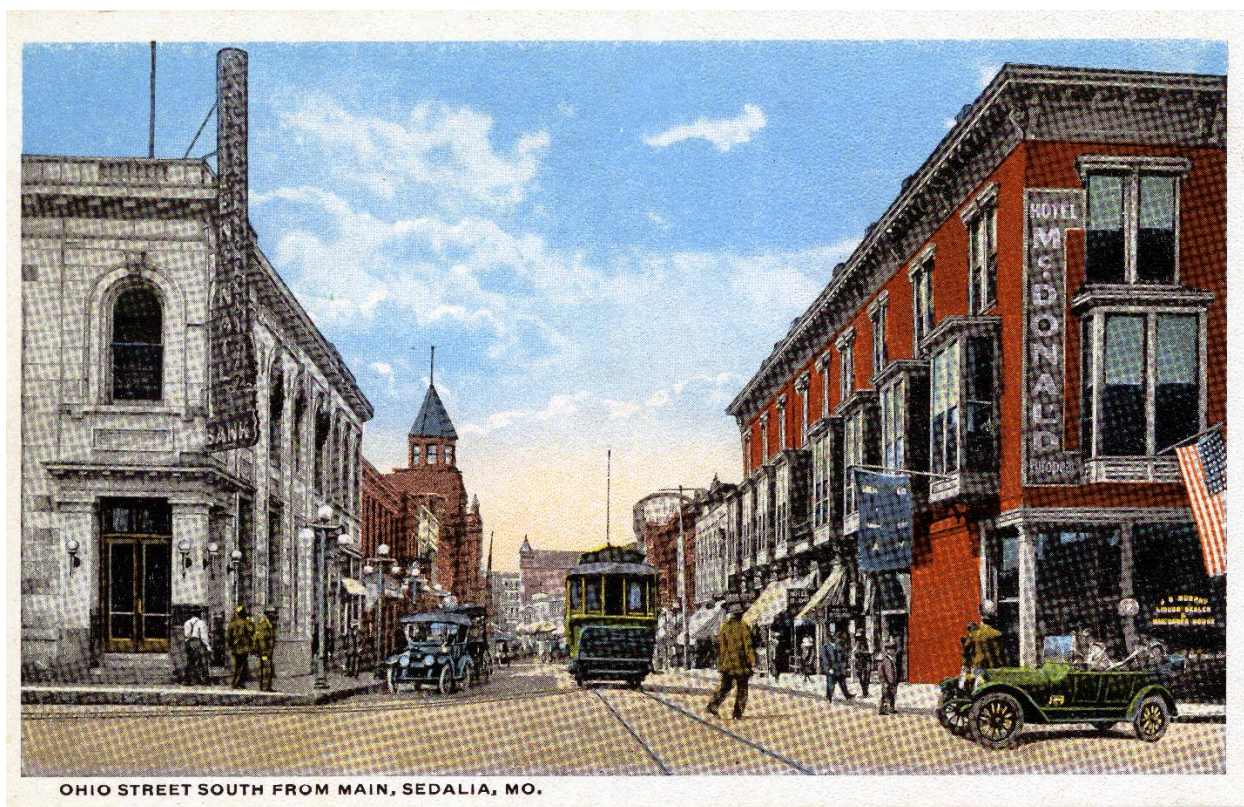


HISTORIC REVITALIZATION GRANT PROGRAM MANUAL



This material was produced with assistance from the Paul Bruhn Historic Revitalization Grant Program, administered by the National Park Service, Department of the Interior. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior.

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INTRODUCTION

The City of Sedalia applied to the National Park Service for the Paul Bruhn Historic Revitalization Grant to assist and support property owners of Sedalia’s Commercial Historic District. The City was notified that it was one of eleven grant recipients and received \$750,000. This grant program will fund the rehabilitation of contributing buildings located in the Sedalia Commercial Historic District with preference given to properties with outstanding structural defects as determined by the Downtown Inspection Ordinance of the City of Sedalia.

Approximately \$750,000 is expected to be competitively awarded as grant funding. Grant awards for projects will range from \$50,000 to \$200,000.

Eligible projects include but are not limited to: façade repairs, masonry repairs, roof replacement/repairs, and architectural and engineering services.

Eligible applicants include property owners who own contributing buildings or structures in the Sedalia Commercial Historic District. See attachment A at the end of this introduction for a map of the historic district.

Properties must be individually listed in the National Register, or be classified as a contributing resource within the Sedalia Commercial Historic District. The projects have the potential to catalyze continued investment in the historic districts. See Attachment B at the end of this introduction for a list of contributing buildings within the district.

Property owners must be willing to enter into a conservation easement agreement for a minimum of 10 years. A Grant match is not required, but applicants providing a cash match will score higher on their application. All grant funds will be distributed through a reimbursement process. All projects funded through this program must meet the [Secretary of the Interior’s Standards for the Treatment of Historic Properties](#). Architectural/Engineering plans are an eligible component of a project, but must not exceed 20% of the total project cost. The City will guide grant recipients through the environmental process in order to be compliant with the National Environmental Policy Act and the National Historic Preservation Act. All projects must be compliant with all federal, state, and local procurement regulations. All recipients must obtain all necessary permits. All construction projects must be completed by August 30, 2025 so that final documentation and reporting is completed by grant deadline of September 30, 2025.

Attachment A

Sedalia Commercial Historic District
(shaded in blue)



Eligible Property Addresses - Contributing Structures

If your property is within the blue boundaries on the map but is not listed as contributing, contact John Simmons, Community Development Director to determine the possibility of correcting building deficiencies to achieve contributing status. This process may add multiple months to your project in getting clearance to proceed.

Attachment B

Eligible Properties

South Ohio Avenue							
West side							
120	122	124	214	216	218	220-230	300
304-306	308-310	312-314	316	322	408	410	412
414	416	418-420	500	506-510	512-514	519	518-520
600	602	604	606	608	614	616	700
702	704	708	710	712			
East side							
101	115	123-125	205	211	213	215	217
219-223	227	229-231	301	305	307	313	415
701	703						
South Lamine Avenue							
319	401						
East Main Street							
106-108	110	112	114	116	118	120	122-124
West Main Street							
103	115-117	119	201	204	206	207-209	208
210	211	212	213	214-216	217	218	219
220	301-305	302	304	308			
West Second Street							
210-214	216	218-220	300-302	304-308	310-312	314-316	318-324
321	400						
East Third Street							
113-117	119	121	123				
West Fourth Street							
111	112	200					
East Fourth Street							
103	113						
West Fifth Street							
106	108-112	118-120	111				
East Fifth Street							
104	106	120					
South Moniteau							
200 = 401 E 2nd							
West Pacific							
108							

PROJECT TIMELINE (ALL DATES ARE TENATIVE)

March 6 – April 14, 2023	Application period open
Thursday, March 30, 2023	Application Workshop – City Hall
Friday, April 7, 2023	Application Review Deadline (optional)
Friday, April 14, 2023	APPLICATION DEADLINE
Friday, May 12, 2023	Grant recipients notified of award
May 12 – August 14, 2023	Environmental Review
Thursday, May 25, 2023	Sub-grantee Workshop
August 15 – October 16, 2023	Procurement/Bid Solicitation
Tuesday, October 17, 2023	Receive Notice to Proceed and begin the project
August 30, 2025	Deadline to complete construction phase of project
September 30, 2025	Deadline for project closeout and reporting.

