



**2019**

**Ten Most Endangered Properties**

**Preservation Grant**

**Guidelines and Application**

**Form**

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## PREFACE

The Alaska Association for Historic Preservation (AAHP) has provided for the establishment, operation and administration of the AAHP Endangered Properties Preservation Grants program. This grant program is intended to provide funding to properties identified by AAHP as the ten most endangered historic properties in the state - **assets important to tourism, economic development and the cultural heritage of Alaska.**

Grants under this program are to be distributed to successful applicants for use in stabilization, pre-construction, or construction activities focused on the preservation of the properties with the aim to remove the causes which endanger them.

## APPLICATION SUBMISSION DEADLINE

Grant Applications must be e-mailed or postmarked by **October 15, 2019.**

Applicants should retain acceptable proof of mailing. Proof of mailing consists of legible U.S. Postal Service dated postmark, a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice or receipt from a commercial carrier. Private metered postmarks or private mail receipts will not be accepted without a legible date stamped by the U.S. Postal Service. Please note that the U.S. Postal Service does not always postmark a package when it receives it. Applicants should specifically request and verify that the envelope has been properly date stamped. Certified or registered mail is recommended.

The receipt of e-mailed applications will be confirmed by reply e-mail from [akpreservation@gmail.com](mailto:akpreservation@gmail.com).

Late applications will be returned without being reviewed.

## APPLICATION MAILING ADDRESS/E-MAIL ADDRESS

Alaska Association for Historic Preservation  
P.O. Box 102205  
Anchorage, Alaska 99510-2205  
Attn: AAHP Endangered Properties Grant Committee

E-mail applications to [akpreservation@gmail.com](mailto:akpreservation@gmail.com) using the subject line:  
Attn: AAHP Endangered Properties Grant Committee.

## HOW TO APPLY

This information package identifies major requirements which applicants for AAHP Endangered Properties Preservation Grant must fulfill. Before beginning preparation of your application, please carefully read the guidelines and application instructions contained in this document. The following suggestions are intended to provide guidance for the successful completion of your application.

- Review the eligibility requirements for AAHP Endangered Properties Preservation Grants (p.5), together with the section on Terms and Conditions (p.8) of the grant, before completing the application. Be certain that you are eligible to apply for and receive funding.
- If you meet the eligibility requirements, read the directions for preparing an AAHP grant application. Full compliance with all application requirements (p.15) eliminates errors and speeds the processing and review of the application.
- If other people contribute to the preparation of the application, the compiler should be certain that each party has a complete set of instructions. For example, if someone completes the portion of the application dealing with financial statements or financial management, make certain he/she has available and understands all instructions.
- Complete the application form (p.21). All forms must be typed.
- Obtain the proper signatures for the form. Application must be signed by the individual to be held responsible for the grant terms. Only one form must have original signatures. The form should be clearly marked on the front cover as "Original Signatures."
- If applicant is not the owner of the property, the application must be accompanied by a notarized letter from the owner providing permission for the work to be performed.
- Proofread the application carefully. Be concise and complete and directly address all questions on the application.
- Include the required enclosures. Information concerning enclosures is found in the Project Description section under *Application Instructions* (p.15) Read this section carefully to determine the number of copies of the various enclosures that are required.
- Be certain that the application is completed with all required materials before mailing. Use the checklist and assembly instructions included in the section *Checklist for Submission* (p.20).

- Mail the application forms and all required attachments e-mailed or postmarked by the *Application Submission Deadline* (p.3). Late applications will be returned without being reviewed. No extension of the deadline is possible. If the application is e-mailed, one copy of the application bearing the original signature must be mailed to AAHP postmarked by the *Application Submission Deadline* (p.3).

## **AVAILABILITY OF FUNDS**

Grant funding is always contingent upon available funds. It is anticipated that no more than \$3,000 in matching grant money will be allocated to this program in calendar year 2019.

## **PRIORITIES CALENDER YEAR 2019**

The Alaska Association for Historic Preservation's grant evaluation process will give special consideration to projects that work towards removal of property's endangerment.

## **AAHP ENDANGERED PROPERTIES PRESERVATION GRANT**

### **Who May Apply**

Property owners, non-profit or profit organizations, and individuals whose activities are focused on the preservation, restoration, or rehabilitation of a historic property identified by AAHP as one of the ten endangered properties at the time of application.

