



TEXAS HISTORICAL COMMISSION
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TEXAS PRESERVATION TRUST FUND
 EMERGENCY GRANT PROGRAM APPLICATION GUIDE

**HURRICANE HARVEY
 DISASTER ASSISTANCE**

**FISCAL
 YEAR**

2018



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INTRODUCTION

The Texas Historical Commission (THC) awards grants for preservation projects from the Texas Preservation Trust Fund (TPTF) on a yearly basis. The purpose of the Fiscal Year 2018 Texas Preservation Trust Fund Emergency Grant Program is to provide grant funding to historic properties and archeological resources in the state-declared disaster area that sustained damage due to Hurricane Harvey. See this link for the 60 counties within the Office of the Governor’s state disaster declaration as listed here or subsequently updated prior to the grant deadline: gov.texas.gov/news/post/governor-abbott-extends-disaster-declaration-for-texas-counties-impacted-by.

Hurricane Harvey made landfall on the evening of August 25, 2017, near Rockport. Maximum sustained winds in Harvey’s eyewall were 130 mph at that time, making it a Category 4. Wind gusts from Harvey near its landfall point topped 100 mph in many locations, leading to widespread destruction of homes and buildings. Pounding waves on top of Harvey’s storm surge inundated parts of the Texas Coastal Bend, resulting in severe damage in some areas. Harvey was the strongest landfall in this area since Hurricane Carla in September 1961. Harvey’s extreme slow movement August 26–30 kept a surge of moisture into southeast Texas for days resulting in catastrophic flooding. The flooding has caused one of the worst weather disasters in U.S. history. Harvey caused unprecedented damage to Texas’ housing, business, infrastructure, health and social services, the environment, and historic properties.

SECTION 1: SUBMISSION

To submit the application, send it either via email or mail using the below guidelines. The application must be received by our office no later than 5 p.m. on Thursday, November 30, 2017.

Email: tptfgrant@thc.texas.gov

Submit only one email including all the required documentation. Do not send the application to any other THC email address; it will not be considered. The subject line should read “TPTF FY 2018 Emergency Grant Application” and have ONLY the following attachments:

- 1) Completed application form and narrative template.
- 2) Required digital photographs, as described in Section 4: Photograph/Image Requirements.
- 3) Provide a map indicating the location of the proposed project. The map can be a street map or topographical map, as appropriate depending on the type of resource.

U.S. Postal Service Mail:

Texas Historical Commission
Architecture Division, Attn: Lisa Harvell
TPTF Grant Application
P.O. Box 12276
Austin, TX 78711-2276

Hand Deliver or Courier Service:

Texas Historical Commission
Architecture Division, Attn: Lisa Harvell
TPTF Grant Application
108 West 16th St., 2nd Floor
Austin, TX 78701
512-463-6094

United States Postal Service (USPS) certified mail or express mail may cause delays in delivery.

We strongly recommend that applications submitted near the deadline be delivered by hand or sent through a private express service, such as FedEx or UPS. Please provide only the following in your package:

- 1) One completed application form and narrative template.
- 2) One CD-R media disc or flash drive with digital photographs, as described in Section 4: Photograph/Image Requirements.

NOTE: A confirmation email will be sent upon receipt of the application by email, USPS, FedEx, UPS, etc. If you do not receive a confirmation email within 24 hours, please contact Lisa Harvell at lisa.harvell@thc.texas.gov or 512-463-6047.

IMPORTANT REMINDERS:

- **Use the current fiscal year 2018 emergency application form.** Applications that do not contain all of the required information or do not follow the specified format are considered ineligible for funding.
- **Faxed applications will be considered incomplete and are ineligible for funding.**
- **The amount available for emergency grants is \$248,625.** The THC anticipates grant awards to be in the \$10,000–\$30,000 range. If you can demonstrate a positive impact from an emergency project under \$10,000, please consider submitting it for consideration.
- **A match is not required for the emergency grants;** however, the THC will request information on amount of available insurance, Federal Emergency Management Agency (FEMA) funds, Small Business Administration (SBA) disaster assistance, or other disaster funds.
- Grant applications are scored in three areas: endangerment, significance, and project viability.
- Project reviewer contact information can be found on the Contacts by County chart: thc.texas.gov/contact#contact-county. See Section 8: Questions for additional staff contact information.