CHAPTER 1: DEFINITIONS

CENTRAL BUSINESS & CULTURAL DISTRICT:

CITY: “City” shall mean the City of Sedalia.

COMMISSION: “Commission” shall mean the City of Sedalia’s Historic Preservation Commission.

CONSERVATION EASEMENT AGREEMENT: This is a legal document executed between the City of Sedalia and the property owner in which the property owner of record encumbers the title of the property with a covenant running with the land, in favor of and legally enforceable. The property owner of record (and, if applicable the holder of the mortgage) must be the executors of the conservation easement agreement whether or not the owner is the recipient of the grant award.

DEVELOPMENT PROJECT: A project which has for its purpose the protection, rehabilitation, restoration, or reconstruction of a historic property. A “bricks and mortar” project.

ELIGIBLE PROPERTIES: “Eligible properties” shall mean contributing buildings located and as designated in the Sedalia Commercial Historic District National District nomination.

GOVERNMENTAL AGENCIES: “Governmental agencies” shall mean agencies of the federal government, state government, counties, cities, and other political subdivisions of the state.

GRANTEE: “Grantee” refers to those who are the recipients of the historic revitalization grant funds.

HISTORIC PRESERVATION FUND (HPF): “Historic Preservation Fund” or “HPF” shall mean the source from which federal monies are appropriated to fund the program of matching grants-in-aid to the states and other authorized grant recipients for carrying out the purpose of the National Historic Preservation Act of 1966, as authorized by Section 108 of the act.

HISTORIC PROPERTY(IES): “Historic Property(ies) shall mean any prehistoric or historic district, site, building, structure, or object included in the national register of historic places, including artifacts, records, and material remains related to such property or resource.

NATIONAL REGISTER OF HISTORIC PLACES (REGISTER): The National Register of Historic Places is the official list of the nation’s cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. the register is administered by the National Parks Service under the Secretary of the Interior.

NON-PROFIT ORGANIZATIONS: “Non-profit organizations” shall mean organizations granted tax-exempt status by the internal revenue service.

PRESERVATION: “Preservation” as defined by the Secretary of the Interior’s Standards is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property.

PROGRAM DIRECTOR: “Program Director” shall mean the Community Development Director of the City Sedalia.

RECIPIENT: See grantee.

REGISTER: “Register” shall mean the National Register of Historic Places.

REHABILITATION: “Rehabilitation” as defined by the Secretary of the Interior’s Standards acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property’s historic character.

RESTORATION: “Restoration” as defined by the Secretary of the Interior’s Standards is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of features from other periods in its history and reconstruction of missing features from the restoration period.

SECRETARY OF THE INTERIOR’S STANDARDS (SOIS): “Secretary of the Interior’s Standards” shall mean [the Secretary of the Interior’s Standards for the Treatment of Historic Properties](#), 1995, 36 CFR Part 68 or the [Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation](#), 1983, 48 CFR 44716 and the specific standards and guidelines for preservation planning, identification, evaluation, registration, and documentation (historical, architectural and engineering, archeological) that it encompasses.

STATE HISTORIC PRESERVATION OFFICE (SHPO): The Missouri State Historic Preservation Office.

STRUCTURAL SURVEY: “Structural survey” refers to the survey that Norton & Schmitt completed in 2014, with re-inspection by city building inspectors at three year intervals. This was a visual structural survey of 300+ structures located in the Central Business and Cultural District.

CHAPTER 2: ELIGIBILITY REQUIREMENTS

- A. ELIGIBLE APPLICANTS:** Must own a contributing structure in the Sedalia Commercial Historic District.
- B. PROPERTIES:** To apply for a sub-grant the property must meet all the following conditions.
1. Be a contributing structure in the Sedalia Commercial Historic District.
 2. Preference will be given to buildings that have outstanding structural defects as determined by the Downtown Inspection Ordinance of the City of Sedalia.
- C. ELIGIBLE PROJECTS:**
1. Development: buildings, structures, sites, and objects listed in the Register deteriorate over time; therefore, these properties require periodic work to preserve and protect their historic significance and integrity.
 2. Development projects may be but are not limited to: façade repairs/rehabilitation, roof repairs/replacement, storefront repairs/rehabilitation, improvements to structural integrity, and masonry repairs.

CHAPTER 3: APPLICATION PROCESS

The City of Sedalia will receive applications through email submittal to jsimmons@sedalia.com or hard copy submittal to John Simmons, Community Development Director.

Applicant must provide the following information:

- a. Property owner and/or fiscal sponsor information.
- b. Historic and architectural information on the subject property as contained in the National Register nomination for the district (available from Community Development Department).
- c. Project site map
- d. Does the project resolve issues detailed in the City Structural Engineer report (available from the Community Development Department) for the property?
- e. Complete the following estimated cost schedule based on your best estimation (include all that apply to your project):
 - Foundation Repair \$ _____
 - Window Repair/Replacement \$ _____
 - Storefront Design and Repair/
Replacement \$ _____
 - Roof Repair/Replacement \$ _____
 - Masonry/Tuck-pointing \$ _____
 - All other work (provide details) \$ _____

- f. Detailed scope of work. Indicate if project is being submitted to Missouri DNR for Federal or State Historic Preservation Tax Credits, other grants, and/or if property is subject to an existing preservation easement.
- g. Elevation drawings or red-lined high-resolution photographs.
- h. Anticipated project development timelines.
- i. Photographs: jpegs or tiffs at a minimum of 4"x6", 300 dpi. Also, upload an index with the property name, date taken, and a short description of the image.
- j. If available, plans and specifications: pdf, jpegs, or tiffs must be in a reasonable resolution for reviewers to view. Please have the file name reflect the property name and description of the document.
- k. An explanation of how the project will fulfill the Revitalization Grant's mission to preserve cultural resources, foster economic development, and reinvigorate the Sedalia Commercial Historic District.

