



HURRICANE RELIEF GRANT PROGRAM FOR HISTORIC PRESERVATION

**EMERGENCY SUPPLEMENTAL APPROPRIATIONS ACT FOR
HURRICANE RECOVERY
HISTORIC PRESERVATION FUND
Public Law (P.L.) 109-234**

GRANT APPLICATION PACKET

**A PROGRAM OF THE NATIONAL PARK SERVICE,
U.S. DEPARTMENT OF THE INTERIOR**

**ADMINISTERED BY
THE HISTORIC PRESERVATION DIVISION
MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY**

100 SOUTH STATE STREET, JACKSON, MISSISSIPPI 39201

REVISED 2/21/2007

This publication and grants program are financed by a special Congressional appropriation and administered through the National Park Service, Department of the Interior. Regulations of the U. S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally-assisted programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against by any action in connection with this program should write to:

Director, Equal Opportunity Program
U.S. Department of the Interior
National Park Service
P.O. Box 37127
Washington, D. C. 20013—7127

TABLE OF CONTENTS

Part I: General Information	4
Part II: General Guidelines	
Program Time Table	5
Protective Covenants	6
Types of Projects	6
Project Selection	7
Eligibility Requirements	8
Ineligible Activities	9
Program Summary	10
Project Work	10
Obligations	11
Long Term Responsibilities	13
Auditable Records	13
Allowable Cost	14
Part III: Forms	
Application Form	15
Significance	17
Project Description	18
Insurance, FEMA, MDA Payments	21
Statement of Understanding	22
Part IV: Application Submission	24
Part V: Appendices	
Appendix A- <i>The Secretary of Interior's Standards</i>	26
Appendix B-Glossary	27

PART I: GENERAL INFORMATION

In June 2006 the United States Congress passed Public Law (P.L.) 109-234, which appropriated Emergency Supplemental Funds for necessary expenses related to the consequences of Hurricanes Katrina and Rita. Pursuant to P.L. 109-234, the State of Mississippi was awarded \$26,000,000 from the Historic Preservation Fund (HPF) to be used for disaster relief. Grants from the HPF shall be for the preservation, stabilization, rehabilitation, repair, of historic properties listed in or eligible for the National Register of Historic Places (NRHP), and for planning and technical assistance. Funding preference shall be given to applications based upon, but not limited to, a) properties located within Mississippi Gulf Coast National Heritage Area, b) owner-occupied houses, and c) projects able to spend the funds expeditiously. Grants shall only be available within areas that the President determined to be major disaster areas under section 102(2) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(2)) due to Hurricanes Katrina or Rita.

Funds will be available from August 1, 2006, through December 31, 2008. Funds that are not obligated promptly are subject to recapture and reallocation to other states, so all funds should be obligated no later than September 30, 2007. Applications will be reviewed throughout the grant period and grant funds will be awarded based on these reviews until funds are exhausted.

At least three competitive grant award dates will be scheduled for December 2006, January 2007, and April 2007.

This application describes the program's requirements, as well as the procedures that must be followed in applying for grant assistance.

The program is administered at the federal level by the National Park Service (NPS), U.S. Department of the Interior, and in Mississippi by the Division of Historic Preservation, Mississippi Department of Archives and History (MDAH.)

The Mississippi Department of Archives and History will maintain a field office on the Gulf Coast at "Preservation House" in Biloxi, and MDAH staff will offer on-site expertise and technical advice. Final decisions on the selection of grant recipients will be made by MDAH's Board of Trustees. The grant program will focus on the physical preservation of properties either listed in, or eligible for listing in, the NRHP.

PART II: GENERAL GUIDELINES

PROGRAM TIMETABLE

(PLEASE NOTE THAT THESE DATES ARE SUBJECT TO CHANGE)

October 20, 2006	Mississippi Department of Archives and History Board of Trustees Regular Quarterly Meeting; grant program officially announced and applications made available
November 17, 2006	Applications due for first round of funding
December 15, 2006	Mississippi Department of Archives and History Board of Trustees Special Meeting consideration of <u>first round</u> applications
January 19, 2007	Applications due for second round of funding
February 16, 2007	Mississippi Department of Archives and History Board of Trustees Regular Quarterly Meeting consideration of <u>second round</u> applications
April 6, 2007	Application due for third round of funding
April 20, 2007	Mississippi Department of Archives and History Board of Trustees Regular Quarterly Meeting consideration of <u>third round</u> applications
September 30, 2007	Deadline for obligating all grant funds
December 31, 2008	End of Grant Program (Deadline for expending grant funds)

MDAH staff at the Gulf Coast Preservation House field office in Biloxi will provide the following services:

- Assistance with the preparation and submittal of grant applications
- Review of applications, including on-site technical assistance when possible
- Preparation of plans, specifications, and bid documents following grant awards
- Construction oversight services to ensure compliance with the Secretary of the Interior's *Standards for Rehabilitation* (See Appendix A)
- Comprehensive grants management assistance to grant recipients

Individual grants may be made to private property owners for the stabilization and /or restoration of their historic structures. With the written consent of the owner, MDAH field office staff will advertise (as required) and enter into contract with the vendor on behalf of the owner. MDAH will pay the vendor as contracted upon satisfactory completion of the work.

