



TEXAS HISTORICAL COMMISSION
real places telling real stories

HURRICANE HARVEY DISASTER ASSISTANCE

— ♦ ♦ ♦ ♦ —
NATIONAL PARK SERVICE
EMERGENCY SUPPLEMENTAL
GRANT APPLICATION
GUIDE

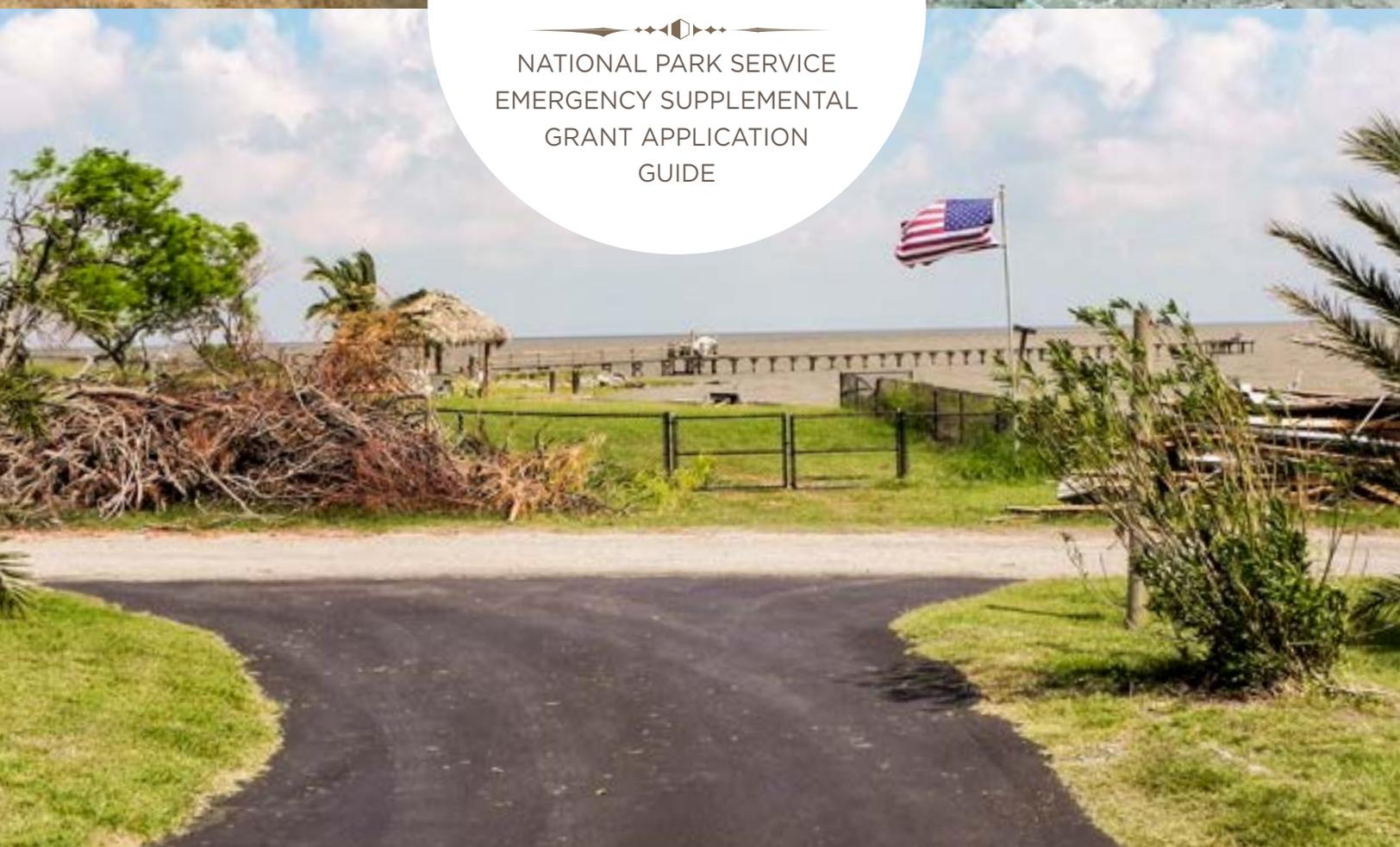




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INTRODUCTION

Texas has been awarded a Hurricanes Harvey, Irma, and Maria Emergency Supplemental Historic Preservation Fund grant (HIM ESHPF grant) from the National Park Service (NPS). This emergency grant will assist with the repair of damage to historic properties in Texas counties devastated by Hurricane Harvey by reimbursing documented costs of approved repairs and related efforts. The Texas Historical Commission (THC) will manage the grant program for the State of Texas through an application process. Owners of historic buildings, structures, objects, and archeological sites in counties designated for individual assistance by the Federal Emergency Management Agency (FEMA) are eligible to apply for this NPS emergency grant funding. The program has approximately \$10.3 million for historic property repairs, architectural, and archeological surveys and local disaster preparation and response plans. For a list of eligible counties and a map, please see <https://www.fema.gov/node/326263>.

The purpose of the HIM ESHPF NPS grant program is to assist Texas historic property owners with recovery from Hurricane Harvey by addressing historic property needs unmet through other funding sources. The THC may award up to \$250,000.00 in HIM ESHPF grants to private, public, and nonprofit historic property owners, with a minimum project cost of \$30,000. We encourage all interested in this grant to apply. If your proposed project does not fit in these monetary parameters, please contact the THC HIM ESHPF grant coordinator. This grant does not require matching monies. However, the grant program does require a scope of work and budget to be approved by the THC as part of the application process. Project cost reimbursements are based on invoices and receipts that are directly related to work items in the THC and NPS approved scope of work. In order for a project cost to be eligible for reimbursement, all work and costs must be tracked and supported by receipts and invoices.

HIM ESHPF grant applications will be evaluated and awarded based on information provided in the application, scoring criteria, funding availability, and reviews by THC staff, internal advisory board, the THC Commission, and the NPS. Essential criteria for a qualified grant application include demonstrating the property is listed in the National Register of Historic Places, or eligible to be listed; demonstrating property damage was caused or worsened by Hurricane Harvey; placing a preservation easement on the property deed of all awarded development grant projects; compliance with applicable federal and state laws, regulations, and standards, including meeting federal procurement requirements; and signing a funding agreement. For further information, see the NPS [Historic Preservation Fund Grants Manual](#) and [THC](#).