Draft Review: Anytime up to Friday, April 7, 2023 at 4:00 pm

Applicants are encouraged to take advantage of an optional review of draft applications. Commission staff will review all draft submissions for technical completeness and compliance with the SOIS and will notify applicants of any errors and/or omissions. The last day to apply for draft review is April 7, 2023.

Application Submission: Friday, April 14 by 5:00 pm

Compliance: All grant applications will be reviewed for compliance with federal regulations.

1. **Department of the Interior's Standard Terms and Conditions.**
Recipients must adhere to these terms and conditions: [DOI Standard Terms and Conditions](#)
2. **Federal Review: Section 106**
Grant applications will be sent to the Historic Preservation Commission and the National Park Service (NPS) for compliance with Section 106 of the National Historic Preservation Act (54 u.s.c. 306108) which requires federal agencies to consider the effects on historic properties. Projects that are determined to have an "adverse effect" will not be considered for grant funding. The consultation process stipulated in the regulations issued by the Advisory Council for Historic Preservation in [36 CFR 800](#) must be completed prior to the commencement of all grant-assisted construction or ground disturbance on a property.
3. **Compliance with National Environmental Policy Act (NEPA)**
All Historic Preservation Fund (HPF)-funded grants are subject to the requirements of the National Environmental Policy Act (NEPA) of 1969, as

amended, to determine if the grant projects will have a significant impact on the environment. The commission will review the completed NPS environmental screening worksheet, attach the Section 106 findings, and forward them to the NPS to determine if a categorical exclusion found in [NPS Director's Order 12](#) can be utilized.

If unexpended funds are anticipated after awards to applicants, an open enrollment period may be authorized to continue the goals of the grant award from the National Park Service. All applicants that utilize this possible option must follow the same processes and final deadline of September 30, 2025 to complete their project.

CHAPTER 4: SELECTION PROCESS

The goal of the City of Sedalia's Historic Revitalization Grant Program is to preserve cultural resources, foster economic development, and reinvigorate the downtown historic district. This is achieved through financial support for historically sensitive rehabilitation and repair projects in the form of reimbursable grants. The program will support projects that will revitalize contributing structures within the Sedalia Commercial Historic District.

The City of Sedalia's Historic Preservation Commission will score the applications based on the Selection Criteria found in Chapter 5 and make final recommendation to City Council for approval.

CHAPTER 5: SELECTION CRITERIA

Applications will be reviewed by the commission and ranked for funding in accordance with the following criteria.

A. Historical Significance: 1-5 points

The historical significance of project property. Please reference the National Register nomination.

- Sedalia Commercial Historic District's National Register Nomination:
<https://mostateparks.com/sites/mostateparks/files/Sedalia%20Com%20HD.pdf>

B. Project Building and Community Impact: 0-10 points

The level of the resource's value to the community will reflect how broadly the resource is used by the community. Will the proposed project enhance the value of the building to the community? Scoring will consider: occupancy, whether the building is used by the community, considered a community asset or is critical infrastructure to the community.

C. Project Description: 0-6 points

The project description should thoroughly describe all work elements of the project and identify the project product(s) (such as “slate roof repair”). Will the building be used at its highest and best use after the project is completed? Points will be awarded based on how well-defined and thought-out the project is.

- Clear description of the project and its components: **2 points**
- Project establishes new housing: **2 points**
- Project fosters economic development: **2 points**

D. Deliverables/Milestones: 0-15 points

Applicants will outline the project methodology that will be used to address the project and result in the products outlined above. Reference should be made to the appropriate Standards (Restoration, Rehabilitation, or Preservation) as set forth in the [SOIS and Guidelines for the Treatment of Historic Properties](#). Points will be awarded based on:

- How well the timeline of the project has been articulated: **0-5 points**
- The extent to which the SOIS has been identified and will be met: **0-5 points**
- Timeline feasibility: **0-5 points**

E. Catalyst: 0-8 points

Applicants will describe how a project that has the potential to catalyze continued investment in the Sedalia Commercial Historic District or be able to demonstrate the potential economic impact of the proposed project. Points will be awarded based on:

- Will occupancy of the building increase when the project is completed? **Yes= 2 points**
- Does the project create permanent jobs in the historic districts? **Yes= 2 points**
- Does the project add housing such as loft-style apartments? **Yes=2 points**
- To what extent will the project create physical/visible enhancements to the historic districts: **0-2 points**

F. Availability of Match: 0-6 Points

A project match is not required, but a match will be a competitive factor for scoring. Costs incurred prior to the start of the grant cannot be included as a match.

- 5%-10% match: **2 points**
- 10%-20% match: **4 points**
- 20%+ match: **6 points**

G. Budget: 0-5 points

Applicants will describe what steps they have taken to determine the project budget and ensure its accuracy. Applicants who can demonstrate they have followed the steps recommended in Chapter 7, as applicable, will score higher than those who have not.

H. Administrative Capability: 0-5 points

Applications will be scored on the applicant's record of past accountability in administering other grants (State, Federal, Foundation Grants, etc.). Grantees must have an adequate accounting system, audit procedure, and effective accountability.

I. Structural Survey Condition Rating: 1-10 points

Applicants will score points based on the structural survey condition rating as found in the 2020 Structural Survey Report. Points will favor those projects that address a structural deficiency with a remedy as part of the project. Structural survey reports are available from the Community Development Department and include a structural assessment of the property as required by City Code of Ordinances. These reports are conducted every ten years by a structural engineer at city expense with a city building inspector report every three years as a follow-up.

TOTAL POSSIBLE POINTS: 70 points

CHAPTER 6: PROGRAM REQUIREMENTS

1. NATIONAL REGISTER LISTING

The project must be listed in the Register and be a contributing structure located within the Sedalia Commercial Historic District, or if non-contributing become a contributing structure as a result of the grant. This requires a successful nomination change from contributing to non-contributing.

2. CONSERVATION EASEMENT AGREEMENT FOR DEVELOPMENT PROJECTS

A successful grant recipient shall enter into a Conservation Easement Agreement to guarantee the maintenance of the building or structure and public benefit requirements. Requirements will vary, depending on the nature of the work to be accomplished with grant monies. The duration of the agreement will be a ten-year minimum conservation easement.