Protective Covenants

The terms under which all development grants are made require the State to hold a protective covenant on any historic property rehabilitated using Historic Preservation Fund moneys, as a means of protecting the public's investment in that property. These covenants require the grant recipient to maintain the property so as to preserve the historical and architectural integrity of the features, materials, appearance, workmanship, and environment that made the property eligible for listing in the National Register of Historic Places, and to prevent inappropriate, incompatible, and/or irreversible changes to the property in the future.

A preservation covenant, the duration of which shall be commensurate with the size of the grant, shall be required for all properties receiving grant assistance and must be executed by the property owner prior to receiving grant funds. For example, properties receiving up to \$24,999 must have a covenant in place for a period of five (5) years; properties receiving \$25,000 to \$49,999 must have a covenant in place for a period of ten (10) years. Properties receiving \$50,000 to \$99,999 must have a covenant in place for a period of twenty (20) years; properties receiving \$100,000 to \$149,999 must have a covenant in place for a period of twenty-five (25) years; properties receiving \$150,000 or more must be designated *Mississippi Landmarks*, which places a perpetual preservation easement on the property. **All publicly owned buildings receiving grant funds shall be designated *Mississippi Landmarks* prior to receiving grant funds** (see page 8).

The covenant(s) must be legally recorded with the title to the property before any grant funds can be released by MDAH. Throughout the duration of the covenant, the grant recipient must request written approval from MDAH before beginning any work on the property. MDAH approval will be given only if the proposed work meets the Secretary of the Interior's *Standards*. MDAH staff will also conduct periodic site inspections to monitor compliance with the covenant.

NOTE: All work must be completed within the Project Period, which will be specified by MDAH for each individual project. The Project Period may include necessary and eligible work that was performed by the grantee after August 28, 2005, but prior to the awarding of grant funds. In the case where the past work is eligible for funding, the grantee may be reimbursed provided that the work performed complies with the Secretary of Interior's *Standards*.

Types of Projects

This application packet is designed specifically for **Emergency Supplemental Appropriations Act For Hurricane Recovery** projects, which include the following:

The preservation, rehabilitation, or restoration of a site, structure, object, or other resource **currently listed** in the National Register of Historic Places (NRHP), or currently eligible for the NRHP. The resulting work must be conducted in accordance with the **Secretary of the Interior's *Standards for Rehabilitation*** (see Appendix A). To determine the National Register status of a property or criteria of eligibility, contact the Mississippi State Historic Preservation Office (Mississippi SHPO) National Register staff. Top priority is given to projects that will result in the structural stabilization of threatened or endangered historic resources. Please contact MDAH Grant Staff if you have any questions about this type of project, or if you need more detailed information concerning the Secretary of the Interior's *Standards*.

Under the approved evaluation criteria, certain activities are considered to be high or middle priority work items, while other activities are deemed to be ineligible work items. A proposed project may sometimes include activities that vary in levels of priority. Contact MDAH Grants staff if you have any questions about the eligibility of specific work items.

PROJECT SELECTION

The Evaluation Process

MDAH will consider the applicant's ability to successfully complete the proposed project, and whether the funds awarded will achieve a significant preservation objective. The following selection criteria will be among those used:

- Historic significance
- Ability to complete the project promptly and successfully
- Ability to achieve a significant preservation objective on an individual property
- Ability to achieve a significant preservation objective in a historic district as a whole
- Degree and nature of the damage
- Completeness of the grant application, and
- Availability of qualified staff and/or qualified contractors to conduct the proposed work

Because the available funding is limited, it is unlikely to cover all requests for assistance; therefore, the following criteria will be used for evaluating projects to ensure that the selection is carried out fairly.

High Priority Work Items:

Stabilization of an endangered property of national

significance that is listed or eligible for the NRHP

Restoration of an endangered property of national

significance that is listed or eligible for the NRHP

Rehabilitation of an endangered property of national

significance that is listed or eligible for the NRHP

Preservation of an endangered property of national

significance that is listed or eligible for the NRHP

Stabilization, restoration, or rehabilitation of owner-

occupied properties that are listed or eligible for the

NRHP, which can be shown as being critical to the

revitalization of a historic neighborhood, with priority

given to those properties within a listed or eligible

NRHP District

Preference will be given to properties that meet the above

requirements and that are owner-occupied

Preference will be given to properties that meet the above

requirements, and are located in the Mississippi Gulf Coast National Heritage Area

Middle Priority Work Items:

Restoration of an endangered property of state or local significance that is listed or eligible for the NRHP
Rehabilitation of an endangered property of state or local significance that is listed or eligible for the NRHP
Preservation of an endangered property of state or local significance that is listed or eligible for NRHP
Utility upgrades of an endangered property of state or local significance that is listed or eligible for the NRHP
Preservation or restoration of interior features of high cultural or artistic value within an endangered property of state or local significance that is listed or eligible for the NRHP
Preference will be given to properties that meet the above requirements and are owner occupied
Preference will be given to properties that meet the above requirements and are located in the Mississippi Gulf Coast National Heritage Area

ELIGIBILITY REQUIREMENTS

1. **Applicant Eligibility:** Eligible applicants include (a) private, non-profit organizations with 501(c)(3) tax exempt status (including local historical societies and preservation organizations), (b) educational institutions (including public and private schools, colleges, and universities), (c) local governmental units (including city and county agencies and commissions funded by a consortium of local governments), and (d) individual property owners. Federal regulations do not allow grant funds to be awarded to active religious organizations, or to be used to assist buildings that are used primarily for religious functions.
2. **Property Eligibility:** Properties to be assisted with grant funds MUST be either listed on the NRHP at the time of application, OR they must be eligible for listing. Properties may be listed individually, or they may be listed as contributing resources within listed historic districts. Note that properties within the boundaries of historic districts that are designated as “non-contributing” (NC) are not eligible to receive grant funding. To find out the NRHP status of a property or criteria of eligibility, contact MDAH National Register staff.
3. **Eligibility of Proposed Work Items:** All proposed work must conform to the Secretary of the Interior’s *Standards for Rehabilitation* (see Appendix A). Work that does not conform to these *Standards* is not eligible for reimbursement under this program. The Secretary of the Interior’s *Standards* provide common sense guidelines for rehabilitation efforts that will respect original historic fabric and the patina of age while returning the building or structure to a state of utility within reasonable financial limitations.
4. **Protective Covenants:** The terms under which all Historic Preservation Fund grants are made require the State to hold a protective covenant on any property rehabilitated using federal money, as a means of protecting the public’s investment in that property. These

covenants require the grant recipient to maintain the property so as to preserve the historical and architectural integrity of the features, materials, appearance, workmanship, and environment that make the property eligible for listing in the National Register of Historic Places, and to prevent inappropriate, incompatible, and/or irreversible changes to the property in the future. Properties receiving up to \$24,999 must have a covenant in place for a period of five (5) years; properties receiving \$25,000 to \$49,999 must have a covenant in place for a period of ten (10) years. Properties receiving \$50,000 to \$99,999 must have a covenant in place for a period of twenty (20) years; properties receiving \$100,000 to \$149,999 must have a covenant in place for a period of twenty-five (25) years; properties receiving \$150,000 and over must be designated *Mississippi Landmarks*, which places a perpetual preservation easement on the property. **All publicly owned buildings receiving grant funds shall be designated *Mississippi Landmarks* prior to receiving grant funds.** The covenant must be legally recorded with the title to the property before any grant funds can be released by MDAH. Throughout the duration of the covenant, the grant recipient must request written approval from MDAH before initiating any work on the property. MDAH's approval will be given only if the proposed work meets the Secretary of the Interior's *Standards* (See Appendix A). MDAH staff will also conduct periodic, unannounced site inspections to monitor compliance with the covenant. **Failure to comply with the Protective Covenants and their restrictions shall constitute a violation of those covenants. Violations may result in the property owner repaying the funds in part or in full and shall be subject to appropriate legal actions.**

INELIGIBLE ACTIVITIES

The following projects are prohibited from receiving grant assistance:

1. Projects in which the grant recipients are active religious organizations;
2. Acquisition of real property;
3. Activities that are eligible for reimbursement from the Federal Emergency Management Agency (FEMA), Mississippi Development Authority's "Hurricane Katrina Homeowner's Grant," or any other federal or state agency;
4. Work that was paid for by insurance settlements;
5. Work that does not meet the Secretary of Interior's *Standards* (See Appendix A);
6. Work done before or after the Project Period that will be determined by MDAH for each project
7. **New Construction, Total Reconstruction, or Major Reconstruction.** Reconstruction is limited to portions of a historic property that still retain (prior to reconstruction) sufficient significance and integrity to remain listed in the National Register. 75% of the property should still be standing (i.e. 3 out of 4 walls need to still be standing). Total reconstructions are not eligible. Major reconstruction projects, such as recreating a building that has been completely destroyed, are not eligible for grant assistance because vanished structures, by definition, have lost their integrity and, therefore, are no longer eligible for the National Register of Historic Places, or for grant assistance. 75% of the historic architectural features should be visible and not covered up by synthetic material

(i.e. vinyl siding, plywood paneling, gypsum board) [If specific features or elements of a building are missing and thus need to be recreated, this work is potentially eligible for funding (provided adequate historical documentation is available)];

8. Landscaping (other than grading necessary to correct drainage problems), fencing;
9. Directional and/or interpretive signage or museum exhibits; and
10. Work items at a property that is **NOT** eligible for the NRHP.

Work certified for Federal Historic Preservation Tax Incentives is not eligible for grant assistance. In addition, costs may not be charged to this grant if incurred prior to August 28, 2005.

PROGRAM SUMMARY

Purpose of the Application Form

The application form is designed to provide MDAH with information to evaluate projects according to the prescribed selection criteria. In addition, it provides necessary information about the nature of the proposed work, and the need for carrying out the project.

Who may submit a grant application?

The Governing Principles used by MDAH to comply with Congressional directives set forth in Public Law 109-234 to assist citizens and communities committed to preserving and rehabilitating hurricane damaged historic buildings and sites significant in defining the unique character and heritage of those communities are:

- To expend at least 90% of the rehabilitation grant funds allocated to Mississippi within the federally designated Mississippi Gulf Coast National Heritage Area [Hancock, Harrison, Jackson, Pearl River, Stone, and George Counties]
- To expend at least 75% of the rehabilitation grant funds allocated to the state on the owner-occupied historic houses listed or eligible for listing in the National Register of Historic Places.

Any private property owner, unit of government, or nonprofit organization (except the federal government and active religious organizations) may submit a grant application to protect, stabilize, preserve, restore, or rehabilitate a property that is listed, or eligible for listing, in the National Register of Historic Places and that was damaged by Hurricane Katrina.

PROJECT WORK

Proceeding with Project Work

After MDAH notifies the applicant of award, MDAH will work with the applicant to develop plans and specifications for the specified project. After the plans and specifications have been agreed upon by MDAH and the applicant, MDAH will proceed with the competitive bid process to hire contractors, purchase materials, and commence with the project activities in accordance with the

project agreement and applicable regulations. After receiving bids for the work, MDAH will enter into a contract for the work. Appropriate written agreements will be entered into with the property owner consenting to the work and any special conditions that may apply.

If it is agreed upon by MDAH and the applicant **beforehand**, the applicant may hire their own architect and consultants to develop plans and specifications. MDAH shall review all plans and specifications before the owner proceeds with the work. Once the applicant has been notified in writing that the work may begin, the applicant may proceed with the competitive bid process to hire contractors, purchase materials, and commence project activities in accordance with the project agreement and applicable regulations.

Auditable Records (If Applicant is Contracting Work)

During the course of the project, if the applicant is contracting the work and not MDAH, the applicant must maintain auditable records that reflect actual expenditures of money.

Other Obligations of the Applicant (If Applicant is Contracting Work)

In addition to maintaining auditable records, the applicant must fulfill other requirements as listed in the section below titled, "Obligations". These requirements vary with each individual project.

Method of Payment

In most cases, particularly those of private home owners, MDAH will actually contract all the work itself, with no funds passing directly to the property owner, but rather expended through direct contracts for the work and appropriate agreements with the property owner. In these cases, architectural and engineering services will also be "provided" by MDAH rather than through payments to the property owner. In some cases, several types of funding will be utilized, depending on the circumstances of each project. Some situations may call for simple reimbursement upon presentation of sufficient documentation that the work has been completed. Others may call for an advance of funds under a subgrant with a municipality, for example, if that is who owns the historic structure.

All reimbursement requests must be accompanied by copies of receipts, invoices, cancelled checks, etc., in order to be reimbursed.

In cases where the project is funded on a current needs basis, the applicant may request phased payments by periodically sending a request for partial advance of funds and a progress report relating the project's status.

However, as stated earlier, many of the projects will be executed under a direct contract between MDAH and the general contractor and no funds will pass directly to the property owner.

OBLIGATIONS

Each applicant who receives federal funds under this program must agree to:

1. Provide a complete description of the proposed project work. In some cases, historical research, plans, and specifications may be required. Staff of MDAH will be available to assist the property owner in developing and preparing the application.
2. All pre-development and construction work must be done in accordance with the Secretary of the Interior's *Standards Rehabilitation* (See Appendix A).
3. Proceed in a timely manner. All work must be carried out according to a timetable that will be developed for each assisted project. Projects must be completed by December 31, 2008.
4. For development projects, the project architect or engineer must have direct supervision and oversight of the actual construction activities. Specific instructions identifying the architect's responsibilities must be included in the construction specifications. In most cases, the architectural and engineering services will be provided directly by MDAH and not be the responsibility of the property owner.
5. Construction project site must display a project identification sign in a prominent location while project work is in progress. The sign must identify the project and the National Park Service grant support. Project signs will be made available by MDAH.
6. Hire competent personnel to plan and supervise project work. Architectural plans and specifications for development projects must be prepared by licensed architects with at least two years of experience in the sensitive preservation of historic properties according to the Secretary of the Interior's *Standards for Rehabilitation*. To ensure that all work is done by qualified staff and according to the *Standards*, a signed Certification of Professionalism must be submitted with the Project Application. Check with MDAH Gulf Coast Preservation House field office for assistance regarding qualified consultants.

In the cases where a reimbursement contract is employed, it is the grant recipient's responsibility to guarantee that the certification is met. The recipient must be able to verify to MDAH's satisfaction that the certification was adhered to prior to the reimbursement of funds.