Types of activities ELIGIBLE for emergency disaster relief assistance are:

Planning/Predevelopment

- Examples may include: Historic Structures Report; Conditions Assessment, including materials analysis; Architectural/Engineering Plans and Specifications; Engineering Study; Landscape Study; Archeological Survey; National Register Nomination; Historic Properties Survey; Survey and Damage Assessment.

Development/Construction

- Examples may include: Preservation; Restoration; Rehabilitation; Stabilization and minor reconstruction of historic properties. This includes archeological sites and historic landscapes.

Types of activities NOT ELIGIBLE for emergency disaster relief assistance include, but are not limited to, the following examples:

- **Acquisition.** Acquisition of real property is not an eligible cost.
- **Work that does not conform to The Secretary of the Interior's Standards for Archeology and Historic Preservation.**
- **Architectural or archeological salvage.**
- **Additions.**
- **Major Reconstruction.** Total reconstructions or major reconstructions are not eligible for grant assistance.
- **Curation.** Curation costs may be allowed if artifacts are discovered as part of an eligible awarded project. Curation costs for this circumstance are not allowed beyond the grant end date. See Chapter 13, Section D.11, [Historic Preservation Fund Grants Manual](#).

SECTION 1: SUBMISSION

To submit an application, send it either via email or mail using the guidelines below. The THC will accept applications until the final deadline of 5 p.m. on Friday, May 24, 2019. Award decisions will be made by THC Commissioners at the THC Commission Quarterly Meeting on July 18–19, 2019. As part of the July THC Quarterly Meeting, the commission may or may not elect to set a subsequent application deadline. Final grant awards are subject to approval by the National Park Service.

Email: him-eshpf@thc.texas.gov

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

- 1) Completed application form and narrative template
- 2) Detailed budget
- 3) Required digital photographs, as described in Section 4: Photograph/Image Requirements
- 4) A map indicating the location of the proposed project. The map may be a street map or topographical map, as appropriate, depending upon the type of resource. (If your project is awarded funding, you will need to provide a site plan with specific boundaries and a legal description as part of filing a preservation easement).
- 5) Additional tables, spreadsheets, etc.

