

REQUIRED CHECKLIST

Is your property listed in the National Register of Historic Places?

Have you enclosed any current letters of support for your project (at least three are required).

Have you included a current (within the last 2 months) bid estimate from a contractor?

Have you enclosed a copy of the deed with the original application?

Have you enclosed and labeled the requested photos for each item for which you are requesting funding? (Please include one general overall photo of the building)

Have you signed the application? PLEASE DO NOT PUT THE APPLICATION IN FOLDER, BINDER OR SLEEVE OR USE STAPLES. Paper and binder clips only!!

Have you signed and returned the attached assurances with the original application?

Have you included documentation/proof of available funds to pay all expenditures upfront?

- 1. If awarded a grant, the recipient is reimbursed only for work that is conducted following signing of a contract with the SHPO.**
- 2. If awarded a grant, the recipient will be required to sign and record a covenant to the property deed which requires all future projects to be submitted for approval by the State Historic Preservation Office prior to commencing the work.**
- 3. FYI - Anytime an existing building undergoes rehabilitation with the exception of a residential structure (with 4 or less units), it must be evaluated for asbestos and, if any is present, it must be remediated prior to any rehab work. (Remediation is an eligible activity which can be included in the application.)**
- 4. GUIDELINES/REGULATIONS: All projects must comply with (1) All applicable Secretary of the Interior's Standards; (2) Labor standards and, when applicable, the prevailing wage rates as established by the West Virginia Department of Labor and Assurances-Construction Programs as listed on Standard Form 424D; (3) Civil Rights Act of 1964 as amended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act; West Virginia competitive bidding and purchasing requirements; and 18 USC 1913 regarding the use of federal funds for lobbying activities**

I acknowledge that I have read and understand the above four statements about this grant.

SIGNATURE

DEADLINE: POSTMARKED MARCH 31

For Office Use Only

Application Number _____

Date Received: _____

APPLICATION

STATE DEVELOPMENT GRANT

I. PROPERTY

Property Name _____

Address _____

City _____ County _____ State _____ Zip _____

Historic Name as listed in the National Register or Name of Historic District:

Does the property have any local Landmark Designation? _____

II. SPONSOR

Property Owner _____

Grant Sponsor _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone: _____ Email: _____

PROJECT: _____

LOCATION: _____

III Please describe the level of support demonstrated by the community for preserving this resource.

IV. How does this resource fit into the history of the community?

Please provide at least three current letters of support. You may also provide additional materials (newspaper clippings) that show how the resource provides a benefit to the community.

V. Who will be responsible for administering the grant? What is their experience in management and financial record keeping?

VI. Please describe your (a) current maintenance plan and (b) future support plan for the upkeep of the property and how it is funded.

(A) How do you currently maintain the building? What repairs have you completed in the last two years?

(B) What additional work, if any, is needed to maintain the property? How do you plan to fund this work?

VII. How long have you owned the building or been responsible for its care? (Please attach a copy of the deed to property). If you do not own the property, please provide an original letter from the owner indicating cooperation should grant be awarded and knowledge of potential covenant.

VIII. Describe clearly and in detail the work to be done and the need for the work.

Please enclose photographs of each item listed below. There should be at least one photo of each item listed below and at least one photo of entire building/structure. Please number and label all photos. If including bid, plan drawings, or other materials, please label attachments.

Describe Existing Condition of each Feature	Proposed Repair
<p>Item 1</p> <p><i>Photo #:</i> _____</p>	 <p><i>Attachment #:</i> _____ <i>if applicable</i></p>
<p>Item 2</p> <p><i>Photo #:</i> _____</p>	 <p><i>Attachment #:</i> _____ <i>if applicable</i></p>
<p>Item 3</p> <p><i>Photo #:</i> _____</p>	 <p><i>Attachment #:</i> _____ <i>if applicable</i></p>
<p>Item 4</p> <p><i>Photo #:</i> _____</p>	 <p><i>Attachment #:</i> _____ <i>if applicable</i></p>
<p>Item 5</p> <p><i>Photo #:</i> _____</p>	 <p><i>Attachment #:</i> _____ <i>if applicable</i></p>
<p>Item 6</p> <p><i>Photo #:</i> _____</p>	 <p><i>Attachment #:</i> _____ <i>if applicable</i></p>

ITEMIZED BUDGET:

<i>COST CATEGORY</i>	<i>GRANT REQUEST</i>	<i>+ MATCH AMOUNT</i>	<i>=TOTAL</i>
Item 1			
Item 2			
Item 3			
Item 4			
Item 5			
Item 6			

\$ _____ \$ _____

TOTAL PROJECT COST \$ _____

IX. MATCHING SHARE

Please describe your matching share (at least 50%) of the project. Is it cash, staff time, volunteer time, donated materials, etc. **Applicant must include current documentation/proof (i.e., bank statement, etc.) of existing funds to pay total project cost up front.**

NOTE: Time valued above the minimum wage rate must be substantiated. If volunteer or staff time is included, be specific as to how it will be used (grant administration, painting, etc.)

Cash (attach support documentation) \$ _____

In-Kind (specify) \$ _____

CONTINUATION PAGE: This section can be used if you were unable to fit your comments into any of the spaces provided. Please mark which section you are further explaining.

X. Will a Consultant or Architect be engaged to evaluate the project, to prepare specifications, or to supervise the work? If you have prepared specifications and/or bid estimates, please include with application. Some awarded projects may require the sponsor to provide architectural or engineering services before the work is released for bidding.

XI. If you are already working with a consultant or architect, please provide name and phone number.

XII. I have read the attached criteria for evaluation of applications, the grants procedures and assurances and understand that I will be expected to comply with the requirements governing the grants program. I recognize that if the grant is made by the Department of Arts, Culture and History, Historic Preservation Office, I will be required to provide match as indicated in the application. If applicant is an organization, President or Chairman must sign. Owner(s) must co-sign if the applicant is not the owner.

Signature and Title

Date

Signature and Title

Date

Signature and Title

Date

Return to:

Grants Coordinator
Historic Preservation Office
Department of Arts, Culture & History
1900 Kanawha Blvd, East
The Culture Center
Charleston, WV 25305
(304) 558-0240 ext. 720

Additional sheets may be provided for any pertinent information that does not fit in the space provided. The application will not be reviewed if not properly completed or incomplete.

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the

National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED