State Historic Preservation Office
Office of Archives and History
North Carolina Department of Natural and Cultural Resources

INSTRUCTIONS AND REQUIREMENTS FOR COMPLETING THE 2021 HISTORIC PRESERVATION FUND CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION

Email or Postmark Deadline: Friday April 16, 2021

INTRODUCTION AND OVERVIEW

The Historic Preservation Fund (HPF) is a federal matching grant program that supports state and local preservation programs and projects. HPF funds are made available to the State Historic Preservation Office (HPO) through the National Park Service, United States Department of the Interior and are passed through to Certified Local Governments (CLGs).

Eligible projects include architectural and archaeological surveys, National Register nominations, local preservation design guidelines, survey publication manuscripts, preservation plans, educational activities related to historic preservation or archaeology, and pre-development planning and restoration of National Register-listed properties owned by the local government or by a not-for-profit or educational institution within the jurisdiction of the CLG (privately-owned buildings are not eligible). All projects must address one or more goals in North Carolina's historic preservation plan. A copy of the goals is included. Applications must be **emailed or postmarked by April 16, 2021.** Depending on federal appropriation timing, awards should be announced in June of 2021. ***All funded projects should be completed by September 2, 2022.***

Total funding for CLG pass-through grants for local projects in 2021 is estimated to be approximately $100,000 to $120,000, depending on Congressional action. This amount is at least ten percent of the estimated 2021 HPF allocation to North Carolina and is reserved for projects in municipalities and counties that participate in the CLG program, in accordance with federal requirements. Funds for successful applicants will be available on a reimbursement basis. A list of CLGs is attached. *Unfortunately*, f*unds for non-CLG projects are not available.*

****Before submitting an application, potential applicants must speak with a member of the HPO staff to discuss their proposed project. Please contact HPO staff before the end of February of 2021 to allow time to develop a feasible project along with a realistic scope of work and budget. A site visit may be necessary for survey projects and National Register nominations. HPO staff contact information can be found on page 5.**

The North Carolina State Historic Preservation Office receives federal funds from the National Park Service, U. S. Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally assisted departmental programs on the basis race, color, national origin, religion, sex (including pregnancy and gender identity), age, disability, sexual orientation, or genetic information in its federally assisted programs. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should contact the Equal Opportunity Program Office, U.S. Department of the Interior, National Park Service, 1849 C Street, NW MS 2505, Washington, D.C. 20240; visit https://www.doi.gov/pmb/eeo or phone (202) 354-1871.

SPECIAL DEADLINES FOR PROJECTS BY NONPROFITS AND EDUCATIONAL INSTITUTIONS IN CLG AREAS

CLGs apply directly to the HPO. Nonprofits and educational institutions may initiate an application for a project in a CLG's jurisdiction but must submit the application to the local preservation commission which will, in turn, submit the application to the HPO. **The initiating entity should contact the local CLG staff before the end of February 2021 to discuss the project and should submit the application to the commission as soon as possible,** to allow time for the commission and governing board to evaluate the application and submit it with comments to the HPO by the April 16, 2021, deadline. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project, even if the nonprofit or educational institution is providing the local matching funds. Contact information for local CLG staff is attached and can also be found on the HPO web site at https://www.ncdcr.gov/about/history/division-historical-resources/nc-state-historic-preservation-office/local-historic-4 . Green pins on the map denote CLGs.

STANDARDS AND GUIDELINES

- **Grant recipients must sign a grant contract and follow state and federal procurement requirements *before* selecting a consultant to carry out project activities.** Professional qualifications of the staff, consultants, or principal investigators undertaking grant projects must meet applicable minimum federal professional qualifications in 36 CFR 61.

- **Disbursement of grant funds is on a cost reimbursement basis**. In other words, the grant recipient pays the expenses and then requests reimbursement from the HPO on a percentage basis during the project or for the full grant amount at the end of the project.

- Grant funds generally pay up to sixty percent (60%) of total project costs. The nonfederal local matching share should pay forty percent (40%) of total project costs. Please contact the grants coordinator if your CLG has a project in mind but may not be able to match at the 40 percent level.

- *All projects must address one or more of the goals in North Carolina's historic preservation plan*. Reference to specific goals and objectives and a statement of how the project will accomplish them must be included in the abstract of the project. The goals are attached.

- All federal grant applications must include an Equal Opportunity Statement form, which must be completed and returned with the application. Applications without this form will not be considered for funding.

- Activities funded under this program will be performed in compliance with the applicable Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* and shall be conducted under the supervision of the State Historic Preservation Office.

- Federal and state standards, accounting procedures, and reporting requirements apply to the grant funds and matching share. The grants are subject to the requirements of North Carolina General Statute 143C-6-21 through 143C-6-23.

SELECTION CRITERIA

All proposals will be reviewed and evaluated based the following:

- Does the project address one or more goals in North Carolina's historic preservation plan?
- Soundness of project application, including budget, clarity, feasibility, local commitment, and ability of the applicant to carry out the project successfully.
- Contribution to statewide architectural or archaeological inventory of historic resources.
- Comprehensive planning considerations.
- Number and quality of resources in project area.

ELIGIBLE APPLICANTS AND ACTIVITIES

Eligible Applicants:

Eligible applicants for CLG grants are CLG governing boards and CLG historic preservation commissions. A list of current CLGs is attached to this announcement and can be identified at https://www.ncdcr.gov/about/history/division-historical-resources/nc-state-historic-preservation-office/local-historic-4 . Green pins on the map denote CLGs. Nonprofits and educational institutions may propose an application for a CLG grant, but must submit the application through the CLG commission, and the CLG would be the applicant.

