



IMPORTANT!

Before completing your application, contact Brad Sauls, Grants Manager, at (803) 896-6172, or bsauls@scdah.sc.gov, to discuss your project.

**South Carolina Department of Archives & History
State Historic Preservation Office**

Hurricane Irma Emergency Supplemental Historic Preservation Grants (Instructions, pages 1-3; Application, pages 4-11)

South Carolina has been awarded a Hurricanes Harvey, Irma, and Maria Emergency Supplemental Historic Preservation Fund grant (HIM ESHPF grant, CFDA No. 15.957) from the National Park Service (NPS). This emergency grant will assist with the repair of damage to historic properties in South Carolina damaged by Hurricane Irma by reimbursing documented costs of approved repairs and related efforts. The South Carolina Department of Archives and History (SCDAH) will manage the grant program for the State of South Carolina through an application process. Owners of historic buildings, structures, objects, and archeological sites in counties designated for Public Assistance (Abbeville, Allendale, Anderson, Bamberg, Barnwell, Beaufort, Berkeley, Charleston, Colleton, Dorchester, Edgefield, Georgetown, Hampton, Jasper, McCormick, Newberry, Oconee, Pickens, and Saluda counties and the Catawba Indian Reservation) by the Federal Emergency Management Agency (FEMA) are eligible to apply for this NPS emergency grant funding. The program has approximately \$1.9 million for repair efforts. The grant with Federal Award Identification Number P19AP00015 was awarded to SCDAH on February 14, 2019.

This form is for Hurricane Irma Emergency Supplemental Historic Preservation Grant applications. Applications for funding must be to assist property that is listed as a National Historic Landmark, or listed in the National Register of Historic Places, or that is determined to be eligible for listing in the National Register, and that have documented damage resulting directly from Hurricane Irma that affected South Carolina beginning September 7, 2017.

Applicants must own the property and may apply for more than one property. Eligible applicants include:

- Units of Local and State Government
- Non-profit organizations (must submit proof of 501(c)(3) status)
- Private individuals or for-profit entities

Projects must repair damage caused by Hurricane Irma. Projects may include resiliency measures to minimize future damage. Grant funds may not be used to reimburse for repairs already assisted by insurance or FEMA funding. Applications should include complete "bid-ready" plans and specifications prepared by an appropriate design professional if available. Applicants may include the cost of hiring an appropriate design professional to prepare "bid-ready" plans and specifications in their grant-supported budget, but applications that already have bid-ready plans and specifications included will be given priority consideration. Applicants may include design fees in their grant-supported budget but these fees must be limited to a maximum of 25% of the total grant request. Applicants must wait until after a grant is awarded and a funding agreement is in place before conducting a competitive selection process for hiring appropriate design professionals and/or contractors.

Applications must be RECEIVED by 5:00 PM, November 7, 2019. This is NOT a postmark deadline. Late applications will NOT be considered. Applications may be submitted in hard copy form via postal service or express courier. Applications may also be submitted via e-mail to bsauls@scdah.sc.gov. Application files submitted via e-mail may not exceed 35MB file size. Applications with file sizes

exceeding 35MB should be delivered via an online file transfer service such as Dropbox, Hightail, WeTransfer, or similar service.

Applicants selected for funding should plan for their projects to begin sometime after February 1, 2020. You will be notified if an earlier start date is possible. Projects selected for funding must be completed by December 31, 2021. Do not submit an application if your project cannot be completed by this date. No deadline extensions will be granted. No project work may begin until after ALL of the following has taken place: (1) the grant award letter has been signed by the grant recipient, (2) a funding agreement has been signed by SC Dept. of Archives & History (SCDAH) and the grant recipient, and, (3) the grant recipient has received written notice of approval from SCDAH to proceed with the required process to competitively procure professional services.