3. AGREEMENT DOCUMENTATION

A schedule of character-defining features for the project property and associated photographs will be developed at the beginning of the project and appended to the Conservation Easement Agreement. Additional photographs will be taken of the project area at the conclusion of the project and appended to the Conservation Easement Agreement. The schedule and photographs will be recorded with the Conservation Easement Agreement at the Pettis County, Missouri Recorder of Deeds.

4. MATCH

The match will be a competitive factor for scoring. The match must be a cash match.

5. PROCUREMENT ACTIONS

Historic Revitalization grantees will be required to use Federal Procurement Standards: [eCFR: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). Procurement of goods/services must provide for maximum open and free competition in compliance with program requirements described in 2 CFR 200.319-320. Micro-purchases for construction projects are limited to \$2,500 and informal quotes/proposals are allowed for costs up to \$250,000. Sealed bids are required over \$250,000, but low cost is not required.

Request for Qualifications-Bids for architects, engineers, surveyors, etc. RFQ's are generally used when conditions are not appropriate for the use of sealed bids-such as when selection is based on qualifications rather than price.

RFQs are governed by the Federal "Brooks Act" (40 U.S.C. 1101 et seq.) and the State or "Mini Brooks Act" (RSMo 8 Sections 285-291).

Prevailing Wage: Required for all projects with a total cost of \$75,000 or more. Current prevailing wage rates can be found on the State of Missouri's Department of Labor website: [Department of Labor \(mo.gov\)](#). Please be sure to incorporate prevailing wage rates into your project budget.

6. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS

All Grantee financial and programmatic records, supporting documents, statistical records, and other grants-related records shall be maintained for 3 years and made available for access in accordance with 2 CFR Part 200.333-200.337 and the Historic Preservation Fund Grants Manual.

7. PROJECT PERIOD

Project costs must be incurred between the date by which the grant agreement is executed (signed and dated by both the City of Sedalia and the grantee) and the project end date as stipulated by the grant agreement. Costs incurred prior to the execution of the grant agreement or following the end date are not allowable project costs, nor can they be used as part of the matching share.

8. PROJECT SCOPE

The scope of the project work is stipulated in the grant agreement. Prior to implementing any change, the grantee must request permission from the City of Sedalia in writing when such changes to the scope of work are necessary. Some changes may be minor in nature and will be allowable by written permission of the City of Sedalia, however, others will require a grant agreement amendment. In some cases, Federal approval of scope changes

will be required, and obtaining this approval will cause delays. The grantee shall notify the City of the requested changes immediately.

9. PROJECT BUDGET

The grantee must notify the City in writing of any major changes in the budget prior to implementing the change. As guidance, any increase or decrease of a budget item by more than five percent of the total project cost is a major change. Grantees are requested to notify the City of under-expenditure of the grant at the earliest possible date so that if needed, the City can re-allocate the excess funds to another activity. All funds will be obligated at the time of awards. Any cost overruns will likely be the responsibility of the grantee.

10. FINAL REPORT

All grantees must complete a final project report at the conclusion of the project. This must be approved before final reimbursement. The format for the final report can be found in Appendix C.

11. PROJECT EXTENSIONS

No project extensions beyond August 30, 2025 will be given. Construction projects should be completed by this date so that the City's final documentation and reporting may be completed by the required September 30, 2025 grant deadline and closeout.

12. METHOD OF PAYMENT

All grant funds are paid on a reimbursement basis only. Documentation of all expenditures (grant and local matching share) and proof of payment must be submitted and approved by the City.

- Documentation of expenditures may include invoices, receipts, bills, etc.
- Documentation of proof of payment may include credit card statements, cashed check records, receipts, etc.
- Cash payments are highly discouraged as documentation can be difficult to capture.

13. FEDERAL LAWS AND REGULATIONS

Historic Preservation Fund program funds are subject to the provisions of the National Historic Preservation Act of 1966, the Historic Preservation Fund Grants Manual (2007), and subsequent memos and guidance, OMB regulations in 2 CFR 200, and other Federal, State, and local laws and regulations.

14. ENVIRONMENTAL REVIEW

The NEPA Environmental Review can be found here: [Forms - Historic Preservation Fund \(U.S. National Park Service\) \(nps.gov\)](#) . City staff will assist the subgrantees with the form.

15. GRANT ORIENTATION MEETING

All grant recipients will be required to participate in a grant orientation meeting. Grant recipients will be notified of the date and time of the grant orientation meeting upon receipt of a formal grant notification award letter. The purpose of the orientation meeting is to confirm the budget and the timetable for completion and discuss procurement requirements and reimbursement procedures.

16. GRANT AGREEMENT

A successful grantee shall enter into a Grant Agreement that shall include the amount of the grant award, the project schedule, the scope of work for the project, a total project budget, and general requirements of the grant award.

The Grantee must submit a signed copy of the Grant Agreement with an original signature to the City prior to commencing any work.

17. PROJECT WORK FOR DEVELOPMENT PROJECTS

- All applicable City of Sedalia zoning and building permits are required.
- All project work shall be accomplished by persons licensed in the State of Missouri and the City of Sedalia to practice their profession or trade.
- Plans and specifications, as required per project, must be developed by a licensed architect or engineer prior to rehabilitation, preservation, or restoration work.
- A final report of the project, including photography, shall be submitted to the City upon completion of the project. See Appendix C for Final Report Format.
- Project work shall conform to the [Secretary of Interior Standards](#).
- All work is subject to approval by the National Park Service, prior to beginning of construction.

18. PROJECT SIGN AND PUBLIC NOTIFICATION

The City will provide a project sign that the Grantee must erect and maintain at the project site. This sign will be of reasonable and adequate design and construction to withstand weather exposure; be of a size that can be easily read from the public right-of-way, and be maintained in place throughout the project term as stipulated in the grant agreement City. At a minimum, the sign will include the following statement:

“Restoration/Preservation/Rehabilitation of the [name of property] is being supported in part by a grant from the Paul Bruhn Historic Revitalization Grant Program from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.”

19. PHOTOGRAPHS REQUIRED

Photographs may be required at three stages in the application/grant project:

- 1) Application photographs: Photographs of the property showing the location(s) of the proposed project work. These photographs can be taken by the applicant.
- 2) Documentation photographs for Conservation Easement Agreements: Photographs

will be taken of the property of existing character-defining features and conditions at the start of the project. These photographs will be taken by a skilled, but not necessarily a professional, photographer. Photographs will follow the size requirements, naming conventions, and size specifications in Appendix B.