SECTION 2: GRANT TIMETABLE

OCTOBER 16,
2017

TPTF emergency grant application available to download on the THC website: thc.texas.gov/preserve/projects-and-programs/texas-preservation-trust-fund

NOVEMBER 30,
2017

Deadline for the Texas Historical Commission (THC) to receive emergency applications electronically or by mail. Completed grant applications must be received by the THC **no later than 5 p.m. on Thursday, November 30, 2017.**

JANUARY 30,
2018

Texas Historical Commission Quarterly Meeting. Public meeting of the THC to consider emergency grant awards.

FEBRUARY 1,
2018

Grant recipients notified of emergency grant awards. The TPTF Emergency Grant Project Manuals will be sent to the selected grant recipients. The manual provides guidance on the preparation of the project proposal and grant administration guidelines. **The project proposal must be reviewed and approved by the THC and the funding agreement fully executed prior to any project work being performed.** The project proposal will be reviewed by THC staff within 15-business days of receipt.

MAY 1,
2018

Deadline for THC project review staff to receive project proposals.

JUNE 30,
2020

Deadline to incur reimbursable project expenses for funded projects, make final application for payment and submit the project completion report.

SECTION 3: COMPLETING THE EMERGENCY GRANT APPLICATION FORM

APPLICANT INFORMATION

Eligibility requirements to receive grant assistance: Preservation grants can be made to any public or private entity that is the owner, manager, lessee, maintainer, or potential purchaser of an eligible property, or any public or private entity whose purpose includes historic preservation. Please note that the public benefit of the grant-funded work is considered in scoring, and applications from public and non-profit entities are typically more competitive than those from private entities. See Section 5 for more information on the scoring criteria.

PROJECT/PROPERTY INFORMATION

Projects including buildings/structures, landscapes, archeological sites or collections associated with archeological sites must either have or be determined eligible for one of the following historic designations to qualify for funding: National Register of Historic Places, Recorded Texas Historic Landmark, State Antiquities Landmark, or Held in Trust Collection. For more details, please visit the Projects and Programs page on our website at thc.texas.gov/preserve/projects-and-programs/national-register-historic-places/historic-designations-texas. For questions about designations and determining eligibility, please contact the History Programs Division at 512-463-5853.

ACKNOWLEDGEMENTS

- **Owner of the property:** If the applicant is not the owner of the historic property, **then the owner must both be aware of the application and agree to follow all rules and conditions of the THC** that are required for receipt of funds for development or planning projects.
- A project proposal must be submitted by May 1, 2018, for the project to remain eligible for the grant allocation.
- Commencement of grant-funded work **may not begin** prior to the approval of a project proposal and a fully executed funding agreement. By execution of the funding agreement, the grant recipient commits to carry out the project in conformance with the program requirements, approved scope of work, and the procedures of the project manual. Within 30 days of receipt, the grant recipient should sign the agreement and transmit the document to the THC for their signature.
- **Easement:** Upon final award of grant, all development and archeological planning project owners will be required to convey an easement, in a format acceptable to the THC, to ensure the long-term preservation of the grant-assisted property. The easement must be recorded with the county clerk's office and be enforceable by the state of Texas. However, an easement will not be required if an archeological site is currently designated a State Antiquities Landmark (SAL). Recipients may apply for SAL status in lieu of granting an easement, but the property or site nomination application must be received by the THC with the project proposal, and the property must be designated prior to submission of the first reimbursement request. Easements are required for architecture development grants regardless of SAL designation status.
- Duration of the required easement will be based upon the cumulative amount of grant assistance as follows, beginning with the project start date given by the THC:

AMOUNT OF GRANT	DURATION OF EASEMENT
Less than \$10,000	10 years
\$10,000–\$30,000	15 years
\$30,001–\$50,000	20 years
Greater than \$50,000	30 years

PROJECT INFORMATION

Check only one box on application form for grant type requested. The categories are defined below:

ARCHEOLOGY

- **Curatorial:** As related to damage sustained from the hurricane, funding for professional inventory and/or rehabilitation of state associated held-in-trust archeological collections acquired as a result of cultural resource management projects conducted before 1990. Held-in-trust collections refer to those state associated collections under the authority of the THC that are placed in a curatorial facility for their care and management.
- **Development (Preservation):** As related to damage sustained from the hurricane, funding for stabilization or repair sustained at an archeological site, or for protective measures such as fencing or signage.
- **Planning:** As related to damage sustained from the hurricane, funding for professional archeological surveys or site investigations, with the subsequent analysis and reporting of results to address specific, significant archeological research issues and assessment needs, and aid in archeological site planning and preservation. Eligible projects are “non-regulatory,” meaning that they are not a part of state or federal project requiring survey or site investigations. Funding may also be available for the production of an archeological report (again, non-regulatory), that explicitly aids archeological site planning and preservation.