These INSTRUCTIONS should be used as a guideline for completing the Hurricane Irma Emergency Supplemental Historic Preservation Grant application form. They will give the applicant an understanding of the kind of information we require to evaluate the proposed project and will identify links between the application questions and the selection criteria. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION. PLEASE NOTE THAT INFORMATION IN THIS APPLICATION IS SUBJECT TO PUBLIC DISCLOSURE (EXCEPT CONTACT INFORMATION FOR PRIVATE INDIVIDUALS AND PERSONAL INFORMATION.)**

Important Note Regarding Your Application Materials: Please *DO NOT* submit your application in a three-ring binder or a plastic folder cover, spiral bound with a wire or plastic comb, with section dividers between parts, or with pages inserted in plastic sleeves. These materials are expensive for you and actually make it more difficult for us to review and evaluate your application. Applications are evaluated only on their *content*, not on their appearance.

Work performed under this grant program may impact other work approvals and cannot be claimed for potential tax credits. Work approved under this grant shall in no way inhibit or preclude others from applying for federal assistance through other programs overseen or reviewed by National Park Service (NPS), such as the Federal Historic Preservation Tax Incentive for Income Producing Structures. It shall be understood that approvals through this grant funding are not transferable to other NPS or NPS sponsored programs.

1 GENERAL INFORMATION

The Project Name should briefly describe the project's main goal. Example: "John Smith House Repairs". The Applicant Organization is the local government, non-profit organization, individual, or other entity applying for the grant.

The Project Manager should be someone who can answer questions on behalf of the Applicant Organization about the goals, methodology and budget of the proposed project. The Project Manager will receive written notice of the grant award or notice that the project was not funded. The Project Manager will be responsible for administration of the grant and will be our primary contact throughout the project. We prefer that only one person be designated the Project Manager.

In addition to the address of the application organization, please provide the location or address of the property or properties affected by the project. This location may differ from that of the applicant organization.

2 PROJECT SUMMARY

- A)** Describe briefly but clearly the purpose of the project and what it will accomplish. Include a summary of damage that resulted directly from conditions caused by Hurricane Irma. Include with your application any additional information (examples: correspondence with insurance company or government officials, media reports, dated photographs) **that**

documents the fact that damage proposed for repair resulted directly from Hurricane Irma. Projects must repair damage caused by Hurricane Irma. Projects may include resiliency measures to minimize future damage.

- B) From the information you provide in this response, we determine if the proposed methodology is sound and appropriate for the expected results. Unless you propose to include architectural planning services in the grant-supported scope of work, provide with your application detailed bid-ready plans and specifications for all proposed work. **All work must meet the Secretary of the Interior's Standards for Archaeology and Historic Preservation and other guidelines and standards as applicable.**
- C) List all deliverables (examples: plans and specifications for repairs, repaired roof, repaired windows, repaired foundation piers) that will result from your grant supported scope of work.
- D) Discuss the scope of work and methodology with our staff while planning the project. Your application will be more competitive if you discuss the project with us before completing the application. List the names of SCDAH staff that assisted you.

3 PROJECT JUSTIFICATION

- A) We suggest that you refer, where applicable, to the National Register nomination to describe the property's significance. The most competitive applications will demonstrate that the property possesses a high degree of architectural and/or historical significance.
- B) Threats to the historic property should be valid and clearly documented. Newspaper articles, letters from appropriate officials, or other materials describing the threat can be used to document the situation.

4 PROJECT PERSONNEL

Demonstrate that the project manager can follow detailed regulations, can effectively manage a competitive selection process for any required professional services, can meet with our staff and the consultant at various times during the project, and can manage the required paperwork. Some of our most effective project managers have been individuals with no previous grants management experience. Their success was due to their reading and following the written guidelines and their frequent communication with our grants staff whenever questions arose.

Most grant recipients use the grant funds to hire a professional consultant and/or contractor to conduct their project work. To hire a consultant or to enter into any contract that will result in grant-assisted work, you must follow the state's procurement process. Our staff will guide you through the competitive procurement process. **Your competitive procurement process should begin only after a grant has been awarded, a funding agreement has been signed, and the SHPO grants coordinator has authorized you to proceed. Applications involving projects where the applicant has already selected consultants prior to submittal of the grant application will not be selected for funding.** Archaeologists, architectural historians, historians, and architects that work with grant-assisted projects must meet minimum qualifications required by the National Park Service (https://www.nps.gov/history/local-law/arch_stnds_9.htm).