- 3) Project photography: these photographs can be taken by the applicant. Photographs will follow the size requirements, naming conventions, and size specifications in Appendix B.
 - At least one (1) photograph of the condition of each work category prior to grant-funded work.
 - At least one (1) photograph of work in progress for each work category.
 - At least one (1) photograph of work completed for each work category.
 - At least three (3) views of the overall building.

CHAPTER 7: BUDGET

Advanced planning that yields accurate estimates and reliable budgets produces successful projects. This is especially true for development projects – “bricks and mortar projects” - where the costs of services and materials can fluctuate greatly between contractors and suppliers. Applicants should take the following recommended steps to generate a budget for the project. (Not all steps apply to every project.)

- Make sure background documentation, including Historic Structure Reports or Building Condition Surveys, if any, are up to date.
- Have a final set of drawings, plans, and specifications for the project. Final drawings are not required during the application phase, however, budgets prove more accurate with more planned out projects.
- Contact the City in advance to ensure that the drawings, plans, and specifications for the project meet the Secretary of Interior Standards.
- Make background documentation and drawings, plans, and specifications available for review when soliciting estimates. Provide an opportunity for an on-site walkthrough.
- Solicit estimates from a minimum of three qualified providers before completing the project budget in the application. Submit all estimates with the application. ***Remember, consultants and contractors cannot be hired until after a signed and approved grant agreement has been executed with the City.***

- Calculate labor costs carefully. Any minimum wage labor (paid or donated) must be calculated at the Executive Order minimum wage rate, or at the state minimum wage rate, whichever is higher.
- Have a process in place to track costs and payments and a person responsible for this process so that any changes to the budget can be identified as early as possible.
- Include a line item for professional services personnel who meet the Secretary of Interior Standards Professional Qualification Standards.
- Be aware that grant agreement awards cannot be made to a former employee, contractor, or professional who has developed or has drafted bid specifications, requirements, a statement of work, an invitation for bids, and/or a request for proposals for a particular procurement.

CHAPTER 8: FUNDING REQUIREMENTS

Projects have a minimum grant award of \$50,000 and a maximum of \$200,000. The eligible match will be cash, only. Expenditures will be reimbursed only if they are part of the contracted budget and: a) are in payment of an obligation incurred during the grant period; b) are necessary for the accomplishment of approved project objectives; c) conform to appropriate Federal cost requirements (2CFR 200, Part D), , and d) are approved in advance as necessary.

The following lists of allowable and unallowable costs are excerpted from the Historic Preservation Fund Grants Manual, Chapter 13 Standards for Allowability of Costs available at [HPF_Manual.pdf \(nps.gov\)](#) See Also 2 CFR 200 Part D.

A. ALLOWABLE COSTS

1. Accounting Costs

The cost of establishing and maintaining accounting and other fiscal information systems is allowable.

2. Advertising and Public Relations Costs

Advertising media include newspapers, magazines, radio and television programs, direct mail, exhibits, and the like. Allowable advertising costs are those which are solely for the procurement of goods and services required for the performance of the grant agreement; and notices required by Federal or State regulations pertaining to the program.

Public Relations costs are allowable when: (1) specifically required by the Federal award and then only as a direct cost; (2) incurred to communicate with the public and press pertaining to specific activities or accomplishments that result from the performance of the Federal award and then only as a direct cost; or (3) necessary to conduct general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.

Publicity and Press Releases

Press releases about this project must acknowledge the grant assistance provided by the Historic Preservation Fund and the National Park Service, and copies of the press releases must be provided to the NPS. The Recipient must transmit notice of any public ceremonies planned to publicize funded or related projects in a timely manner so that the NPS, Department of the Interior, Congressional, or other Federal officials can attend if desired. All publicity and press releases related to activities funded with this award should include a statement that funding for the activity was provided (in part or in whole) by the Historic Preservation Fund administered by the National Park Service.

a. Funding Acknowledgement

The grantee must include acknowledgment of grant support from the Historic Preservation Fund of the National Parks Service, Department of the Interior, in all deliverables and publications concerning NPS grant-supported activities as referenced in the Statement of Work.

All deliverables must contain the following disclaimer and acknowledgment:

“This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior under Grant Number [insert grant number] (and HPF Online Project Number, if applicable). Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior”.

1. Deliverables/publications include but are not limited to grant project reports; books; pamphlets, brochures, or magazines; video or audio files; documentation of events, including programs; invitations and photos; websites; mobile apps; exhibits; and interpretive signs.
2. All digital copies must follow the file naming convention described in the Digital Product Submission Guides (see Appendix B). Refer to the guidelines for instructions on creating, naming, and submitting digital copies of deliverables/publications.
3. All consultants hired by the grantee must be informed of this requirement.

4. Grantees, subgrantees, and contractors may not use the NPS arrowhead in any form without written permission.

3. Automatic Electronic Data Processing

The cost of data processing services is allowable.

4. Communications

Communication costs incurred for telephone calls or service, mail, messenger, and similar communication expenses necessary for and directly related to grant program operations are allowable.

5. Consultants and Contractors

Consultant/contractor(s) must have the requisite experience and training in historic preservation or relevant field to oversee the project work. All consultants and contractors must be competitively selected and documentation of this selection must be maintained by the grantee and be made readily available for examination by the NPS. Federal contracting and procurement guidance can be found in 2 CFR 200.318. Maximum rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary per project location. Current regional salary tables can be found on the Office of Personnel and Management website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.

6. Development Costs

Development costs incurred by a subgrant, contract, or force account as follows are allowable when such work complies with the SOIS for the Treatment of Historic Properties and with the provisions of Section K of Chapter 6 of the Historic Preservation Fund Grants Manual:

- a. Costs of exterior work, structural work, and necessary improvements in wiring, plumbing, and other utilities;
- b. Costs of interior restoration if the public is to have access to the interior in accordance with public benefit policies.

8. Equipment Purchases

Each item of equipment purchased under this award must be approved specifically and in writing by the NPS prior to purchase to confirm the allowability of the costs. Approval of the application is not approval of equipment included within the application. Equipment is defined by 2 CFR 200.1 as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

9. Exhibits

Costs of temporary exhibits relating specifically to grant-assisted program operations, accomplishments, or results are allowable.

10. General Conditions for Construction Contracts

This term, used in construction cost estimates, bids, and construction administration documents, refers to provisions by the general contractor of miscellaneous requirements to other contractors and subcontractors, thereby eliminating the duplication and expense of each trade providing its own temporary facilities. General conditions include, but are not limited to, temporary heat, power, lighting, water, sanitary facilities, scaffolding, elevators, walkways and railings, construction office space and storage, as well as cleanup, security, and required insurance, permits, and surety bonds, are allowable when identified as a line item in the project application.

11. Insurance and Indemnification

Costs of hazard and liability insurance to cover personnel or property directly connected with the grant-assisted program or project site required or approved and maintained pursuant to the grant agreement are allowable during the grant period. Costs of other insurance in connection with the general conduct of activities are allowable if maintained in accordance with sound business practice, except that the types and extent and cost of coverage or of contributions to any reserve covering the risk of loss of, or damage to, Federal Government property are unallowable except to the extent that the NPS has specifically required or approved such costs. (See OMB Circular A-87, Item B.25, for the allowability of self-insurance reserves.) For nonprofit grantees, see [OMB Circular A-122](#), Item 18.

12. Interpretive Signs

The costs of purchasing and installing (but not maintaining) a minimum number of interpretive or informational markers or signs at grant-assisted historic buildings and structures and archeological sites are allowable with prior review and approval by NPS.

13. Landscaping

Costs of landscaping are allowable as follows:

- Restoration, rehabilitation, stabilization, or protection of a well-documented historic landscape listed in the National Register of Historic Places either individually, or as a contributing element to a National Register property;
- Grading for purposes of drainage, building or site safety, and protection of a National Register-listed property;
- Improvements necessary to facilitate access for the disabled to a National Register-listed property; or
- Revegetation to stabilize and protect an archeological site or other National Register property.

(Note: Non-historic features such as parking lots, street paving, streetlamps, and benches are not eligible for grant assistance.)

14. Materials and Supplies

The cost of materials and supplies necessary to carry out the grant program is allowable. Purchases made specifically for the grant program should be charged at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received. Withdrawals from general stores or stockrooms should be charged at cost under any recognized method of pricing, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs.

15. Plans and Specifications

Costs of architectural plans and specifications, shop drawings, and/or other materials required to document and plan development project work according to the SOIS for the Treatment of Historic Properties are allowable, up to 20% of the total project cost.

16. Professional and Consultant Service Costs

- Costs of professional and consultant services rendered by persons or organizations that are members of a particular profession or possess a special skill, whether or not officers or employees of the grantee, are allowable, subject to the provisions of Chapter 5 of the Historic Preservation Fund Grants Manual.
- Factors to be considered in determining the allowable costs in a particular case include:
 - 1) The nature and scope of the service rendered in relation to the service required
 - 2) The necessity of contracting for the service, considering the grantee organization's capability in a particular area
 - 3) The impact of grants on the grantee organization
 - 4) The qualifications of the individual or concern rendering the service and the customary fees charged, especially on non-government contracts and grants
 - 5) The adequacy of the contractual agreement for the service (i.e., description of the service and products to be provided, an estimate of the time required, rate of compensation, and termination provisions).
- Retainer fees supported by evidence of bona fide services available or rendered are allowable.
- Costs of legal, accounting, and consulting services, and related costs incurred in the prosecution of claims against the Government are unallowable.
- Written agreements shall be executed between the parties which detail the responsibilities, standards, and fees.

17. Compensation for Consultants

No person employed as a consultant, or by a firm providing consulting services, shall receive more than a reasonable rate of compensation for personal services paid with grant funds, or when such services are contributed as nonfederal share. Maximum hourly rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary. Current salary tables can be found on the Office of Personnel and Management website: www.opm.gov.

When consultant services rates exceed this rate, only the amount up to that rate can be charged to the grant or be claimed as nonfederal matching share costs. Where consultants are hired at salaries above that rate, the excess costs must be paid outside the historic preservation grant (and nonfederal share). For nonprofit grantees, also see [2 CFR 200](#).

18. Public Information

Public information services costs include the costs associated with newsletters, pamphlets, news releases, films, videotapes, and other forms of historic preservation-related information services. Allowable costs are those normally incurred to:

- Inform or instruct individuals, groups, or the general public about specific historic preservation activities, accomplishments, and issues that result from the performance of the grant;
- Interest individuals and organizations in participating in grant-supported programs of the grantee and the achievement of NPS approved work program objectives;
- Provide necessary stewardship reports to State and local government agencies, contributing organizations, and the like; or to
- Disseminate the results of grantee-sponsored activities to preservation professionals, interested organizations, and the general public.

Within the foregoing parameters, public information services that (1) are not directly related to historic preservation or NPS-approved activities, or (2) are costs related to fundraising appeals are unallowable. Public information costs are allowable as direct costs only. For nonprofit organizations, see [2 CFR 200](#).

19. Publication and Printing Costs

Costs of printing and reproduction services necessary for grant administration are allowable. Publication costs of reports or other media relating to grant program accomplishments or results are allowable when necessary to comply with grant-supported program or project requirements, such as Final Project reports, publications undertaken at the written direction of NPS, as well as other publications necessary for grant-assisted program administration. In addition, for nonprofit orgs, see 2 CFR 200.

20. Rental Costs

Equipment rental is allowable only to the extent that the equipment is only needed for a short time, and it would not be more cost-effective to purchase the equipment.

21. Research

Costs of historical, architectural, and archeological research necessary for project accomplishment are allowable. Pure archival research is unallowable.

22. Requirement for Project Sign and Public Notification

As stipulated in 36 CFR Part 800, public views and comments regarding all Federally funded undertakings on historic properties must be sought and considered by the authorizing Federal agency. Therefore, the grantee is required to post a public notification regarding the undertaking under this grant in one or more of the major newspapers or news sources that cover the area affected by the project within 30 days of obligating any contracts or subgrants. A copy of the posted press release must be submitted to NPS within 30 days of the posting.

HPF funded projects must 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 must be submitted for approval by the ATR in advance. Also, the sign/notification must be of reasonable and adequate design and construction to withstand weather exposure (if appropriate); be of a size that can be easily read from the public-right-of-way; and be assessible to the public throughout the project term as stipulated in the Grant Agreement, at a minimum, all notifications must contain the following statement:

“[Project Name] is being supported by the Historic Preservation Fund administered by the National Parks Service, Department of the Interior.”

Additional information briefly identifying the historical significance of the property and recognizing other contributors is encouraged and permissible. The NPS arrowhead logo may only be used in conjunction with the HPF approved signage format that can be provided upon request. Any other use of the logo is prohibited.

A sign acknowledging Historic Preservation Fund assistance at the construction project site during the grant period is required. The cost to produce the sign is allowable and the design must be reviewed and approved by NPS prior to production and installation.

B. UNALLOWABLE COSTS

1. Archival Research

Costs of purely archival research are unallowable. Grant-assisted research must directly relate to achieving the purposes of the grant program.