ARCHITECTURE

- **Development:** As related to damage sustained from the hurricane, funding for preservation, restoration, rehabilitation or reconstruction of a building or structure, as defined by *The Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*, 2017. Reimbursable costs include: professional fees to supervise construction and the THC-approved costs of construction and related expenses.
- **Planning:** As related to damage sustained from the hurricane, funding for preparation of property-specific historic structure reports, historic or cultural resource reports, preservation plans, maintenance studies, disaster-related planning, local and regional preservation plans, architectural plans and specifications, and/or feasibility studies.
- **Historic Resource Survey:** As related to the hurricane disaster, funding for a professional survey and report on multiple historic properties for planning purposes leading to historic designations, preservation ordinances, etc. Please submit one map of survey area.

PHASE COST, PROJECT COST, FUNDING REQUESTED, AND FUNDS CURRENTLY IN HAND

Indicate the estimated cost of the phase of the project for which grant funding is sought. Depending on the scope of the project, this may be the total project cost or a portion/phase of a larger project; if the latter, also indicate the entire project cost and describe any work completed to date in Question 5. Completed Work in the Project Narrative Template. Indicate the amount of funding requested and the amount of funds currently available. Please include any insurance proceeds, Federal Emergency Management Agency (FEMA) funds, and Small Business Administration (SBA) disaster assistance, and provide details of such funding in the narrative.

PROJECT NARRATIVE TEMPLATE

- Respond to all questions in template describing the specific project work to be undertaken as it relates to damage sustained from the hurricane, including the condition and significance of the property or historic resources and why it is urgent that this project be funded at this time. All applicants should describe the organizations, professionals and partners involved in the project. Applicants should demonstrate the viability of their project including finances and experience with similar or related projects. Applicants may also describe any other factors they wish to be considered. The project will be scored based on responses.
- Grant applications are scored in three areas: endangerment, significance, and project viability. See Section 5 for detailed information on the grant application scoring criteria.

SECTION 4: PHOTOGRAPHIC/IMAGE REQUIREMENTS

All photographs must be submitted digitally for the application to be eligible. Digital image files should be saved as .JPG files. If emailing your application, please verify that the image sizes are at least 1200 x 1600 pixels and no larger than 1mb (megabyte). It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail. **The file name for each image should be county_project name_view (county_projectname_view.jpg).** Applications with larger images or file size should be submitted by mail, with images on CD-R media disc or flash drive (labeled with project name and county).

- **Architecture applications:** Include four recent color digital images of the property showing each exterior side. Also provide up to ten digital images focusing on the damage sustained from the hurricane as specified in the project description. For buildings with no historic designations, provide up to three historic photographs.
- **Historic Resource Survey applications:** Include at least 10 color digital images of streetscapes representing the survey area and digital map of the area.
- **Archeology applications:** Include four recent color digital images of the property showing the overall site environment and any key features, noting the direction of each image if it is an archeological site or project area. Also, provide 10 digital images focusing on the damage sustained from the hurricane as specified in the project description.
- **Archeology curatorial:** Include four recent color digital images depicting a sampling of endangered collections. Also, provide 10 digital images focusing on the damage sustained from the hurricane as specified in the project description.

SECTION 5: GRANT APPLICATION SCORING CRITERIA

The THC staff will consider the following criteria in scoring the emergency grant applications. The application narrative template asks specific questions that corresponds to the scoring criteria.

ENDANGERMENT: 30 POINTS POSSIBLE

Architecture, Archeology, and Archeology Curatorial Projects: the 0–30 sliding points are based on the following endangerment factors:

- 1) The current threat to the property, district, site, or state held-in-trust archeological collection. Is the property, site or collection currently threatened by damage/destruction? To what extent is the threat related to damage from Hurricane Harvey? Consider the urgency or immediacy of the threat. In the case of curatorial projects, level of endangerment may include the lack of appropriate conservation measures, housing, packaging and inventories in facilities that experienced hurricane damage.
- 2) How appropriately does the project address endangerment issue(s) as per *The Secretary of the Interior's Standards and Guidelines* for the appropriate discipline or the requirements of the state Curatorial Facility Certification Program?