U.S. Postal Service Mail:

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

Hand Deliver or Courier Service:

Texas Historical Commission
Architecture Division, Attn: Lisa Hart
HIM ESHPF Grant Application
108 West 16th St., 2nd Floor
Austin, TX 78701
512-463-6000

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) Your email address
- 2) Completed application form and narrative template
- 3) Detailed budget
- 4) Required digital photographs, as described in Section 4: Photograph/Image Requirements. (May be submitted on a flash drive.)
- 5) A map indicating the location of the proposed project. The map may be a street map or topographical map, as appropriate, depending on the type of resource.
- 6) Additional tables, spreadsheets, etc.

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 Hart at lisa.hart@thc.texas.gov or 512-463-6000.

IMPORTANT REMINDERS:

- **Applications that do not contain all 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 THC anticipates awarding up to \$250,000.00 per project in emergency grants totaling \$10.3 million, beginning in 2019.** If your total project costs exceed the recommended cap, please still consider submitting an application. We recommend breaking your project proposal (see glossary, page 28) into manageable and logical phases or groupings of work that accomplish key preservation efforts in a logical hierarchy. Include the total project cost and identify the cost for each phase or grouping. Explain what scope of work you could accomplish within the \$250,000 cap, as well as what scope of work and additional funding would cover, should it become available.
- **The THC has established a minimum project cost of \$30,000.** However, if your project cost is less than \$30,000, please consider submitting an application with an explanation of why a smaller amount is vital to your project. You may also contact the HIM ESHPF coordinator to discuss your project.
- **A match is not required for the HIM ESHPF grants.** However, as part of the application process and evaluation of project viability, the application will request information on dollar amounts received from other sources such as insurance, Federal Emergency Management Agency (FEMA), Small Business Administration (SBA) disaster assistance, or other disaster funds, grant programs, state and federal tax credits, and personal or private funds.
- Grant applications are scored in two primary areas: endangerment and project viability. Endangerment is determined by what kind of damage was done by the hurricane and how extreme the damage was. This determination is based on information provided by the applicant, in narrative form, and through photographs. Project viability is assessed based on information provided by the applicant regarding all proposed project funding types and amounts available to undertake a project, as well as the types of professionals involved in assessing the scope of work and developing estimates and timelines to complete the work. See Section 5 for scoring criteria.
- The property receiving grant assistance must be listed, or the owner must be willing to have it listed, in the National Register of Historic Places. Development grant properties also require a preservation easement.

SECTION 2: GRANT TIMETABLE

**APRIL 10,
2019**

HIM ESHPF grant application available to download on the THC website: thc.texas.gov/harvey

**MAY 24,
2019**

The THC will accept applications until the final deadline of 5 p.m. on Friday, May 24, 2019.

**JULY
2019**

Public meetings of the Texas Historical Commission and Advisory Committee will consider emergency grant awards.

**AUGUST
2019**

Grant recipients will be notified of the emergency grant awards. The HIM ESHPF Grant Project Manual will be sent to the selected grant recipients. The manual provides guidance on the preparation of the final project proposal and grant administration guidelines. **The project proposal must be reviewed and approved by the THC and the NPS.**

**FEBRUARY 28,
2022**

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: HIM ESHPF grants can be made to any private, nonprofit, or public entity that is the owner, manager, lessee, or maintainer of an eligible property, or any public or nonprofit entity whose purpose includes historic preservation. Please note that ownership or project sponsor status and the public benefit of the grant-funded work is considered in scoring. See Section 5 for more information on the scoring criteria.

PROJECT/PROPERTY INFORMATION

Development projects including buildings, structures, objects, landscapes, and archeological sites must be listed in the National Register of Historic Places or be eligible for listing in the National Register of Historic Places to qualify for funding. Other official designations such as Recorded Texas Historic Landmark, State Antiquities Landmark, or local historic designation receive additional consideration in project scoring. For more details on National Register designations, please visit the National Register page on our website at thc.texas.gov/NRHP. Instructions for requesting a determination of eligibility are at: thc.texas.gov/NR-DOE. For questions about determining eligibility, please contact the THC's History Programs Division at 512-463-5853.