2. Alcoholic Beverages

Costs of Alcoholic Beverages are unallowable.

3. Archeological Salvage

Costs of data recovery unrelated to increasing an understanding of a National Register property are unallowable.

4. Conditional Donations

Any donation of real property containing a reversionary provision to the donor which can be exercised during the term of the covenant is not eligible as a matching share.

5. Contingencies

Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, or intensity, or with an assurance of their happening, are unallowable.

6. Contributions and Donations

- Charitable contributions and donations of grant funds, property, or grant-assisted services are unallowable. For nonprofit grantees, see OMB Circular A-122, Item 8, and see the discussion of donations in A-122, Item 10.
- The value of services donated by employees or other persons paid with grant funds or other Federal funds is unallowable.
- Donated goods (i.e., expendable personal property/supplies and donated use of space) may be furnished to a grantee, subgrantee, or grant-supported contractor. The value of the goods and space is not reimbursable as a direct or indirect cost.

7. Curation

Costs of curation or exhibition of artifacts or other materials after the project end date are unallowable.

8. Entertainment

Costs of entertainment, including amusements, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodgings, rentals, transportation, and gratuities) are unallowable. For nonprofit grantees, see OMB Circular A-122, Item 12.

9. Equipment

Equipment and other capital expenditures are unallowable as indirect costs. (See Section B.13, for the allowability of use allowances or depreciation on buildings, capital improvement, and equipment.)

10. Federal Properties

Costs related to federally owned properties are not eligible for grant assistance.

11. Fines and Penalties

Fines, penalties, damages, and other settlements resulting from violations (or alleged violations) of, or failure of the grantee to comply with, Federal, State, local, or Indian tribal laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the Federal award or written instructions by NPS authorizing in advance such payments. For nonprofit grantees, see OMB Circular A-122, Item 14.

12. Fundraising and Investment Management Costs

Expenses and costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, investment counsel, and similar expenses incurred to raise capital or obtain contributions are unallowable. For nonprofit grantees, see OMB Circular A-122, Item 19 for other unallowable fundraising costs.

13. Honoraria

Payments of grant funds for honoraria are not allowable when the primary intent is to confer distinction on or to symbolize respect, esteem, or admiration for, a recipient. (Payments for services rendered, such as a speaker's fee at a grant-assisted workshop, are allowable.)

14. Insurance and Indemnification

Actual losses which could have been covered by permissible insurance (through an approved self-insurance program or otherwise) are unallowable unless expressly provided for in the grant agreement.

15. Interest and Other Financial Costs

Costs incurred for interest on borrowed capital or the use of a grantee's own funds, however, represented, are unallowable (or when authorized by Federal legislation).

16. Interpretive Expenses

Interpretive expenses, such as staff salaries or maintenance of interpretive devices are unallowable.

17. Lobbying

The cost of certain activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost.

18. Maintenance and Administration

Costs of ongoing maintenance and administration of properties following grant assistance are not allowable, in accordance with Section 102(a)(5) of the Act, as amended. This prohibition is not applicable to the National Trust.

19. Meals

Costs of meals for grantee employees, Review Board members (including any other State oversight or advisory boards), or Commission members are unallowable except as per diem when such persons are on travel status in conjunction with activities eligible for assistance.

20. Mitigation Expenses

Costs of mitigation activities performed as a condition or pre-condition for obtaining a Federal permit or license or funding by other Federal programs are not allowable.

21. Museums

Costs of museum exhibits, staff salaries, and other administrative expenses, including maintenance, are unallowable if they are not directly related to eligible activities.

22. Nonconformance with Applicable SOIS

Work performed under grants, subgrants, or other contractual arrangements that do not conform to the applicable Secretary's Standards is unallowable costs.

23. Organization Costs

For nonprofit grantees, see OMB Circular A-122, Item 27.

Profits and Losses on Disposition of Depreciable Property or Other Capital Assets.

For State and local government and Indian tribe grantees, see OMB Circular A-87, Item B.22.

For nonprofit grantees, see OMB Circular A-122, Item 36.

24. Prohibition on Compensating Intervenors

Compensation to any person intervening in any proceeding under the Act is unallowable due to the provisions of Section 101(f) of the National Historic Preservation Act.

C. ALLOWABLE MATCH

1. Cash, is the only allowable match.

CHAPTER 9: ADMINISTRATION

1. General Supervision

The Program Director shall supervise all grant awards and the projects by such awards.

2. Applications

Applications shall be processed according to the procedures set forth in these guidelines.

3. Enforcement

The terms of the grant award are included in the Grant Agreement. When the Grant Agreement is signed the recipient has agreed to those terms. The Grant Agreement is a legal agreement

and requires compliance with all terms. Funding will not be released to the grantee unless reporting and project products are in agreement with the terms in the Grant Agreement.

CHAPTER 10: GRANT AWARD PROCEDURES

A. Grant Application Information

The City will distribute grant applications and grant manuals containing the rules and other information pertaining to the administration of the Historic Revitalization Grant.

Announcements, applications, and guidelines will be posted on the [City's website](#).

B. Grant Review and Implementation Schedule

Friday, April 7, 2023	Last Day to Submit draft applications for review (optional)
Friday, April 14, 2023	Final applications due
April 14 – May 12, 2023	Review of projects by Grant Review Committee
May 12, 2023	Award letters issued; grant packets distributed; contracting, RFP development, baseline documentation for easement; review of contractors and consultants.

C. Pre-Project Grantee Responsibilities

Before work can commence on the grant-funded project the following activities must be completed:

- The Grant Agreement with the City must be signed.
- The baseline documentation for the Conservation Easement Agreement must be conducted and submitted to the City of Sedalia.
- The Conservation Easement Agreement must be signed and notarized.
- NEPA documentation must be approved by the NPS.
- A Request for Proposals (RFP) for grant funded work will be generated by the Grantee based on the approved scope of work and then be reviewed by City staff.
- The Procurement Documentation form will be completed and submitted to the City before contracts are signed with consultants, tradespeople, contractors, etc.

D. Required Final Report Deliverables from Applicant

- Before and after images of the project
- Copy of the executed covenant or easement for the property
- Photo of the installed required project sign at the property

APPENDIX A: PROFESSIONAL QUALIFICATIONS STANDARDS, 36 CFR PART 61

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

- 1. History.** The minimum professional qualifications in history are a graduate degree in history or a closely related field, or bachelor's degree in history or a closely related field plus one of the following:
 - At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
 - Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

- 2. Architectural History.** The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; a bachelor's degree in architectural history with a concentration in American architecture; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:
 - At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
 - Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

- 3. Architecture.** The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture, or a State license to practice architecture.