SIGNIFICANCE: 10 POINTS POSSIBLE

Architecture Projects: the first 0–6 flat points are based on one of the three levels of significance per National Register of Historic Places criteria:

- 1) Local significance: 2 points
- 2) State significance: 4 points
- 3) National significance: 6 points

The remaining 4 points of 10 for significance is a sliding 0–4 points, based upon such factors as the rarity of the resource, building type, materials, importance to the community or district, and remaining historic or architectural integrity.

Archeology/Curatorial Collection Projects: the first 0–6 flat points are based on one of the three levels of significance per National Register of Historic Places criteria:

- 1) Local significance: 2 points
- 2) State significance: 4 points
- 3) National significance: 6 points

The remaining 4 points of the 10 for significance is a sliding 0–4 points, based upon the below four State Antiquities Landmark criteria:

- 1) Site/collection has potential to contribute to a better understanding of the prehistory and/or history of Texas by the addition of new and important information.
- 2) Site/collection deposits and the artifacts within the site are preserved and intact, thereby supporting the research potential or preservation interest of the site.
- 3) Site/collection possesses unique or rare attributes concerning Texas prehistory and/or history.
- 4) Site/collection study offers opportunity to test theories, and methods of preservation, thereby contributing to new scientific knowledge.

PROJECT VIABILITY: 10 POINTS POSSIBLE

All project types: the 0–10 sliding points are based on the following factors:

- 1) Have the organizations, professionals and partners been identified? Consider their qualifications and ability to assist or execute the project. Has the applicant demonstrated the viability of their project including finances and experience with similar or related projects?
- 2) What is the public benefit of the project?

SECTION 6: OTHER THC PROGRAM-PRESERVATION TAX INCENTIVES

The THC offers other funding opportunities that may be available in addition to or in lieu of TPTF grant funds. The preservation tax incentives program may be applicable to some emergency projects.

PRESERVATION TAX INCENTIVES

The Federal Historic Preservation Tax Incentives Program includes a 20 percent income tax credit for the rehabilitation of historic, income-producing buildings listed in the National Register of Historic Places. The Texas Historic Preservation Tax Credit Program offers a 25 percent tax credit for the rehabilitation of historic buildings listed in the National Register or designated as Recorded Texas Historic Landmarks or State Antiquities Landmarks. Both tax credits are available to businesses, and the Texas Historic Preservation Tax Credit Program is also available to non-profits. Professional fees for architecture planning and most rehabilitation costs are eligible expenses. For more information, visit thc.texas.gov/preserve/projects-and-programs/preservation-tax-incentives/texas-historic-preservation-tax-credit.

SECTION 7: PROJECT PROPOSAL STAGE

This section is for informational purposes and only applies to applicants that receive emergency grant awards. Grant recipients will receive project manuals for this stage describing in detail the requirements of the project proposal. In general, the following should be considered for the project proposal:

Depending on the complexity and circumstances of the project, THC staff may contact the grant recipient to set-up an orientation meeting. A project proposal must be submitted by May 1, 2018, for the project to remain eligible for the grant allocation. All project proposals for emergency development and planning must be consistent with preservation standards (Architecture: *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*, 2017; Archeology: *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, 1983, as appropriate; Curatorial: Consistent with standards outlined in Curatorial Facility Certification Program).

Grant recipients will be required to utilize a project professional (architect, archeologist, engineer, contractor, archeology curatorial specialist, historian, etc.) to develop the project proposal. The project professional is expected to oversee the project work and produce the final completion report for the THC to review and approve.

Project proposals will require all of the documents necessary to undertake the grant-funded work. For example, emergency archeological development projects will need to have developed a complete research design as part of the proposal. Emergency architectural development projects will require completed architectural plans and specifications that can be reviewed as part of the proposal. Emergency archeological and architectural planning projects will require a detailed scope of work, proposal, and/or unsigned contract for professional services; these projects will need to have their professional teams on board so planning and design can begin shortly after the proposal approval.

While each emergency project may have a slightly different situation, projects selected for funding will be expected to commence the grant funded work soon after the project proposal is approved. THC staff will review project proposals within 15-business days of receipt. Upon approval of the project proposal, the THC will send a funding agreement for execution.

SECTION 8: QUESTIONS

Telephone the THC if you need assistance in completing the emergency grant application form or view the Contact by County chart thc.texas.gov/contact#contact_county for the Architecture and Archeology Divisions regional reviewer contacts.

Architecture Division

512-463-6094*

- Development
- Planning

*Ask to speak with the regional reviewer for the county where the property/project is located.