ACKNOWLEDGMENTS

- **Owner(s) of the property:** If the applicant is not the owner(s) of the historic property, then the owner(s) and the applicant must all sign 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.
- If the application project proposal requires revisions to incorporate THC or NPS comments and scope of work, the revised project proposal should be submitted within **60 days of the grant award date** for the project to remain eligible for the grant allocation.
- By executing a funding agreement, the grant recipient and the owner(s), if different, commit to carry out the project in conformance with the approved scope of work and program requirements and procedures of the HIM-ESHPF Grant Project Manual and the NPS [Historic Preservation Fund Grants Manual](#). Within 90 days of approval notice, the grant recipient, and owner(s) if applicable, should sign the agreement and transmit the document to the THC for signature. As previously mentioned, Harvey damage repair costs incurred prior to executing a grant funding agreement (see glossary, page 28) may be eligible for reimbursement provided the repairs and cost meet the requirements of the program.
- **Easement:** Before the first HIM ESHPF grant reimbursement progress payment, project owners for all development grants 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. Development projects less than \$10,000 will enter into a preservation agreement with the THC. This agreement does not require amending the property deed.

For archeological projects, the site must be nominated and designated as a State Antiquities Landmark (SAL) before the final HIM ESHPF grant reimbursement progress payment can be made.

- 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	5-year preservation agreement
\$10,000–\$25,000	5-year preservation easement
\$25,001–\$50,000	10-year preservation easement
\$50,001–\$100,000	15-year preservation easement
\$100,001 and above	20-year preservation easement

PROJECT INFORMATION

Check the relevant box(s) on the application form for the grant type requested. The categories are defined below:

ARCHEOLOGY

- **Development (Preservation):** This category includes stabilization or repair of an archeological site due to hurricane damage or for protective measures such as fencing or signage. See Chapter 6, Section K of [Historic Preservation Fund Grants Manual](#).
- **Planning/Predevelopment:** This category includes surveys, site investigations, and documentation of damaged archeological sites. Eligible projects are “non-regulatory,” meaning they are not a part of a state or federal project requiring survey or site investigations. See Chapter 6, Section K of [Historic Preservation Fund Grants Manual](#).

ARCHITECTURE

- **Development/Construction:** This category includes repair, restoration, rehabilitation, stabilization, or minor reconstruction of a historic property, 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 THC-approved costs of construction and related expenses. See Chapter 6, Section K of [Historic Preservation Fund Grants Manual](#).
- **Planning/Predevelopment:** This category includes preparation of property-specific historic structure reports, historic property reports, preservation plans, disaster-related planning, local and regional preservation plans, architectural plans, and specifications. See Chapter 6, Section K of [Historic Preservation Fund Grants Manual](#).
- **Historic Resource Survey:** This category includes professional surveys and reports on multiple historic properties for planning purposes leading to historic designations and assessment of damage to historic properties in a common geographic area affected by Hurricane Harvey. Please submit one map of survey area.

FUNDING REQUEST: PHASE COST, PROJECT COST, FUNDING REQUESTED, FUNDS CURRENTLY IN HAND, AND FUNDS PREVIOUSLY EXPENDED

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. Indicate the amount of funding requested and the amount of funds currently available, along with the source of the funds 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 and in the budget attachment.

PROJECT NARRATIVE TEMPLATE

Respond to all questions in the application template. Describe 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. Tell us 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. Where possible, applicants should assess long-term viability, including intended use of the property and availability of funds for future maintenance. Applicants may also describe any other factors they wish to be considered. The project will be scored based on responses.

Please be as complete and informative as possible in your responses, within the prescribed word limits. Remember, few people will be as familiar as you with your historic property or proposed project. Clearly communicate the level and type of damage sustained, the work you propose to do, and how you propose to execute the work.

Grant applications are scored in two primary areas: endangerment 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.jpg.** An example of the format is: **Travis County_Smith House_north façade.jpg.** Applications with larger images or file size should be submitted by mail, with images on a flash drive labeled with project name and county.

Photographs, especially streetscapes, must be keyed to a map with the camera direction—N, S, E, W—clearly marked.

Location maps must have the property exactly and clearly marked.

- **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 Property Survey applications:** Include at least 10 color digital images of streetscapes representing the survey area, typical Harvey damage, and a 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.

