this project. If you wish to change consultants/contractors, new approval must be obtained from the Deadwood Historic Preservation Office.
2. *Competitive Procurement Process.* You agree that all procurement of goods and services shall be conducted in a manner that provides maximum open and free competition. When procurement exceeds \$10,000, you must seek at least three (3) competitive bids or quotes. (This applies to any procurement greater than \$10,000 that is part of this grant-assisted project, whether financed through Deadwood funds or through the matching funds that make up the rest of the project's approved budget.) Although it is not always necessary to select the lowest bid, an explanation for the selection must be documented, which should be retained in your files and made available to Deadwood upon request. You should also maintain procedures to ensure that procurement of goods and services, including consultant services, do not present a conflict of interest. This requirement may be waived under special circumstances with a written request and approval by the Deadwood Historic Preservation Commission.
3. *Retention of Records.* You must maintain auditable records of all expenditures under this grant for three (3) years after completion of this grant-assisted project.
4. *Planning for Preservation Work.* Any documents or plans for preservation work that result from the project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties, as appropriate.

5. *Publicity and Acknowledgement of Grant Assistance.* The Deadwood Historic Preservation Commission must be listed as a supporter in any printed material and publicity releases. Should material emanating from this preservation activity be published for distribution, appropriate acknowledgement of the Deadwood's participation should be given using the following statement:

"This project has been funded in part by a grant from the City of Deadwood and the Deadwood Historic Preservation Commission."

In accepting this grant, the grantee agrees to provide the Deadwood Historic Preservation Commission with a non-exclusive, royalty-free license to use and to allow others to use any reports or other materials funded by the grant.

6. *Grant Disbursement.* Grant funds will be disbursed as a reimbursement only for completed work. Please submit a cover letter that clearly states the amount that you are requesting along with attached invoices or cancelled checks for work completed.
7. *Project End Date.* The time limit for completing your grant-assisted project will be one year, commencing from the date of this executed agreement with the Deadwood Historic Preservation Commission. Should any problems arise, a written request for an extension of the project must be submitted to our office for consideration within 10 days of the project end date. This extension will be awarded on a case by case basis and will be granted only ONCE during the period of the grant. Typically extensions do not exceed 6 months. If the project is not completed within the time limit, grantees will be subject to grant recapture and any unexpended funds will be returned to the Outside of Deadwood Grant fund at that time. Additionally, failure to complete a project within the timeline will negatively impact your organization's ability to receive future grants.
8. *Final Report.* Within thirty (30) days of the project end date, you agree to submit to the Deadwood Historic Preservation Commission, a final report and financial accounting on the use of the grant.
9. *The Requirement of Return of Funds.* The Deadwood Historic Preservation Commission shall require that you forfeit the grant funds, in the event that you: (1) fail to complete the project as described in your application; (2) fail to complete the project within one year of this agreement; (3) fail to obtain written approval from the Deadwood Historic Preservation Commission prior to making a material change to the project; (4) fail to match the grant funds on a one-to-one basis; or, (5) fail to submit the final report within 30 days of the project end date.

If you are located within 150 miles of the City of Deadwood and if time permits, we would like to arrange a check presentation with your organization. If not, we are happy to send you a mock check in our absence if your organization is planning a check presentation. If we do not hear from you by **November 30, 2021** the funds obligated for the project will be returned for other Deadwood Historic Preservation Commission programs.

Please sign and return this agreement to the Deadwood Historic Preservation Office by **November 30, 2021** as your acceptance to this agreement. (The enclosed copy is for your records/reference.) By doing this you acknowledge that these grant funds will be used

expressly for the purposes described in your grant application and are subject to the conditions contained in this agreement.

City of Deadwood Mayor

Date

Deadwood Historic Preservation Commission Chair

Date

Recipient Organization Representative

Date

Title