History Programs Division

512-463-5853

- Historic Resource Survey (Leslie Wolfenden)
- Historic designations (Greg Smith)
- Determining historical significance if no designation (Greg Smith)

Archeology Division

512-463-6096*

- Curatorial (Brad Jones)
- Planning
- Development

*Ask to speak with the regional reviewer for the county where the site/project is located.

TEXAS PRESERVATION TRUST FUND FISCAL YEAR 2018 EMERGENCY GRANT PROGRAM APPLICATION

HURRICANE HARVEY DISASTER ASSISTANCE

Deadline for submission is November 30, 2017. Please refer to the application guidelines, fill out completely, and use only the space provided below.

APPLICANT INFORMATION: Applicant		Owner (if different than applicant)	
Organization Name			
Contact Person			
Address			
City/State	Zip Code	City/State	Zip Code
Telephone Number		Telephone Number	
Email		Email	
Applicant Status	Political Subdivision/ Public Institution	Private Owner	501(c)(3) Organization EIN:

PROJECT/PROPERTY INFORMATION		
Project/Property Name		
Address		
County	City	Zip Code
Date of building construction or significant period(s) of archeological occupation relevant to site or collection.		
Historic Designations <small>(check all that apply for property, archeological site, or held-in-trust collection)</small>	National Register National Register District State Antiquities Landmark (SAL)	Recorded Texas Historic Landmark (RTHL) Held-in-Trust Collection No historic designation

PROJECT INFORMATION		
Grant Type Requested <small>(check only one box)</small>	Architecture Development Planning Historic Resource Survey	Archeology Curatorial Development Planning

FUNDING REQUEST			
Phase Cost	\$	Funding Requested	\$
Total Project Cost	\$	Funds currently in hand	\$

TEXAS PRESERVATION TRUST FUND

Fiscal Year 2018 TPTF Emergency Grant Application Narrative Template

NAME OF PROJECT/PROPERTY:

NOTE: All responses are limited to 250 words.

1. Project Summary—Provide a summary of the proposed project.

SCORING CRITERIA—SIGNIFICANCE:

2. Historical Significance—Describe the historical significance of the property/properties/site/collection. If no historic designation, indicate if the THC has made a determination of eligibility. If not, address why the building(s) or survey area, archeological site, or archeological collection should be eligible for a designation. As applicable to the historic resource, include date of construction and other significant dates such as dates of alterations, overview of the historic resource including physical changes during and after the historic period, and if applicable information on significant person(s) associated with the historic resource. For buildings, provide copies of historic photographs (3 maximum).

5. **Completed Work**—Describe any work completed to date as a direct result of damage sustained from the hurricane.

SCORING CRITERIA—PROJECT VIABILITY:

6. **Project Planning**—Identify whether specific project planning has been undertaken to date including but not limited to survey, existing conditions study, or engineering studies.

7. **Use and Public Benefit**—Identify the current use of the property and anticipated future use. Explain who uses the property on a regular basis. Explain how this project will provide for the preservation of the resources. Explain any public benefit that will be derived from the project.

8. Project Administration—List who will administer the grant-funded project and what is their relevant qualifying experience.

9. Past Performance—List and describe any successfully completed projects of similar scope and/or scale undertaken by the applicant. Include any non-hurricane work previously completed at the property, district, site, or state held-in-trust archeological collection.

10. Project Professional(s)—If you have hired a qualified professional consultant(s), identify the consultant(s) and provide a copy of their resume(s) with the application.

12. Describe any other factors that should be considered.

ACKNOWLEDGEMENTS—By checking below the applicant acknowledges:

One electronic copy of the request must be received via email to tptfgrant@thc.texas.gov or by USPS mail, UPS, FedEx, hand delivered, etc. by the THC no later than **5 p.m. on Thursday, November 30, 2017**, to be considered.

This is a reimbursement grant; approved project costs are reimbursed to the applicant after they have been incurred and paid.

Upon award of an emergency grant, commencement of grant-funded work cannot begin prior to the approval of the project proposal and execution of the funding agreement.

Upon award of an emergency grant, all development projects and archeology planning projects will be required to provide the THC with a preservation easement of limited duration on the property/site.

Where applicable, the owner of the property is aware of this emergency grant application and supports the proposed work.

The applicant hereby acknowledges that the information provided on this application is accurate to the best of their knowledge. Provide typed name, title, and date in applicant's certification.

APPLICANT'S CERTIFICATION:

SIGNATURE:

TITLE:

DATE:



TEXAS HISTORICAL COMMISSION
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thc.texas.gov