7. Comply with federal procurement standards when purchasing materials, equipment, supplies, and services. These standards are designed to promote fair and open competition for contracts arising out of federally assisted

projects. Among the provisions of the procurement standards are:

- Contractors must be notified that federal funding is involved in the project.
- All work must be performed under written contract. Further, all contractors must agree to comply with federal requirements, and these requirements must be stated in the contracts.
- All bid proposals and contracts must specify a firm, fixed maximum cost based upon a specific work description.

8. Comply with other program requirements. These vary from project to project. Included are:

- If any portion of the project involves excavation, the applicant may have to contract with a qualified archaeologist to analyze affected portions of the site. In some cases, the services of the qualified archaeologist may be provided by MDAH.
- If persons or businesses are displaced and the applicant is a unit of state or local government, the applicant must provide relocation assistance.

LONG-TERM RESPONSIBILITIES

All recipients of grants must provide for the continued maintenance and public benefit of the historic property. Each grant recipient will be required to record any conditions or covenants imposed by such agreement with the County Chancery Clerk's Office. The mechanism for recording will be provided at the time of the contract. The duration of the covenant agreement will be set by MDAH.

Depending on the nature of the project, these mechanisms must provide for the following:

Maintenance and administration

All grant recipients must agree to repair, maintain, and administer the grant-assisted property to preserve its historical integrity. This means that MDAH must be notified in writing of any future proposed work that may affect the historical qualities of the property. MDAH must approve all such work in advance. Examples of the types of work that require prior approval are:

- Additions to, or demolition of, an associated building or portion thereof.
- Structural changes or remodeling.
- Potentially destructive maintenance work, such as masonry repointing,

building cleaning, or reroofing.

- Ground disturbance affecting archeological resources.

These terms will be stipulated in the Preservation Covenants that must be agreed to before any work may begin. Failure to comply with the Protective Covenants and their restrictions shall constitute a violation of those covenants. Violations of the covenants may require the property owner to repay the funds in part or in full, and shall be subject to both Federal and State prosecution.

AUDITABLE RECORDS

All federal assistance programs are audited periodically. During audit, the auditors look to see that each project's expenses are verified in the project records. In order to pass audit, an expense must be shown to be:

Necessary and reasonable to the completion of the project
(as detailed in the section titled, "Allowable Costs").

Carried out during the Project Period. MDAH will determine the Project Period within the legal constraints of the Emergency Supplemental Appropriations Act for Hurricane Recovery. Work performed outside the Project Period will be ineligible for reimbursement.

ALLOWABLE COSTS

The following items are eligible expenses. In other words, the applicant may request reimbursement for costs of:

1. Authorized project work done within MDAH specified Project Period
2. Historical, architectural, and archeological research necessary to carry out the project;
3. Architectural fees and costs to produce plans, specifications, and other necessary documents;

DO NOT INCLUDE THE PREVIOUS PAGES OF GUIDELINES WITH YOUR APPLICATION
WHEN YOU SUBMIT TO MDAH (i.e. pages 1-14).

PART III: APPLICATION FOR FEDERAL HISTORIC PRESERVATION FUND HURRICANE RELIEF GRANTS

**PLEASE FILL OUT ALL OF THE INFORMATION REQUESTED BELOW AND RETURN PAGES
15-24 TO MDAH ON OR BEFORE THE POSTED DEADLINES ON PAGE 5**

Return original application in a 3 ring binder. **Please do not put the application in transparent sleeves.** Include a minimum of four (4) photographs (photographs should show an exterior view of each wall and you are encouraged to include interior photographs as well. Please include photographs of damage pertaining to grant request. Please include a street map with the property site clearly indicated on the map. An additional four (4) copies of the application, along with four (4) photocopies of the photographs and supporting documentation. The four (4) copies should be stapled in the upper left hand corner. **Please do not put the copies in a binder or sleeves.**

1. Historic Name of Property (or Physical Address): _____

2. Project Sponsor (or Owner): _____
Owner's Mailing Address: _____
Owner's Daytime Phone: _____ Night Phone: _____
Cell Phone: _____ E-mail: _____

3. Federal Employer's Identification # (if Applicable) : _____
Project Coordinator's Name (May be same as Owner): _____
Mailing Address: _____
Daytime Phone: _____ FAX: _____ E-mail: _____

4. Project Professional (architect, engineer, etc... if known): _____
Address: _____
Daytime Phone: _____ FAX: _____ E-mail: _____

5. **Project Budget:**

- A. Total Federal Funds Requested (If Known) \$ _____
- B. Total Money Received to date from FEMA, MEMA, Insurance, and/or other Federal and State Programs: _____

6. **Proposed Project Period:**

Beginning Date (**must** be later than 8/28/05): _____

Ending Date (**cannot** be later than 12/31/08): _____

7. **Supply the information requested below regarding the properties to be effected by this project.**

- a. The property is one of the following:
 Private Property
 Private Property, Owner Occupied
 Public Property
- b. Is the property currently listed in the NRHP?
 Yes No
(Either listed *individually* or as a *contributing resource* within a listed district)
If not, is the Nomination currently under review by MDAH?
 Yes No

If the property is neither currently listed nor determined to be eligible for listing in the NRHP, DO NOT PROCEED with the submittal of this proposal.