SECTION 5: GRANT APPLICATION SCORING CRITERIA

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

ENDANGERMENT: 15 POINTS POSSIBLE

All Projects The 0–15 sliding points are based on the following endangerment factors:

- 1) The current threat to the historic property, district, site, or geographic area. Is the historic property or area 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.
- 2) How appropriately does the proposed project address endangerment issue(s) as per The Secretary of the Interior's Standards and Guidelines for the appropriate discipline? Is the proposed work described comprehensively? Is the work appropriate? Is the work prioritized reasonably to achieve the stated preservation goal? Does the work include a resiliency or durability component that mitigates against future further damage?

ELIGIBILITY, HISTORICAL SIGNIFICANCE, AND DESIGNATIONS: 6 POINTS POSSIBLE

Architecture Projects: Development and Planning, including Survey The first 0–1 points are based on National Register of Historic Places listing or determination of eligibility:

- 1) NR-Listed: 1 point

The remaining 5 of the 6 points is a sliding 0–5 points, based upon the below 3 of 4 State Antiquities Landmark criteria:

- 1) Site deposits and the artifacts within the site are preserved and intact, thereby supporting the research potential or preservation interest of the site.
- 2) Site possesses unique or rare attributes concerning Texas prehistory or history.
- 3) Site study offers opportunity to test theories and methods of preservation, thereby contributing to new scientific knowledge.

PRE-DISASTER CONDITION AND TREATMENT OVER TIME: 33 POINTS POSSIBLE

All Project Types: Development and Planning, including Surveys 0–33 sliding points are based on any of the following factors:

- 1) Was the property in use prior to Hurricane Harvey?
- 2) Was the property properly stabilized, secured, or well-maintained according to the Secretary of the Interior's Standards?
- 3) Were resiliency or durability measures in place, and had character-defining features or contributing properties been preserved or protected?
- 4) Had aspects of preservation planning been undertaken, or were they underway or planned?
- 5) Was there public participation in preservation-related activities?
- 6) Had preservation goals and priorities been established?
- 7) Was a historic context related to the property(ies) in place?
- 8) Was there a historic property inventory, documentation of existing conditions, site analysis, evaluation of integrity and significance, treatment plan, management plan, etc.?

PROJECT VIABILITY: 46 POINTS POSSIBLE

All project types: Development and Planning, including Surveys The 0–46 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.
- 2) Has the applicant demonstrated the viability of their project, including meeting required preservation standards, reasonable costs and appropriate finances, and experience with natural disaster repairs or cases of complex or extreme damage?
- 3) Does the application address goals and priorities?
- 4) Does the application address the schedule and activities to be completed?
- 5) Is a public benefit of the project described?
- 6) Is there evidence of local support?
- 7) When applicable, what is the long-term viability of the preservation effort?
- 8) What is the intended use of the property, and are funds available for future maintenance?

Historic Property Surveys:

- 1) Does the application mention how the survey will be integrated with other planning processes or practices relevant to the historic properties?
- 2) Does the narrative describe how the data will be integrated into broader planning efforts and be useful to cultural resource managers?
- 3) Does the application define the geographic area in which the survey is located?
- 4) Is there an explanation of public/civic involvement or consultation?
- 5) Is there evidence of local support?

Archeological Surveys:

- 1) Is a historic context appropriately defined?
- 2) Does the application contain a research design, including research questions, methods and goals, and discussion of how the questions and goals will be addressed?
- 3) Are the research questions significant?
- 4) Does the application mention how the survey will be integrated with other planning processes or practices relevant to the archeological properties?
- 5) Does the application define the geographic area in which the survey is located?
- 6) Is there evidence of local support?

Planning/Predevelopment (Archeology and Architecture):

- 1) Does the application mention how the study will be integrated with other planning processes or practices relevant to the historic properties?
- 2) Does the narrative describe how the data will be integrated into broader planning efforts and be useful to both cultural and natural resource managers?
- 3) Does the application define the geographic area in which the study is located?
- 4) Is there an explanation of public/civic involvement or consultation?
- 5) Is there evidence of local support?

SECTION 6: OTHER THC PROGRAMS— PRESERVATION TAX INCENTIVES

The THC offers other funding opportunities that may be available in addition to or in lieu of HIM ESHPF grants. The preservation tax incentives program may be applicable to some emergency projects. Care must be taken when combining insurance payments, grant monies, and tax credit programs as there are restrictions. For example, IRS regulations disallow tax credit for expenses paid for with insurance reimbursement, or certain grants. For more information, visit the THC's [Tax Credits for Disaster Relief](#) webpage.