### **Who May Not Apply**

Federal, State and local governments are not eligible for grant assistance under this program.

### **General Conditions**

There are a number of general conditions for AAHP Endangered Properties Preservation grants in addition to those listed under *Terms and Conditions* (p.8) of the grant.

- All grants are awarded on a 50/50 matching basis.
- All grant-assisted construction work must meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (p.12). These standards can be found in this booklet in the section entitled Standards for the Treatment of Historic Properties.
- All work proposed to be accomplished under the grant must be completed by December 31, 2019.

### **Eligible Activities**

The following types of projects are eligible for funding under this program.

Preconstruction: Grant assistance is available specifically to employ architectural services in the preparation of historic structures reports, building assessments and the development of architectural construction documents.

Construction: Grant assistance is available to support construction activity which falls within one of the following treatments.

Stabilization: The act or process of applying preliminary measures necessary to protect and stabilize the property until such time as a plan is in place and money is available for the preservation, rehabilitation, or restoration of the building can be undertaken.

Preservation: The act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. Work generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of the mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Rehabilitation: The act or process of making possible a compatible use for a property through repair and alterations and additions while preserving those portions or features which convey its historical, cultural and architectural values.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period in time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-related work to make properties functional is appropriate within a restoration project.

Work may be interior or exterior. Specific examples of projects include:

- Site work including drainage and underpinning;
- foundation, concrete and masonry work;
- thermal and moisture protection;
- structural, metal framing and restoration;
- carpentry and mill work;
- doors and windows;
- plaster, ceramic, wood, brick and stone pointing and painting;
- fire and security systems;
- mechanical, electrical, heating and cooling systems;

- archaeological site stabilization
- handicapped accessibility projects; and
- Restoration of designed landscapes and gardens.
- Ineligible Activities

AAHP Endangered Properties Preservation Grants may not be used to fund the following;

- mitigation activities performed as a condition or precondition for obtaining a state or federal permit or license;
- reconstruction such as re-creating a building or landscape;
- projects whose entire scope of work consists solely of routine or cyclical maintenance;
- landscaping as part of non-historic site improvements including parking lots, sidewalks, etc.;
- acquisition of historic properties and/or land;
- maintenance or restoration of cemeteries; and
- New construction.

If there is any question concerning the interpretation of eligibility of specific projects, the decision of the Alaska Association for Historic Preservation will be final.

#### **Terms and Conditions**

*Acknowledgments:* The grantee agrees that a notice shall be included in all announcements and published material relating to its program stating, "This project is supported by a grant from the Alaska Association for Historic Preservation." If the grantee receives other funds, the statement should be modified to read: "This project is supported jointly by a grant from the Alaska Association for Historic Preservation and the (name of the other organization(s) or agency (ies))."

*Adherence to Original Objectives:* The grantee is obligated to achieve the original project objectives. The Alaska Association for Historic Preservation must give written approval if a modification would result in a significant deviation from the original objectives or project scope.

*Adherence to Original Budget Estimates:* The grantee agrees to use Alaska Association for Historic Preservation funds exclusively for support of the approved project objectives. Significant changes to the project budget must be approved in writing by the Association. AAHP will not authorize funds in excess of the grant award.

*Adherence to the Secretary of the Interior's Standards:* All construction work must be consistent with, and limited to, the allowable treatments defined in the "Secretary of the Interior's Standards for the Treatment of Historic Properties (p.12)"

*Amendments:* Depending upon the extent of proposed changes to the project scope or budget, an amendment to the grant agreement may be required. Requests for amendments must be made as



soon as possible but no later than thirty (30) days prior to the project end date. No additional funds are available for the project.

*Audits of Records:* AAHP, or its duly authorized representatives, must have access to any books, documents, papers, and records maintained to account for funds expended under the Terms and Conditions of this grant for the purpose of making audit, examinations, excerpts and transcripts. The grantee must make such records available upon request for examination during regular business hours. Records must be kept for a period of three (3) years.

*Changes in Personnel:* AAHP's written approval is required if, during the course of the project, a permanent change of principal staff and/or project director is made from that specified in the original grant application.