- c. Is the property a National Historic Landmark?
 Yes No
- d. Is the property located within the Mississippi Gulf Coast National Heritage Area?
 Yes No
- e. In what county is the property located? _____
- f. Have any funds been allocated through insurance payments or state- or federally-funded programs?
If yes, please describe. _____
- g. Is the project within a federally-designated flood area?
 Yes No

If yes, attach a copy of the flood insurance policy or other proof of insurance.

8. **This application prepared and submitted by:**

Name and Title: _____

Mailing Address: _____

Day Phone: _____ Night Phone: _____

E-mail: _____

Signature: _____ Date: _____

DOCUMENTATION

Adequate documentation is advised for the review process to take effect in a timely manner. A minimum of four (4), 4"x6" or larger color photographs must accompany the application. Photographs must include views of the historic property (showing entire building/property) and views specifically documenting the damage to the property. Photographs must be labeled. Photographs will not be returned. Please include photocopies of the photographs for each copy of the application. Please label each photograph with a brief description of the view.

Include a street map of your area with the specific property clearly marked on the map. You may use Online sources for your maps such as <http://www.mapquest.com/>, and <http://maps.google.com/>.

Please note: MDAH prefers photographs using 35mm film. Submission of **printed** digital photographs will not disqualify an application; however, photographs of lesser quality could hinder the review and evaluation of an application.

PLEASE RETURN COMPLETED APPLICATION TO MDAH GULF COAST ADDRESS:

Hurricane Relief Grant Program for Historic Preservation
Preservation House
125 Rue Magnolia
Biloxi, Mississippi 39530-4217
228-435-1180
www.mdah.state.ms.us

9. SIGNIFICANCE (30 POINTS)

In this section we ask you to summarize **briefly** the scope of the proposed project, discussing the historic significance of the property, its current condition, the nature of the threat, the proposed preservation and/or conservation work, and the project's public benefit. Though typed documentation is preferred, legible handwriting will be permissible.

The significance of the historic property will be evaluated according to the guidelines defined within the National Register program. **Check the applicable criterion.**

- a) _____ **Designated or eligible for designation as a National Historic Landmark (20-30 Points)**
- b) _____ **Listed in or eligible for the National Register of Historic Places (NRHP) for national significance or eligible or located within and contributing to a historic district that is listed in or eligible for the National Register for its national significance. (UP TO 25 POINTS)**
- c) _____ **Listed in or eligible for the NRHP for state significance or located within and contributing to a historic district that is listed in or eligible for the NRHP for significance at the state level. (UP TO 15 POINTS)**
- d) _____ **Listed in or eligible for the NRHP for local significance or located within and contributing to a historic district that is listed in or eligible for the NRHP for its local significance. (UP TO 10 POINTS)**

Explain the historic significance of the property. One continuation sheet may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.

10. PROJECT DESCRIPTION

Additional sheets may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.

A. WHAT IS THE DAMAGE TO THE HISTORIC PROPERTY? (25 POINTS)

Describe the current condition of the historic property and explain how it is threatened or endangered. The source(s), nature, extent, and severity of the threat, danger or damage to historic property must be clearly and convincingly argued. Additional sheets may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.

Note: The property must be at least 75% still standing (i.e. 3 of 4 walls of original house must still be standing after Hurricane Katrina. The grant will not pay for total reconstruction.

10. **PROJECT DESCRIPTION (CONTINUED)**

Additional sheets may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.

B. WHAT WORK HAS BEEN COMPLETED SO FAR TO THE HISTORIC PROPERTY? (25 POINTS)

Projects must substantially mitigate or eliminate the threat, danger, or damage described in Section A.

A. The following points must be addressed:

- Describe the key project activities that have already been addressed by the owner.
- Explain what funds (i.e. insurance, FEMA payments, MDA grants, etc...) have been expended on the restoration of the property. Please describe where the money was spent on the historic property (i.e. roof, foundation, mechanical systems, etc...).
- Explain any pre-project planning or research, such as Historic Structures Report, on which project decisions are/were based.
- List the key personnel undertaking the work and briefly describe their qualifications.
- Describe how the project will have a clear public benefit.
- Explain how you or your organization will ensure continued maintenance of the historic property.
- If the property owner or project coordinator plans to do the work independent from MDAH oversight (e.g. this will likely be the case for county and municipal governments) then a timeline of the work will need to be included.

10. PROJECT DESCRIPTION (CONTINUED)

Additional sheets may be attached; however, applicants are strongly encouraged to provide brief, concise narratives.

C. Please rank the areas of concern in priority from one (1) to five (5) using the chart below. One (1) being prioritized as unaffected, five (5) being of total loss.

Also include the project materials in the area of concern to aid in the prioritizing of budget allowance.

