



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

HISTORICAL PRESERVATION & HERITAGE COMMISSION

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**FFY 2017 CERTIFIED LOCAL GOVERNMENT GRANTS
APPLICATION REVIEW SCHEDULE**

September 2016 – December 2016

Applicants complete the application form according to the instructions, and submit to the R.I. Historical Preservation and Heritage Commission.

Friday, December 16, 2016: Application Deadline

Applications must be postmarked by this date (or hand delivered by 4:00 p.m.) to:

R.I. Historical Preservation and Heritage Commission
The Old State House
150 Benefit Street
Providence, Rhode Island 02903

Unsigned applications will be returned.

January – February 2017: Application Review and Project Selection

The RIHPHC reviews and selects eligible projects which best meet project selection criteria. The RIHPHC may ask for clarification or request changes in scope of work, budget and/or time schedule, if necessary. The Commission will make final funding decisions at its February 2017 meeting. All applicants will be notified in writing of the results.

March - July 1, 2017: Estimated Project Starting Date

Project work may not commence until the RIHPHC and the CLG have agreed upon a scope of work, specific work products, budget, and schedule, and have entered into a funding agreement with an approved starting date for eligible project work. No prior expenses may be included in the project budget.

FUNDING PRIORITIES AND SELECTION CRITERIA

Eligible CLG Projects:

Applications may be submitted for projects which provide for the identification and evaluation, planning and protection, and public awareness of properties and sites listed in or considered eligible for listing in the National Register of Historic Places. Eligible properties include individual sites and buildings, historic districts and buildings which are considered contributing elements of a historic district.

FFY 2017 Funding Priorities:

The RIHPHC will receive applications for CLG grants in the subject areas listed below. The RIHPHC will evaluate all applications received and will give special attention to those which address important preservation needs within the applicant community or to a statewide preservation need. The State Historic Preservation Plan adopted by the RIHPHC and the historic preservation element in local community comprehensive plans will provide the context for evaluating project applications. Special consideration will be given to those projects which address the needs of an endangered property or properties which have extraordinary significance.

Statewide Projects

1. annual statewide historic preservation conference
2. training sessions for members of local historic district commissions
3. other activities which address a statewide preservation need

Identification/evaluation of Historic Resources

1. surveys, especially of resources not yet evaluated, such as underwater wrecks, or whose documentation does not meet current standards
2. preparation of National Register nominations
3. data management such as creating or updating databases or GIS systems

Planning Activities

1. preparation of the preservation component of a community comprehensive plan
2. any preservation activity identified in a community's comprehensive plan as necessary
3. preparation of ordinance drafts, rules, etc.

Public Education Activities

1. documents in print and electronic media related to the operation of historic district zoning, such as brochures, standards, guidelines
2. other print or electronic documents, such as walking tours, surveys, etc.
3. signage, such as wayfinding signs for historic districts, plaques, etc.
4. curriculum development, docent training, etc. for historic properties and places

Resource-specific Activities

1. architectural and engineering plans and specifications
2. engineering reports
2. feasibility studies
3. historic structures reports and cultural landscapes reports

Project Selection Criteria:

The RIHPHC will score and rank grant applications and award grants based on the above funding priorities and project selection criteria as follows:

National Register Significance: This criterion rates relative architectural and historical significance of properties affected by the project activity. Projects involving properties which are eligible or recommended for listing on the National Register receive priority. Rare, unique, or key landmarks merit special consideration.

Project Need: This criterion rates the need and importance of the proposed project. Projects are encouraged which are an appropriate step in the development of the particular local historic preservation program. Projects involving issues identified in the Commission's comprehensive

planning process, projects addressing historical resources with special needs, and projects which further local planning efforts are preferred.

Project Impact: This criterion rates the extent to which the public may directly benefit from the project. Projects with broader or statewide impact rank higher than those with local impact. Applications for seed money which can lead to a larger or multi-phase project may have greater impact than a more limited project.

Other factors considered include geographic distribution of grants awarded throughout the state; administrative capacity to successfully carry out a grant project, including previous experience in managing grants; and projects which match federal grant funds with cash matching share are encouraged.