*Disallowed Costs:* The grantee will be responsible for repayment to AAHP if the terms and conditions of the grant agreement are not followed or costs claimed are disallowed following audit. Costs are allowable only if approved in the budget. All other costs are unallowable unless approved, in writing, by AAHP.

*Final Report:* A completion report including black and white or color photographs of before, during and after conditions must be submitted within thirty (30) days after the conclusion of the grant period. The report should include a narrative of the work accomplished. It must also contain a detailed statement of all expenditures relating to the activities for which funds were awarded. The report must show estimated approved budget, actual final budget and differences between them. Final payment will be issued upon acceptance of the final report.

*Maintaining Financial Records:* For the purpose of maintaining records and reporting, the grantee shall keep a record reflecting all receipts, obligations and disbursements of funds for all activities covered by this grant. The grantee agrees to maintain records

- until the expiration of a three-year period beginning with the submission of the final report; or
- Until all audits begun during such three-year period or prior thereto have been completed and findings involving the records have been resolved, whichever is the longer period.

Grantee financial management systems must provide for:

- Records which identify the source and application of funds grant-supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, un-obligated balances, acts, liabilities, outlays and income.
- Effective control over and accountability for all funds, property and other assets. The grantee must adequately safeguard all such assets and must assure that they are used solely for authorized purposes.
- Comparison of actual with budgeted amounts for the grant. The grantee must be able to show the relationship of financial information to performance or productivity

data, including the production of unit cost information whenever appropriate and required.

- Procedures to minimize the time elapsing between the transfer of funds from AAHP and disbursement by the grantee.
- Properly documented matching funds
- Accounting records which are supported by source documentation.
- A systematic method to assure timely and appropriate resolution of audit findings and recommendations.

*Project Initiation:* Project work may not be initiated until the grantee receives a fully executed grant agreement. Costs incurred prior to that time will not be reimbursable.

*Reimbursement of Expenditures:* This is a reimbursable grant. The grantee will need a cash commitment strong enough to keep the project running. Invoices for reimbursement may be submitted on a quarterly basis on forms provided by AAHP. All invoices must show both grant and matching share. Final invoice must be submitted to AAHP within thirty (30) days after the project completion date. Final payment amounting to 20% of the grant will be withheld pending approval of completed work by AAHP.

*Reporting:* Quarterly reports must be submitted to AAHP indicating regular satisfactory progress. The report should include project name, contract period, report date, contact person and telephone number. It should also describe work accomplishments during the quarter, as well as difficulties encountered and reasons for any delay. Acceptable reporting forms will be provided to the grantee.

The grantee is obligated to adhere to all relevant state laws and regulations as they relate to work funded by this grant.

### **Grant Processing and Evaluations**

The Alaska Association for Historic Preservation has adopted the following general standards and criteria for the evaluation of complete grant applications.

*Criteria for Evaluation:* Grant applications will be evaluated using the following criteria:

- demonstrated ability of the applicant to meet all program requirements, particularly with respect to matching funds and project timing;
- clear project description which responds to questions in the *Application Instructions* (p.15);
- clear, measurable and attainable project goals;
- realistic budget with firm commitment for match;
- Degree to which the project meets one or more of the priorities described under *Priorities Calendar Year 2019* (p.5).

*Review Process:* Grant applications must be complete when mailed to the Alaska Association for Historic Preservation. Incomplete applications and applications received after the grant deadline will be returned. Applications will be reviewed in the following manner:

- AAHP board will review all applications for completeness and eligibility.
- An advisory panel composed of two (2) representatives from Alaska Association for Historic Preservation Board of Directors, representative from the Alaska Office of History and Archaeology and a representative from the National Park Service will review all complete applications.
- The panel's recommendations will be reviewed by the Alaska Association for Historic Preservation's Board of Directors who will approve the final awards.

### **Grant Award**

Grant applications generally will be reviewed in the month following the submission deadline. Panel recommendations will be submitted to the Alaska Association for Historic Preservation Board of Directors for approval no later than one week prior to the Annual Meeting in November. Award letters and grant agreements are sent to successful applicants in November. Rejection letters are also mailed at this time. Successful grantees are asked to respond promptly. Projects may not be initiated until the grantee receives a fully executed copy of the grant agreement. The grantee will have until December 31, 2019 to complete the project.

Grant awards are subject to the availability of funds. The amount of funds available might also be reflected in the grant award which may differ from the amount requested.

## **STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES**

The Secretary of the Interior's Standards for the Treatment of Historic Properties lists three distinct, but interrelated, approaches that are considered eligible under the AAHP Endangered Properties Preservation Grant program. These include preservation, restoration, and rehabilitation. It is these Standards that AAHP will use as guidelines for addressing the appropriateness of a proposed project.

### **Standards for Preservation**

1. A property shall be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property shall be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property shall be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features

shall be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques, or examples of craftsmanship that characterize a property shall be preserved.
6. The existing condition of historic features shall be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material shall match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.

#### **Standards for Rehabilitation**

1. A property shall 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 shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property shall be avoided.
3. Each property shall 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, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques, or examples of craftsmanship that characterize a property, shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archaeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation shall be undertaken

9. New additions, exterior alterations or related new construction shall not destroy historic materials, features and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall 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 new construction shall 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.

### **Standard for Restoration**

1. A property shall be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period shall be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period shall not be undertaken.
3. Each property shall be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period shall be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces and finishes that characterize other historical periods shall be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes and construction techniques, or examples of craftsmanship that characterize the restoration period, shall be preserved.
6. Deteriorated features from the restoration period shall be repaired rather than replaced. Whenever the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and, where possible, materials.
7. Replacement of missing features from the restoration period shall be substantiated by documentary and physical evidence. A false sense of history shall not be created by adding conjectural features or features from other properties or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
9. Archaeological resources affected by a project shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
10. Designs that were never executed historically shall not be constructed.

### **APPLICATION INSTRUCTIONS**

General Instructions: Before completing the AAHP Endangered Properties Preservation Grant application (p.21), please read the application instructions with care. The sections introduced by Roman numerals in the application instructions correspond with the sections introduced by Roman numerals in the application itself.

Except as noted on the application, provide all information on the application form. DO NOT use additional pages.

Application forms may be submitted by e-mail or mailed to AAHP. If mailed, **five (5) copies** of the application form must be submitted. Only one copy must have original signatures. The other four copies may be duplicates. The copy with the original signatures should be clearly marked on the front cover as “Original Signatures.” **If e-mailed, in addition one (1) copy bearing the original signatures must be mailed, postmarked by October 15, 2019.**

### **I. Applicant**

*Contact Person.* This should be the individual most knowledgeable about the application and available for questions and discussions about the grant.

*Grant Requested.* This is the total amount of money being requested from the Alaska Association for Historic Preservation.

*Matching Funds.* The applicant should list all matching funds or in-kind service even if these funds exceed the required dollar-for-dollar match.

*Total Project Cost.* This is the combined total funds requested from the Alaska Association for Historic Preservation and all other matching funds provided by the applicant in support of the project.

### **II. Project Summary**

Summarize concisely the project for which you are requesting funds.

### **III. Property Information**

*Name/Address of the Property.* Provide the historic name of the property as it is identified by AAHP’s Ten Most Endangered list.

*Property Owner.* Identify the property owner. If property owner is other than applicant, provide notarized letter from property owner approving of the work to occur.

### **IV. Grant Category**

Select the appropriate type of project for which you are requesting funding.

### **V. Project Work Cost Breakdown**

While the Alaska Association for Historic Preservation recognizes that proposed budgets are estimates, these projections should be made carefully because project costs and budgets are considered during the evaluation process. The project budget is the total budget including requested AAHP grant and grant match.

*Salaries/Benefits.* Salaries are sums of hourly wage times the number of hours worked on the project. Benefits are based on a percentage of salary, usually between 12 and 15 percent. The budget should indicate the number of hours, hourly wage, and benefit percentage.

*Travel* is divided into meals, per diem, and mileage. A full day of meals may be claimed if employee leaves before 5:30 a.m. and returns after 8:00 p.m. A noon meal may be charged to the grant if employee travels more than thirty (30) miles from his/her city residence. Employees who remain in travel status overnight claim per diem instead of meals.

*Contractual Services* include professional consultants, workshop fees, advertising, publishing, and equipment rentals. The rate of compensation for consultant services may not exceed the maximum of \$56.63/hour. Adjustments to this rate may be made on an individual basis upon approval by AAHP. Each service must be itemized and the cost explained as necessary.

*Supplies* including printing, office supplies, maps, gasoline, telephone, mailing, film, and photo processing costs as examples. Prices should be checked. Each supply category should be itemized and the cost explained as necessary.

*Assets* are equipment purchases. A complete description, model number, and price of unit must be included if funds for such purchases are requested. If an item is not detailed in the project budget, prior written approval, form AAHP is required before purchase.

It is possible that a project may be only partially funded. Therefore, you should indicate with an asterisk the most essential components of the budget.

## **VI. Matching Share**

- A. The grant recipient must provide at least equal amount as requested in match. These matching funds may be a contribution of cash, donation, or in-kind service. It may consist of the following:
  - i. Charges incurred as costs during the grant period (which are not necessarily cash outlays);
  - ii. Costs financed with cash contributions, or donated by the grant recipient or other third party;
  - iii. Costs represented by services and real and personal property, or use of these, donated by the recipient or third party during the grant period.
- B. While the non-AAHP share contributions need not be made in exact time concurrence and proportion with withdrawal and expenditures of AAHP funds, the grant recipient's full matching share must be contributed within the project period and submitted with the final reimbursement request. The records, including supporting documentation of in-kind services and donations, must be recorded as they occur and be maintained on a current basis.
- C. In-kind contributions must be fairly valued, documented, and recorded as grant costs when received. All match, cash, in-kind, or donation, must be documented as explained below.

- D. Volunteer or donated personal services may be furnished by professional consultants and other skilled and unskilled labor; but the individual(s) must possess the required qualification in the skill or profession involved, and must actually perform that specific work. To document the qualification of the volunteer, a resume or personal history summary must be submitted to AAHP to keep on file. Be sure to include the individual's social security number.
- i. Rates claimed for these volunteer services should be consistent with rates paid for similar work in the labor market. If a performance is outside the person's profession or trade, the time must be valued at the minimum wage rate unless a higher rate can be documented as applicable.
  - ii. Time cards showing actual hours worked and duties performed, signed by the volunteer and his/her supervisor, are needed. These should be attached to *the Summary of Documentation in Support of Amount Claimed* form (form will be provided to successful grantee) when submitting financial reports to AAHP, as supporting documentation of matching wages. Should only a portion of the wages be donated as match, a written statement indicating the percentage of the total wage rate to be donated should be on file at AAHP.
  - iii. Besides volunteer or donated personal services, an organization that has an allowable approved indirect rate may donate a portion or all of those costs as matching share.
- E. Donated expendable personal property includes items such as equipment and supplies used within the grant period. These costs are based on fair market value at the time of donation. The basis for determining this value (receipts, invoices, etc.) must be included as documentation in the financial reports.
- F. Donated non-expendable personal property and buildings are items with significant value, of a more permanent nature and benefit more than one year. The valuation shall not exceed the fair market value of equipment and property of the same age and condition at the time of donation. If the property is donated as a loan, the allowable share would be determined as if the grant recipient had rented the property and paid fair rental value at the time of donation. An appraisal of the property, buildings, or use of them must be submitted along with the Value of Donated Equipment form (form will be provided to successful grantee).

## **VII. Project Description**

This section, along with the Project Work Cost Breakdown (p.22), is the most important section of the application. It is the section to which grant reviewers pay most attention. It is the applicant's only opportunity to convince reviewers of the merit of their proposed project.

Using only the pages provided in the grant application, address the following criteria as they apply to your project.

### ***Pre-construction***



Describe the documentation which forms the basis for your decision to undertake work on the property. This documentation can include, but is not limited to, a historic structure report, historic photographs, original construction drawings and historic narratives.

Describe the specific project for which you are requesting grant assistance. Plans and specifications can be developed for architectural, landscape architectural, engineering, etc. work. Be as specific as possible in describing the type of plans, specifications, or reports that will be produced.

Provide current photographs showing the appearance, character and condition of the property.