PRIORITY (# 1-5)	AREAS OF CONCERN	MATERIALS: Wood, Concrete, Brick, Vinyl, Cinder Blocks, Plaster, Gypsum Board (Sheet Rock), etc...
	FOUNDATION	
	ROOF	
	FRAMING / STRUCTURE	
	WINDOWS	
	SIDING / VENEER	
	FLOOR	
	WALLS	
	INTERIOR WOODWORK	
	EXTERIOR WOOD DETAILS	
	MECHANICAL SYSTEMS	
	INTERIOR DECORATIVE ELEMENTS	
	OTHER POINTS OF INTEREST	

11. INSURANCE, FEMA, MDA, AND OTHER PAYMENTS

List all payments from insurance, the Federal Emergency Management Agency, the Mississippi Development Authority, or other sources related to the property damage sustained from Hurricane Katrina. List, with explanation, disputed unpaid claims still in process of resolution. Finally, list, with explanation of where, specifically, all personal funds were expended on the property since August 29, 2005

SIGNATURE, DATE, AND CERTIFICATION

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MAKING FALSE, MISLEADING, OR INCOMPLETE STATEMENTS COULD CAUSE ME TO LOSE BENEFITS UNDER THIS PROGRAM AND COULD BE SUBJECT TO PROSECUTION BY FEDERAL, STATE, OR LOCAL AUTHORITIES.

Signature

Date

12. STATEMENT OF UNDERSTANDING

With respect to any grant received from the Department of Archives and History, the applicant indicates by his/her signature that he/she has read, understands, and agrees that:

1. This is a request for consideration for a grant and does not constitute a commitment for funding from the Emergency Supplemental Appropriations Act for Hurricane Recovery, administered by MDAH.
2. The individual submitting this grant request on behalf of the applicant has the necessary authority to request consideration of this project by the Department of Archives and History.
3. Unless the application is for reimbursement of completed work, no work covered in this application is to begin until the applicant has been notified in writing that funds have been awarded and has accepted in writing the terms and conditions of the grant.
4. If a grant is received, all obligations for material work are to be paid by MDAH; MDAH may create contract documents and specifications for the work to be performed; MDAH may advertise for bids and go into contract with the winning qualified bidder; MDAH may administrate the contract and oversee the work performed based on prior agreement and approval by the applicant.
5. Grants will be administered in accordance with all applicable state laws, regulations, policies, requirements and guidelines, including Title VI of the 1964 Civil Rights Act, non-discrimination on the basis of handicap, and equal employment opportunity and labor laws.
6. Procurement actions will be conducted in accordance with the State of Mississippi bidding and procurement laws.
7. All costs charged to the grant project will be in payment of approved budget items.
8. The project, if funded, will be carried out in accordance with the guidelines set forth by the Historic Preservation Division, Department of Archives and History, and will be completed within the allotted time.
9. The applicant will cooperate with the staff of the Department of Archives and History in meeting all the above requirements.
10. Additional administrative requirements and project-specific conditions may be a part of any grant offer made by the Department of Archives and History as a result of this application.
11. Failure to list all insurance, FEMA, and/or other payments (grants, etc.) that have been claimed by the owner and/or spent on the property shall be subject to possible Federal and State prosecution.

12. Failure to comply with the Protective Covenants and their restrictions shall constitute a violation of those covenants. Violations of the covenants may result in the property owner repaying the funds in part or in full, and shall be subject to Federal, State, and Local prosecution.

13. Properties that receive federal funding are not required to be listed on the National Register of Historic Places at the time of the grant award; however, the property owners agree that the property may be listed on the NRHP in the future.

14. Failure to comply with the conditions set forth in this Statement of Understanding will result in cancellation of the grant.

The applicant recognizes and agrees that any federal or state financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States of America and the State of Mississippi reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the person or persons whose signature(s) appear below and who is/are authorized to sign this assurance on behalf of the applicant.

Name of Owner/Project Sponsor

Date

Name and Title of Authorized Representative (If Applicable)

Signature

Date

14. SIGNATURE, DATE, AND CERTIFICATION

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MAKING FALSE, MISLEADING, OR INCOMPLETE STATEMENTS COULD CAUSE ME TO LOSE BENEFITS UNDER THIS PROGRAM AND COULD BE SUBJECT TO PROSECUTION BY FEDERAL, STATE, OR LOCAL AUTHORITIES.

Signature

Date

PART IV: APPLICATION SUBMISSION

Applications must be submitted in hard copy. Faxed applications and applications submitted electronically are not accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials not required by the application and materials sent separately from the application may not be considered part of the application and are not included in evaluation of the application.

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

Complete application packages must be submitted on or before the deadlines listed on page five (5).