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. [The Texas Historic Preservation Tax Credit Program](#) is also available to nonprofits, and for a limited period, to public universities. Professional fees for architecture planning and most rehabilitation costs are eligible expenses.

SECTION 7: PROJECT PROPOSAL

This section is for informational purposes and only applies to applicants that receive emergency grant awards. Recipients will receive a grant manual. This stage is particularly vital to overall project success. The manual sets forth the requirements for the final project proposal stage and the processes to be used in developing and carrying out the project. Final project proposal requirements include finalizing the project scope of work to ensure it meets the building needs, adheres to required standards, and address comments from the THC and NPS. In general, the following paragraphs should be considered for the project proposal.

THC staff will contact the grant recipient to set up an orientation meeting. A final project proposal should be submitted within 60 days from the grant award date for the project to remain eligible for the grant allocation. All project proposals for emergency development and planning must address THC and NPS comments and must be consistent with preservation standards, as appropriate (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](#); and Planning: [*The Secretary of the Interior's Standards and Guidelines for Preservation Planning, Identification, Evaluation, and Registration*](#)).

Grant recipients are recommended to utilize a project professional (architect, archeologist, engineer, contractor, historian, etc.) to develop the project proposal and project budget. The project professional is expected to oversee the project work and produce the final completion report for the THC to review and approve. All development projects that cost \$100,000 or more require a contractor, builder, and company to carry a performance bond.

Final project proposals will require all 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 final proposal, or a schedule for completion, review, and approval of plans and specifications that can be reviewed as part of the final proposal. A contractor quote(s) is recommended as a basis for the project budget to help ensure the project scope can be accomplished within the proposed budget.

Emergency archeological and architectural planning projects will require a detailed scope of work, proposal, or signed 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 final project proposal is approved. THC staff will review project-related submissions within 30 days of receipt. Upon approval of the final project proposal, the THC will send a funding agreement for execution.

The THC has the right to collect, withhold, reduce, or cancel grants if the grantee makes unauthorized changes in scope, fails to comply with the terms of the grant contract, does not begin work within the timeframe agreed upon in the grant funding agreement, demonstrates inadequate financial management or oversight, does not properly credit NPS support, undertakes work without prior approval of program staff, experiences significant delays in the grant project, or proposes or completes work that does not meet the Secretary of the Interior's Standards.

SECTION 8: QUESTIONS

Call the THC if you need assistance in completing the emergency grant application form.

Architecture Division

512-463-6000*

- Development
- Planning
- Survey

*Ask to speak with Lisa Hart,
HIM ESHPF Coordinator.

History Programs Division

512-463-5853

- Historic Resource Survey
(Leslie Wolfenden,
Historic Resources Survey Coordinator)
- Architectural historic designations
(Greg Smith,
National Register Coordinator)
- Determining architectural historical
significance if no designation
(Greg Smith,
National Register Coordinator)

See thc.texas.gov/NR-doe.

Archeology Division

512-463-6096*

- Planning Survey
- Development
- Development

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

See [thc.texas.gov/
contact#contact_county](http://thc.texas.gov/contact#contact_county).

NATIONAL PARK SERVICE EMERGENCY SUPPLEMENTAL HISTORIC PRESERVATION FUND GRANT APPLICATION HURRICANE HARVEY DISASTER ASSISTANCE

The THC will accept applications until the final deadline of 5 p.m. on May 24, 2019. Please refer to the application guidelines, fill out the application completely, and use only the space provided below.

APPLICANT INFORMATION:		OWNER INFORMATION:	
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	Applicant Status	Political Subdivision/ Public Institution
Private Owner	501(c)(3) Organization EIN:	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.		
Historic Designations <small>(check all that apply for property or archeological site.)</small>	National Register National Register District State Antiquities Landmark (SAL)	Recorded Texas Historic Landmark (RTHL) Eligible for National Register No historic designation

PROJECT INFORMATION		
Grant Type Requested	Architecture Development Planning Historic Resource Survey	Archeology Development Planning

Include a brief description of each phase identified below. For example: roof, windows, masonry, siding, tower replacement, storefront, etc.