5 PHOTOGRAPHS & MAPS

Since we use photographs to become familiar with your project's resources, you will need to send photos that document the information you give in the application concerning the historical and architectural significance of your resource(s) and the condition of and threats to your resource(s). Include views of all exterior elevations and details of damaged areas, plus interior views of any spaces involved in the project. Photos should be keyed to a site plan included with your application. The site plan should include a north arrow and indicate where photos were taken. Prints made from digital images must be of high enough resolution that the prints are clear. **Please submit digital images via e-mail (35MB total size limit), or on a CD/DVD, flash drive, memory card, or via an online file transfer service such as Dropbox, Hightail, or WeTransfer.** Print digital images no more than two per 8½" x 11" sheet. Maps (with north arrow) are required to convey the exact location of the property or area involved with the project. You should also include a site plan showing the size and scale of buildings and their location in relation to each other on the property. The best maps are Google Maps, or online county GIS tax maps. You may submit photocopies of the relevant section of original maps on 8½" x 11" paper. Sketch maps may also be submitted in addition to formal maps.

6 BUDGET

Your budget will be carefully reviewed. Each cost item must be justified. Explain the need for each line item in the methodology section of the application. Only costs that directly relate to repairing the damaged historic property will be eligible for funding. This should include repair costs but may also include limited architect/engineer fees (maximum of 25% of project budget). You should discuss your proposed budget with our staff when planning this project.

There is no match requirement for this grant program. The availability of matching funds will not be considered a competitive factor in the evaluation of applications.

The minimum allowed grant request is \$10,000. The maximum allowed grant request is \$250,000.

Be prepared to initially pay for 100% of your project costs. Grant funds are paid to the recipient as a reimbursement by check. No grant funds are paid prior to beginning project work. When the project work is approved by SCDAH, the grant recipient pays for the project costs, sends the required documentation to our office (the reimbursement request), and SCDAH will reimburse the grant recipient. Equipment purchases over \$5,000 must be approved in advance by the National Park Service.

Project budgets may include funding to assist with hiring architect/engineer services to help produce plans and specifications for grant funded repairs, but this cost will be limited to 25% of the grant project budget.

7 ASSURANCES & CERTIFICATIONS

Read these carefully. Your signature on the application form certifies that you will comply with all of these conditions.

8 SELECTION CRITERIA

These are the criteria that will be used to evaluate applications and to select the grant projects. If you have questions about the selection process, please talk with our grants staff.

This is the end of the Instructions. Please be sure you have read these Instructions before proceeding to the Application. The Application begins on the next page.



Hurricane Irma Emergency Supplemental Historic Preservation Grants

APPLICATION FORM

Applications must be RECEIVED by 5:00 PM, November 7, 2019. This is NOT a postmark deadline. *Late applications will NOT be considered.*

Please read the Application Instructions on pages 1-3 before completing this application.

1. GENERAL INFORMATION

Project Name

Applicant Organization

DUNS number (required only for organizations)

Address

City

State

Zip Code

Telephone

E-mail

Project Manager

Project Manager Telephone

E-mail

Applicant's Congressional District

(Please provide the following information where applicable)

Property Name as listed in the National Register of Historic Places (or as National Historic Landmark) and Location of Property

Grant Amount Requested

\$

C) Please list all project deliverables (examples: Plans and specifications for repairs, Repaired roof, Repaired windows, Repaired foundation piers)

D) Applicant was advised by _____ (SHPO Staff)

3. PROJECT JUSTIFICATION

In the space below, or on attached sheets if necessary, provide justification for the proposed project. Please be sure to include the following information:

A) Describe the historical, cultural, archaeological, or architectural significance of this property.

B) Describe any immediate threat or long-term threats to the property.

4 PROJECT PERSONNEL

Give the name of the project manager and list his/her organizational and technical qualifications to manage the project. Attach the project manager's résumé. Explain previous experience with the same or similar grant awards, particularly Federal grants.

Do you intend to hire a project professional (example: architect, historic preservation consultant) ? Yes No

You must follow the State Procurement Guidelines before hiring a project professional. You may not enter into a contract with any professional before a grant is awarded. You may not enter into a contract with any professional before conducting a procurement process approved by the SHPO.

If yes, what kind of project professional?