YOU MUST SUBMIT – ALL OF THE FOLLOWING MATERIALS MUST BE INCLUDED TO BE A COMPLETE APPLICATION

1. One (1) original and four (4) copies – a total of 5 – complete Hurricane Relief Grant application packages. This will only include pages 15-24
2. The original must be secured in a 3 ring binder. Do not use pocket folders or transparent sleeves.
3. Each of the four (4) copies must be secured with a staple in the upper left hand corner; do not use pocket folders, notebooks, or ring-binders.
4. Proof of nonprofit status, if applicable.
5. Minimum of four (4), 4"x6" or larger color photographs is required, but applicants are encouraged to submit sufficient photographs to enable reviewers to understand and evaluate a project. Submission of printed digital photographs will not disqualify an application. However, photographs of lesser quality could inhibit the review and evaluation of an application.. Please include a copy of the photographs with each four (4) copies of the applications. Photographs for the copies do not have to be of the same quality as the original. Please label all photographs with a brief description of views.
6. Include a street map of your area with the specific property clearly marked on the map. You may use Online sources for your maps such as <http://www.mapquest.com/>, and <http://maps.google.com/>.
7. Project Summary
8. Project Description
9. Insurance, FEMA, MDA, and Other Payments form
10. Statement of Understanding

NOTE: If providing multiple copies causes undue hardship or burden, please contact MDAH to discuss other possible arrangements.

Applications for the third round funding must be received in the MDAH Gulf Coast Field Office, 125 Rue Magnolia, Biloxi, MS 39530, by 5:00 pm Central Standard time, Friday, April 6, 2007.

This is NOT a postmark deadline. MDAH will not receive late or incomplete applications

SEND APPLICATIONS TO:

GULF COAST ADDRESS

Hurricane Relief Grant Program for Historic Preservation
Preservation House
125 Rue Magnolia
Biloxi, Mississippi 39530-4217
228-435-1180
www.mdah.state.ms.us

FOR ADDITIONAL INFORMATION

Applicants can address questions to and obtain electronic versions of application materials from the above contact information

PART V: APPENDICES

APPENDIX A

The Secretary of the Interior's *Standards for Rehabilitation*

1. A property will be used as it was historically, or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX B

GLOSSARY OF GRANT DESCRIPTIONS

Conservation - Action taken to minimize deterioration so that artifacts and objects may be preserved for the future.

Documentation – Historical research and/or photographic evidence that documents the historical significance of an era, event, or historical personage.

Historical Property – Building, site, structure or monument of historical significance as defined by the Department of Archives and History and the National Park Service.

Interpretation – Historical exhibit design, interpretive or commemorative marker or monument, publication, program, or other instructional techniques that present and interpret history from broad cultural and ethnic perspectives.

Investigation – A systematic examination and documentation of information concerning historic buildings, sites, and/or events. Research and analysis will vary, depending upon the specific objectives and the type of property or event under examination, but will usually take the form of a historic structure report, an archaeological excavation and report, or research for monuments, statues, historical markers, or exhibits.

NRHP – The National Register of Historic Places is the Nation's official list of 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. Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture. The National Register is administered by the National Park Service, which is part of the U.S. Department of the Interior. (From the NPS website <http://www.cr.nps.gov/nr/about.htm>)

Preservation - The process of applying measures to sustain the existing form, integrity, and material of a building, structure, site, or artifact. Preservation may include initial stabilization/conservation work, as well as ongoing maintenance (which are the continuing responsibilities of the project applicant).

Rehabilitation - Returning a historic property to a state of utility through repair or alteration that makes possible efficient contemporary use (i.e., ADA handicapped accessible facilities, air conditioning, signage, etc.) while preserving those portions or features of the property that are significant to its historical, architectural, and/or cultural values.

Repair - Returning sound condition to a historic property by replacing damaged building components with new components of appropriate design, material, and craftsmanship.

Restoration - Accurately recovering the form and details of a historic property and its setting as it appeared at a particular period of time by removing later work/material or by replacing missing earlier work/material.

Secretary of Interior's Standards for the Treatment of Historic Properties – The Secretary of the Interior's *Standards for the Treatment of Historic Properties*, for purposes of the Hurricane Relief Grant program, are three distinct, but inter-related, approaches to the treatment of historic properties – Preservation, Rehabilitation, and Restoration. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a historic property's form as it has evolved over time. **Rehabilitation** 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** is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods. Choosing the appropriate treatment for a historic property always depends on a variety of factors, including the property's historical significance, physical condition, proposed use, and/or intended interpretation.

Because this grant program will primarily deal with buildings that need to be updated to serve new requirements or changing uses, the most frequently used treatment will be the Secretary of the Interior's *Standards for Rehabilitation*, which are itemized in Appendix A. Essentially, the *Standards for Rehabilitation* are a common-sense guideline for how to make historic buildings modernly functional while retaining the historic materials, character, and characteristics which make the building historic. They are a series of concepts about maintaining, repairing and/or replacing historic materials, as well as designing new additions or making alterations, that guide decisions on which features of a historic property should be saved and which might be changed and that provide philosophical consistency to the work.

Site - The setting of an event of archaeological or historical significance. It can refer to areas that are notable because of their association with a particular era, event, occurrence, or historical personage.