Ability to meet general program requirements is also considered including compliance with applicable federal regulations, and presenting a scope of work which can be accomplished within the allotted time framework.

CLG GRANT APPLICATION INSTRUCTIONS:

The application is a PDF-fillable form and should be typed. Any photos or other supporting documentation must be labeled and enclosed in an envelope with the application.

Section A. Applicant Information and Application Summary

- State the name of the CLG and address of the city/town hall.
- State the name of the local chief elected official or administrative officer, office address and daytime telephone number.
- State the name of the CLG grant contact person, office address, daytime phone number and e-mail address.

Section B. Historic District Information

- State the name(s) of all local historic district zoning area(s) located within the municipal boundaries of the CLG. Briefly describe the location of the area(s).
- State the name of the historic district commission chair, his/her mailing address and daytime telephone number, and e-mail address.

Section C. Project Identification and Description

- Briefly describe the location of the project area. State the names of the National Register district/local historic district zoning area(s) if they are included in the project area.
- State the congressional district number in which the project area is located.
- Indicate who the principal project personnel will be, if known, and state whether or not they meet the "Professional Qualifications Standards" enumerated in 36 CFR 61. If principal project investigators are known, submit a resume with the application.
- Describe the project in detail, identifying the project and its purpose. Explain how project work will be carried out. Describe all work products that will be produced under the subgrant. **PLEASE NOTE: If the CLG is designating a third party organization to act on its behalf, to perform project work, to administer the subgrant, and to receive funds directly from the RIHPHC, this must be explicitly stated in this section of the application.**

- For conference projects state: the name, address and general description of the proposed conference location, and state how the conference requirements will be met. Please state whether the location is handicap accessible. Because the project budget will be developed by the conference committee, it is not necessary to complete the budget portion of the application.
- For survey projects state: 1) type of survey to be done (architectural or archaeological); 2) estimated number of miles and acres to be surveyed; 3) estimated number of inventory forms to be produced; and 4) number of reports and/or other products to be produced.
- For National Register projects state: 1) type of nomination to be prepared (e.g., individual, district, thematic); 2) estimated number of nominations to be prepared; and 3) estimated number of contributing properties to be contained in the nomination.
- For planning projects state: 1) type of document to be prepared; 2) who will use the document produced; 3) how the document will be integrated into the CLG's overall planning objectives (i.e., integration into master plan, etc.); and 4) the number and nature of products that will be produced.

Section D. Project Schedule

- Outline the time schedule for project work, including the dates that interim and final work products will be submitted to the Commission for review.

Section E. Project Selection Criteria

- Describe how project work meets the RIHPHC's Project Selection Criteria.

Section F. Budget

- Provide a simple budget based on the most accurate costs available to date. Subgrantees will have an opportunity to revise budget figures before signing a grant contract. The budget must show total project costs including both federal and non-federal shares. Only those items which are necessary to accomplish project work are eligible. Preparation of the Final Project Report, photographs, and other costs necessary to administer the grant are eligible costs for all types of projects. The following budget items are NOT allowable costs: contingency funds, allowances for overhead and profit, prior expenses, and "miscellaneous" category.
- **Note:** the fields "Amount of Grant Request," "Non-Federal Matching Share," and "Total Project Cost" will **auto-calculate** based on what is entered in the budget worksheet.
- For matching share provided on the application, identify the donor (e.g., the City/Town of ..., the RI Foundation, etc.), the source (e.g., Community Development Block Grant (CDBG), Town appropriations, private donation, operating funds, etc.), kind (cash, in-kind services, volunteer services, donated space or equipment, etc.), the date the match is available, and the amount.
- Briefly describe how the matching share contributes to achieving the proposed work.

Section G. Assurances

- Signatures of the CLG's Chief Elected Official/Administrative Officer and the Chair of the Local Historic District Commission are required on the application. If the application is being prepared by a third party organization, it is suggested that local officials be contacted well in advance of the RIHPHC grant application deadline to allow enough time for review and signatures. Unsigned applications will be returned.