5 PHOTOGRAPHS & MAPS

Enclose photographs to help identify and explain the project. Photographs may be printed no more than two per 8.5 in. x 11 in. sheet of paper. Copies of digital images may also be submitted on a CD, flash drive, memory card or via email (35MB total size limit) or via an online file transfer service. Clearly label all photographs. Three to six photographs are usually sufficient, but additional photographs may be sent. ***Photographs will not be returned.***

Enclose a map showing the location of the property. The map should be 8.5" x 11" and clear enough to allow someone unfamiliar with the area to locate the property precisely.

6 BUDGET

Outline the project budget in the form below; add additional lines as needed.

- The budget must be clear, and all grant-funded work shall directly relate to repairing storm-damaged historic buildings.
- Each cost item must clearly show how the total charge for that item was determined (example: hours x hourly rate = total cost).
- Budgets may include architect/engineer fees but shall not exceed 25% of the total budget.
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- If you have any questions about cost categories, or how to formulate some of your budget items, please email bsauls@scdah.sc.gov.

BUDGET SUMMARY Enter category totals here			
Cost Items	Federal Historic Preservation Grant Funds	Match/Cost Share (Match is <u>optional</u> for this program)	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL PROJECT COSTS	\$	\$	\$

List Source of Matching funds, if applicable:

7 ASSURANCES & CERTIFICATIONS

If selected for funding, the Applicant agrees to comply with the following (where applicable) and with all other guidelines, which will be outlined by the Department of Archives and History in the Funding Agreement:

- a) Applicant is willing to have the necessary and agreed upon surveys, nominations, plans, drawings, studies, and reports (archaeological, engineering, historical, etc.) professionally prepared as required by Archives and History and subject to approval by that Department.
- b) Applicant's project manager agrees to grant orientation meeting if determined necessary by the grants manager.
- c) Applicant will conduct contract and procurement (bidding) actions in a manner that provides for maximum open and free competition in compliance with the Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), the Historic Preservation Fund Grant Manual, and the State Procurement Code.
- d) Applicant agrees that Archives and History will be involved in the consultant selection process. Archives and History reserves the right to review all proposals, to make recommendations concerning consultant selection, and to approve consultant selection.
- e) Applicant agrees to arrange a meeting with the consultant(s) and Archives and History staff (if determined necessary by Archives and History staff) following hiring of consultant and prior to beginning of project work. Applicant also agrees to attend periodic meetings as needed concerning the project's progress.
- f) Applicant agrees that all work conducted under the project will be carried out in accordance with the Secretary of the Interior's Standards and Guidelines for Treatment of Historic Properties. Contact grants staff of Archives and History for a copy.
- g) Applicant agrees to sign a Funding Agreement with the South Carolina Department of Archives and History and to follow all state and federal regulations pertaining to this grant program.
- h) Applicant understands that the Funding Agreement will specify a schedule and due dates for specific products. The grant amount may be reduced if a product required in the Funding Agreement is submitted after an agreed upon due date.
- i) Applicant certifies that the matching cash share, if required, is available to meet the non-federal share of the costs of the project and that federal monies will not be used for match. (Under federal law, Indian Self Determination and Education Assistance Act funds to tribal organizations and Community Development Block Grant funds are allowable for match.)
- j) Applicant agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to Department of Interior regulation 43CRF17.
- k) Applicant agrees to comply with Executive Order 12432, "Minority Business Enterprise Development," to encourage greater economic opportunity for minority entrepreneurs.
- l) Applicant agrees to comply with the provisions of 18 USC 1913, which prohibits lobbying with appropriated funds. Certification and disclosure is required by 43 CFR 18 and 31 USC 1352.
- m) Applicant agrees to comply with Executive Order 12549, and with 43 CFR Part 12, which prohibits contracts with suspended and debarred persons or businesses.
- n) Applicant agrees that work for which reimbursement is expected will not begin until Archives and History issues its approval.
- o) Applicant agrees to comply with Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200).
- p) Applicant agrees that, as required by the National Park Service, a covenant agreement will be executed at the end of the project, to be recorded with the property deed, requiring that the owner receive prior review and approval from South Carolina Department of Archives and History before any subsequent repairs or alterations are made to the building (covenant agreements last 10 to 20 years, depending on dollar amount of grant).
- q) Intellectual property – NPS has royalty-free right to republish any materials produced under this grant. Notice of rights in data; the NPS may publish, reuse, etc. data, including architectural plans & specifications. Data produced will be made available to NPS including the data relied upon, the analysis relied upon, and the methodology used to gather and analyze the data.
- r) Applicant agrees to comply with Trafficking Victims Protections Act of 2000, as amended (2 CFR 175.15).