FUNDING REQUEST			
Phase Description			
Phase Cost	\$	Funding Requested	\$
Funds previously expended	\$	Funds currently in hand (source)	\$
		Total Phase Cost	\$
Funds previously expended were spent on:			

FUNDING REQUEST			
Phase Description			
Phase Cost	\$	Funding Requested	\$
Funds previously expended	\$	Funds currently in hand (source)	\$
		Total Phase Cost	\$
Funds previously expended were spent on:			

FUNDING REQUEST			
Phase Description			
Phase Cost	\$	Funding Requested	\$
Funds previously expended	\$	Funds currently in hand (source)	\$
		Total Phase Cost	\$
Funds previously expended were spent on:			

If you have this information in another format, feel free to submit in that format if the content is complete and intuitive.

SIGNIFICANCE

- 5. Historical Significance**—The purpose of this narrative is to help assess the appropriateness of the work proposed and help determine how work should be prioritized to ensure the property retains those characteristics that make it eligible for listing. Briefly describe the historical significance of your property. Provide the criteria under which the property is listed in the National Register of Historic Places, or eligible for listing. Include date(s) of significance, construction, and other significant dates such as dates of alterations or impacts. Make sure to specify what physical changes took place after the historic period. For buildings or neighborhoods, provide copies of historic photographs (three maximum). Include a description of the condition (integrity) of the property(ies), before and after the hurricane. If your property or study area is not listed and if no determination of eligibility has been made by THC staff, you will need to immediately begin the process for a determination of eligibility and submit your application once the determination of eligibility process is complete.

PRE-DISASTER CONDITION AND TREATMENT OVER TIME:

- 6. Property Maintenance and Care**—How was the property maintained over time? Describe stabilization and protection measures, if applicable to the type of property. Describe maintenance and rehabilitations prior to Hurricane Harvey. Was the work performed according to the Secretary of the Interior's Standards?

7. **Protection Measures**—Please describe any resiliency or durability measures that were in place to protect the property against the hurricane. Please describe any character-defining features that had been preserved or protected.

8. **Preservation Planning**—Has preservation planning been undertaken? (The type of preservation planning will vary depending on the property type and ownership.) Was planning done at the project level, in a community at large, or at a state level? Was there public participation in the planning process? Were methods and techniques chosen for archeological documentation in place? Were aspects of preservation planning underway? Include, as appropriate, mention of historical research, overviews, background studies, statement of objectives, or research designs.

ENDANGERMENT

9. Endangerment—Is the historic property threatened by damage or destruction? If yes, describe the current threat to the property. Explain the existing physical conditions of the property and any specific threats. To what extent is the threat related to damage from Hurricane Harvey? Provide clear color photographs as per guidelines, labeled and keyed to the narrative, and site plans or building elevations to illustrate the location and extent of damage.

*Is the damage cosmetic? Describe.

*Is the damage minor and the property able to be used? Describe.

*Is there significant damage to the building systems (such as roof and windows). Describe.

*Is water infiltration making the property unable to be inhabited, used, or stabilized? Describe.

*Are there structural, mechanical, electrical, plumbing, roofing failure, exposed hazardous materials, and/or mold issues that make the property not able to be used or that restrict use? Describe.

*Is full loss of the property foreseeable if action is not taken? Describe.

10. Proposed Work—

Architecture/Development. Identify all work necessary to repair the hurricane damage and identify the expected completion dates. (Proposed work must be in conformance with [*The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings, 2017.*](#)) Is the building currently unoccupied due to the hurricane? Identify the phase or area of work to which HIM ESHPF funds would apply.

Archeology/Development. Identify all work necessary to repair the hurricane damage and identify the expected completion dates. (Proposed work must be in conformance with [*The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, 1983.*](#)) Identify the phase or area of work to which HIM ESHPF funds would apply.

Planning Study/Historic Property Survey. Identify the type of work to be performed, such as a professional historic property survey or a study and report on multiple historic properties for planning purposes. Explain if, and how, these studies will lead to historic designations. Explain how the study or survey will enable property owners and governmental entities to assess current damage to historic properties in a common geographic area. Or explain how they will enable property owners and governmental entities to prepare for and protect historic properties in future disaster events. Please submit one map of the survey area. Include streetscape photographs that represent the survey area and document Hurricane Harvey damage.