Eligible Activities:

Architectural/Archeological Survey and National Register Nominations. Consideration for funding will be given to projects for comprehensive architectural or archaeological surveys and to nominations of eligible properties or districts to the National Register of Historic Places. Preparation of publishable manuscripts from approved architectural surveys are also eligible for consideration. The publication of survey books, museum exhibits, and research are not eligible for funding.

Preservation Planning and Design Standards. Historic preservation plans and creating/updating design standards are eligible projects.

Predevelopment projects for properties listed in the National Register may include archaeological investigations, architectural plans and specifications, engineering services, or feasibility studies for restoration.

Development projects for properties listed in the National Register may include archaeological excavations or restoration/rehabilitation of historic resources. Structures or sites *must* be listed in the National Register of Historic Places either individually or as a contributing property within a National Register historic district. Preservation Agreements are required for all grant-assisted development projects. Deed Covenants are required on an escalating scale for development grants in excess of $10,000 and are recorded with the deed to the property.

Education and Training workshops and education programs pertaining to historic preservation, archaeology, or for a historic preservation commission.

APPLICATION PROCESS

Projects in CLG Areas: CLGs apply directly to the HPO. A nonprofit or educational institution that wishes to apply for a project in a CLG's jurisdiction must work through the local preservation

commission which, in turn, submits the application to the HPO. **The nonprofit or educational institution should contact the local CLG staff in early February 2021**, **to discuss the project and should submit the application to the local commission as soon as possible,** to allow time for the commission to evaluate the application and submit it with comments to the HPO by the **April 16, 2021,** deadline. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project.

Mail or email (preferable method) the signed application to: Michele McCabe, Grants Coordinator, State Historic Preservation Office, 4617 Mail Service Center, Raleigh, NC 27699-4617; michele.patterson.mccabe@ncdcr.gov; 919-814-6582. *If you email your application, please inquire if you do not receive a confirmation within 48 hours.*

****Applications must be EMAILED or POSTMARKED no later than April 16, 2021.****

Grant awards should be announced by June of 2021. *Please note that we cannot announce grants until federal funds are made available to the HPO. This could postpone the announcements until later in 2021*.

If a grant is awarded, the grant recipient and the Office of Archives and History will sign a grant contract. The grant recipient will then procure a consultant or principle investigator and execute a project contract. The HPO will prepare all contract documents and will ensure that all services and products meet federal and state standards, while the grant recipient will coordinate and administer the grant project and will be responsible for accounting and reporting requirements. All projects should be underway by the end of 2021. **Projects should be completed by September 2, 2022.**

SAMPLE PROJECTS

Examples of recent HPF matching grants to CLGs include:

- A $18,000 grant update design guidelines for a historic preservation commission
- A $15,000 grant to prepare a historic preservation plan.
- A $15,000 grant to support an architectural survey update.
- A $12,000 grant to conduct a historic structure report.
- A $11,000 grant for repairs of a historic house museum.
- A $ 10,000 grant to prepare a National Register nomination for a residential historic district.
- A $7,000 grant to support a historic industrial properties survey.
- A $6,500 grant to prepare a structural analysis of a former mill building.
- A $5,100 grant for an archaeological investigation and public workshop.
- A $4,500 to create a virtual walking tour of a historic district.
- A $2,900 grant to conduct a public workshop at a historic cemetery to demonstrate proper gravestone repair and the use of ground penetrating radar to identify unmarked graves.
- A $1,200 grant for a wooden window repair and masonry repair workshop.

HISTORIC PRESERVATION OFFICE AND OFFICE OF STATE ARCHAEOLOGY
STAFF CONTACTS FOR ADDITIONAL INFORMATION

Educational Programs, Preservation Planning, and Questions about HPF Grant Applications
Michele McCabe, 919-814-6582; michele.patterson.mccabe@ncdcr.gov

Architectural Surveys, Survey Updates, Survey Manuscripts
(Piedmont) Elizabeth King, 919-814-6580; elizabeth.king@ncdcr.gov
(East) Scott Power, 252-830-6580 x226; scott.power@ncdcr.gov
(West) Annie McDonald 828-250-3112; annie.mcdonald@ncdcr.gov

Nominations to the National Register
(Piedmont) Jenn Brosz 919-814-6587; jenn.brosz@ncdcr.gov
(East) Scott Power 252-830-6580 x226; scott.power@ncdcr.gov
(West) Annie McDonald 828-250-3112; annie.mcdonald@ncdcr.gov

Design Guidelines and Commission Training
Kristi Brantley, 919-814-6576; kristi.brantley@ncdcr.gov
Michele McCabe, 919-814-6582; michele.patterson.mccabe@ncdcr.gov

Archaeology
John Mintz, 919-814-6555; john.mintz@ncdcr.gov
Lindsay Ferrante, 919-814-6553; lindsay.ferrante@ncdcr.gov

Predevelopment and Development
(Piedmont) Mitch Wilds 919-814-6588; mitch.wilds@ncdcr.gov
(East) Scott Power 252-830-6580 x226; scott.power@ncdcr.gov
(West) Jennifer Cathey 828-250-3113; jennifer.cathey@ncdcr.gov