- s) Substance of Whistleblower Rights clause incorporated in sub-awards over the simplified acquisition threshold (\$250,000).
- t) Unless exempt, the applicant will comply with Reporting Subawards and Executive Compensation (2 CFR 170).
- u) Applicant will disclose any conflict of interest to the SCDAH in accordance with 2 CFR 200.112.
- v) Applicant will comply with Executive Order 13658 "Establishing a Minimum Wage for Contractors" clause incorporated in sub-awards subject to the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute.
- w) Applicant will comply with Executive Order 113858 "Strengthening Buy-American Preferences for Infrastructure Projects".
- x) Applicant will create public notification of the project in the form of a project sign, website posting, and proper credit for announcements and publications as appropriate. Signage/notification will be submitted for approval by NPS in advance.

The Applicant's signature below (use only the applicable signature area) certifies acceptance of all the above conditions. Unsigned applications will not be considered.

Applicants will also be expected to demonstrate a satisfactory record of integrity, sound judgment, and satisfactory prior performance on grants and contracts. Applicants are expected to have adequate accounting and auditing procedures.

To the best of my knowledge, this application constitutes a legitimate grant request and contains correct and accurate information. I understand that I may not proceed with any work for which reimbursement is expected until I have first been notified in writing (1) that my project has been selected to receive a grant, (2) that the project application has been approved by the U.S. Department of the Interior, National Park Service, and (3) that a funding agreement has been signed, and (4) that the South Carolina Department of Archives and History approves the beginning of work.

SIGNATURE OF APPLICANT/AUTHORIZING OFFICIAL

Name of Applicant:

Signature of Authorized Official:

Date:

8 SELECTION CRITERIA

Threshold Criteria

To be eligible, the following criteria **must** be met:

1. Application is completed and all blanks are filled in.
2. Application is signed by the applicant.
3. All required attachments are included (résumés, photographs, maps, budget justification, documentation of Hurricane Irma related damage).
4. Application was received on time.

Priorities

All projects that meet the Threshold Criteria will be scored according to these criteria:

1. Project is well-planned, proposes sound methodology, has an appropriate budget, and will use qualified personnel. Applicant demonstrates satisfactory record of previous performance on similar projects and grant awards. (Maximum 50 points)
2. Project involves historic or prehistoric resources damaged by Hurricane Irma and continues to be threatened as a result of Irma-related damage. (Maximum 25 points)
3. Project involves historic or prehistoric resources significant at the local, state or national levels, or resources significant for African American or Native American historical association, or resources significant for being among the last remaining examples of their type. (Maximum 25 points)

APPLICATION SUBMISSION

Applications may be submitted in hard copy or submitted electronically via e-mail to bsauls@scdah.sc.gov. Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from the application will not be considered part of the application and will not be included in evaluation of the application.

Application materials will not be returned. All application materials, including photographs, become the property of the SC Department of Archives & History and may be reproduced by SCDAH or its partner organizations without permission; appropriate credit will be given for any such use.

YOU MUST SUBMIT:

- One (1) original hard copy signed application with attachments; OR, one (1) copy of application and all attachments if all are submitted electronically via e-mail or online file transfer service.

A complete application package includes:

- One signed copy of application on Hurricane Irma Emergency Supplemental Historic Preservation Grants form with authorizing signature.
- Detailed budget.
- Documentation that damage is related to Hurricane Irma.
- Necessary supplemental information to explain the project (photographs, maps, bid-ready plans and specs if available, etc.)
- Digital photographs submitted on CD, flash drive, or via file download service.

SEND APPLICATIONS TO:

Hard copy mailed to:

Brad Sauls
Hurricane Irma Grants
State Historic Preservation Office
SC Dept. of Archives & History
8301 Parklane Rd.
Columbia SC 29223-4905

OR

Electronic copy to:

bsauls@scdah.sc.gov