- 4. Historical Architecture.** Minimum professional qualifications in historical architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:
 - At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field, and at least one year of full-time professional experience on preservation and restoration projects; or
 - At least two years of full-time, professional experience on preservation and restoration projects. Experience in preservation and restoration projects shall

include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

5. Archaeology. Minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or a closely related field plus:

- At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;
- At least four months of supervised field and analytic experience in general North American archaeology;
- Demonstrated ability to carry research to completion; and
- At least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric or historic period for, respectively, professionals in prehistoric or historical archaeology.



Let's Cross Paths

CITY OF SEDALIA'S
HISTORIC REVITALIZATION GRANT PROGRAM
PAUL BRUHN GRANT APPLICATION

City of Sedalia
200 S Osage, Sedalia, MO 65301
Phone: 660-827-3000 Fax: 660-827-7831

Name of Project:

Property Address/Location:

Applicant Organization:

Unique Entity Identifier:

PLEASE CHECK ALL BOXES THAT DESCRIBE YOUR ORGANIZATION:

- Governmental-State
Non-Profit
Education Institution
Governmental-Municipal/County
Private Property Owner

CONTACT INFORMATION:

Contact Person:

Mailing Address:

Telephone Number:

Contact Person Email:

PROJECT SUMMARY:

Total Project Cost:

Grant Amount Requested:

Cash Match:

ANSWER EACH OF THE FOLLOWING QUESTIONS. ATTACH AN ADDITIONAL DOCUMENT FOR RESPONSES.

A. HISTORICAL SIGNIFICANCE: 1-5 POINTS

The historical significance of project property. **Please use the National Register listing description.**

B. PROJECT BUILDING AND COMMUNITY IMPACT: 0-10 POINTS

- Describe the building that is the focus of this grant request.
- Why should this particular building be preserved?
- How does this building represent the history of the local community?
- Is the building considered a community asset or critical community infrastructure?
- What is the current use/occupancy and will that change after the project is completed?
- Will the proposed project enhance the value of the building to the community?

Please distinguish your answers below to correspond to the questions above.

C. PROJECT DESCRIPTION: 0-6 POINTS

What is the project? Provide as much detail as possible on all work components. List the final outcomes or products of the project (i.e. "slate roof repair" or "storefront rehabilitation"). Please address the following questions:

- A clear description of the project and its components: 2 points
- The project establishes new housing: 2 points
- The project fosters economic development: 2 points

D. DELIVERABLES/MILESTONES: 0-15 POINTS

Applicants will outline the project methodology that will be used to address the project and result in the products outlined above. Reference should be made to the appropriate Standards (Restoration, Rehabilitation, or Preservation) as outlined in the Secretary of Interior Standards for the Treatment of Historic Properties. Points will be awarded based on: Need to add web site

- How well the timeline of the project has been articulated: 0-5 points
- The extent to which the SOIS has been identified and will be met: 0-5 points
- Timeline feasibility: 0-5 points

E. CATALYST: 0-8 POINTS

Applicants will describe how a project has the potential to catalyze continued investment in the City of Sedalia's Commercial Historic District or be able to demonstrate the potential economic impact of the proposed project. Points will be awarded based on:

- Will occupancy of the building increase when the project is completed? Yes= 2 points
- Does the project create permanent jobs in the historic districts? Yes= 2 points
- Does the project add housing such as loft-style apartments? Yes=2 points
- To what extent will the project create physical/visible enhancements to the historic districts: 0-2 points

F. AVAILABILITY OF MATCH: 0-6 POINTS

A project match is not required, but a match will be a competitive factor for scoring. Retroactive expenses cannot be included as a match.

- 5%-10% match: 2 points
- 10%-20% match: 4 points
- 20%+ match: 6 points

G. BUDGET: 0-5 POINTS

Applicants will describe what steps they have taken to determine the project budget and ensure its accuracy. Applicants who can demonstrate they have followed the steps recommended in Chapter 7, as applicable, will score higher than those who have not.

H. ADMINISTRATIVE CAPABILITY: 0-5 POINTS

Applications will be scored on the applicant's record of past accountability in administering other grants (State, Federal, Foundation Grants, etc.). Grantees must have an adequate accounting system, audit procedure, and effective accountability.

I. STRUCTURAL SURVEY CONDITION RATING: 1-10 POINTS

Applicants will score points based on the structural survey condition rating as found in the City of Sedalia's structural engineering report (copy available upon request). Properties with structural deficiencies noted in the reports will receive points based on the number and severity of the deficiencies.

ADDITIONAL INFORMATION. PLEASE ATTACH ADDITIONAL DOCUMENTS.

Please include the following additional information when submitting your application:

- A.** Property owner and/or fiscal sponsor information.
 - B.** Historic and architectural information on the subject property.
 - C.** Project site map.
 - D.** Establish a tie back to the structural survey.
 - E.** A detailed budget including cost estimates.
 - F.** Detailed scope of work.
 - G.** Elevation drawings or red-lined high-resolution photographs.
 - H.** Project feasibility, such as expected project development timelines.
 - I.** Photographs: jpegs or tiffs at a minimum of 4"x6", 300 dpi. Also, upload an index with the property name, date taken, and a short description of the image.
 - J.** If available, plans and specifications: pdf, jpegs, or tiffs must be in a reasonable resolution for reviewers to view. Please have the file name reflect the property name and description of the document.
 - K.** An explanation of how the project will fulfill the Revitalization Grant's mission to preserve cultural resources, foster economic development, and the Sedalia Commercial Historic District.
-

PROJECT BUDGET

Provide an estimated project budget based on the grant amount requested. Submit a budget spreadsheet or use the project budget spreadsheet that is available on the City's website.

A. Service/Action/Item: include each major work element (masonry, tuckpointing, roof replacement, personnel, supplies, equipment, etc.). If the budget includes contractual services, indicate what the contract is for (i.e. professional archaeological consultant).

B. By Whom: name and professional title/company

C. # of Hours or Fee for Service

D. Hourly Rate or Total Fee

*** Other items need to be specified, such as equipment, materials, telephone, postage, photocopying, digital media, preservation agreement documentation, photography, and storage.**

Authorizing Signatures:

Signing your name acts as your official signature and certifies that you have personally reviewed this application and that the information presented is complete and meets all eligibility criteria as outlined in the City of Sedalia's Historic Revitalization Grant Manual.

Lead Project Contact

Signature: _____

Printed Name: _____

Date: _____