11. Completed work—Describe any work completed to date to address damage sustained from Hurricane Harvey. Include costs for the work described in the application budget. Provide before and after photos.

PROJECT VIABILITY

12. Project Planning—Identify whether specific project planning has been undertaken since Hurricane Harvey including, but not limited to, survey, existing conditions study, or engineering studies. Include information on professionals involved in the work. Include cost in the application budget.

13. Planning Documents—What types of preservation documents have been produced to date? For example: historic property inventory, existing conditions documentation, site analysis, evaluation of integrity and significance, treatment plan, management plan, maintenance plan, historic structures report, plans, and specifications. Has archeological data been recovered and analyzed? Has a historic context been developed? If yes, briefly describe. Focus the discussion on purpose, results, findings, or recommendations.

14. Preservation Strategy—Describe how the project addresses endangerment and how it conforms to the Secretary of the Interior’s Standards. Focus on describing how our project will ensure the potential for long-term viability of the property or study area through resiliency or durability measures. Include a discussion of your preservation strategy, scope of work, how work has been prioritized, and how well that correlates to the damage. Tell us if plans and specifications have been developed. If your project is a survey or planning project, describe the historic context defined and tell us how cultural resource data will be integrated into broader planning issues.

15. Use and Public Benefit—Identify the current use of the property and anticipated future use. Explain how the intended use is compatible with the property type. Explain who uses the property on a regular basis. Explain how this project will provide for the continued use of the property and if that use promotes the preservation of the property. Explain any public benefit that will be derived from the project.

16. Project Administration—List who will administer the grant-funded project and describe their relevant qualifying experience.

17. 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.

18. 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. If you have not hired a qualified project professional consultant, describe how you intend to develop and manage your proposed project.

19. Describe any other factors that should be considered.

ACKNOWLEDGMENTS

By checking below the applicant acknowledges:

One electronic copy of the request must be received by the THC via email to him-eshpf@thc.texas.gov or by USPS mail, UPS, FedEx, hand delivered, etc. no later than the final deadline of **5 p.m., May 24, 2019**.

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

Upon award of the emergency grant and approval of the final project proposal, the property owner and project sponsor will execute a funding agreement with the THC.

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

The owner of the property is aware of this emergency grant application, supports the proposed work, and acknowledges HIM ESHPF grant requirements.

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:

OWNER'S CERTIFICATION:

SIGNATURE:

TITLE:

DATE:

GLOSSARY

Funding Agreement

Successful applicants will enter into a funding agreement with the THC and work collaboratively with the THC until project completion and final reimbursement. Costs incurred since Hurricane Harvey may be eligible for reimbursement if proper documentation can be provided. Costs expended pre-application and pre-award must be included in the application budget information, and the applicant must have bid documents and receipts available if seeking reimbursement for retroactive costs. For development projects with retroactive costs, the applicant must also provide photographs taken of the hurricane damage before repairs were made.

Preservation Agreement

This document is to ensure the long-term preservation of the grant-assisted property. This agreement does not require amending the property deed.

Preservation Easement

Before the first ESHPF grant reimbursement payment, project owners for all development grants will be required to convey an easement, in a format acceptable to the THC. The easement must be recorded with the county clerk's office and be enforceable by the State of Texas. See page 9 for more information about the preservation easement.

Preservation Proposal

The term can describe several levels of documentation, depending upon the degree of repair already completed, underway, and planned.

Project Proposal

Includes photos showing conditions before and after the storm if possible, construction plans and specifications for proposed repairs, contracts for architectural and engineering services, construction contracts for repairs, schedules, and budgets for the work. It may also include an inspection report prepared for the property.

Status Report

Includes description of work completed, work underway, and future work to be undertaken. Documented with photos as noted above, descriptions of work, contracts for architectural and engineering services, construction contracts for repairs, invoices and proof of payment for work completed, and budgets or cost estimates for current and future work.

Summary of Completed Work

Includes photos showing conditions before and after the storm if possible, and during and after repairs; written descriptions of work; contracts for architectural and engineering services; construction contracts for repairs; plans and specifications used; certificates of completion; invoices; and proof of payment.



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real places telling real stories

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