Work that is described in plans and specifications prepared using grant assistance must be consistent with and limited to allowable treatments defined in the Secretary of the Interior's Standards for the Treatment of Historic Properties (p.12).

Provide a chronology of the steps that will be undertaken to complete the project and describe how the project will be monitored.

Describe the administration of the project. This should include the qualifications and experience of the project director and address the experience and qualifications of any outside professionals who will be sought for the project. Provide resumes for the project principals, including architects and engineers, if they have been identified at the time that the application is submitted. It will be the project director's responsibility to ensure compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (p.12).

### **Construction**

Describe the documentation (i.e. Historic Structures Report) that forms the basis for your decision to develop the property. Modifications to the property must be consistent with, and limited to, the allowable treatments defined in the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (p.12). This documentation must define the project so that all aspects of the proposed grant-assisted work can be understood by reviewers familiar with the Secretary of the Interior's Standards. Final architectural plans and specifications must be submitted with this application.

Describe the specific project for which you are requesting grant assistance. This description must clearly relate to the major work elements provided in the budget as line items.

Provide a chronology of the steps that will be undertaken to complete the project and describe how the project will be monitored.

Describe the administration of the project. This should include the qualifications and experience of the project director and address the experience and qualifications of any outside professionals who will be sought for the project. Provide resumes for the project

principals, if they have been identified at the time that the application is submitted. It is the project director's responsibility to ensure compliance with the Secretary of the Interior's Standards.

Describe specifically the end results of this project as compared to the planned work. If the property use or occupancy will change in anticipation of or as a result of, the project, explain current and proposed use.

**The following enclosures must accompany the application:**

- A. A letter(s) from the donor(s) certifying the availability of matching funds. A copy of this (these) letter(s) must be attached to each of the five (5) copies of the application, if it is mailed. If the application is e-mailed, attach an electronic copy, and include the original with ink signature with the hard copy required to be mailed to AAHP.
- B. A notarized letter from the property owner granting applicant, if applicant is other than property owner, permission to perform proposed work on his/her behalf. The original must be attached to the copy marked "Original Signatures" if the application is mailed. If the application is e-mailed, attach an electronic copy, and include the original with ink signatures with the hard copy required to be mailed to AAHP.
- C. Black and white or color prints of at least two exterior views of the assisted property, of any defining interior or exterior features to which changes are planned. Photographs must be no smaller than 3" x 5" and must not be photocopies or instant prints. Only one set is required.
- D. Plans and specifications for construction projects. If other work is to be accomplished during the project period, submit plans and specifications for that work also. Only one set is required.
- E. Historic structures report or other narrative or graphic report on existing conditions that forms the basis for proposed work. Only one copy is required.
- F. A resume of each of the principal individuals involved in the project.

**VIII. Certification and Statement of Assurances**

One signature is required. This must be the signature of an individual who has the authority to bind the project to a contract should the applicant receive funding

**CHECKLIST FOR SUBMISSION**

Complete proposal help to expedite review and assist the applicant to meet a planned program. To assure that your grant proposal is complete and properly ordered, we have prepared a checklist for your review before the application is mailed.

— Completed the application form

- Obtained required signatures
- Attached/included enclosures
- Evidence of match from donor(s)
- Photographs
- Architectural plans and specifications (if applicable)
- Report on existing conditions that form the basis for the proposed work.
- Notarized letter from owner providing permission to perform proposed work if applicant is not the property owner
- Resumes of principal people involved
- Review again the information on required enclosures under Application Instructions to determine which items must be attached to each copy of the application
- If mailing the application form, prepare five (5) copies of the application form; one (1) copy to have original ink signatures and be so marked on the front
- If e-mailing the application form, prepare one (1) copy of the application form with the original ink signatures and mail to AAHP postmarked by October 15, 2019

Please order your submission in the following manner:

- If mailing the application form, five (5) copies of the application and appropriate attachments with copy marked original signatures on the top
- If e-mailing the application form, use the arrangement detailed here
- Arrange appropriate attachments per each copy of the application in the following order at the back of each application:
  - donor(s)
  - letter(s)
  - photographs
  - resumes
  - plans and specifications (if applicable)
  - historic structures report or other narrative/graphic reports on existing conditions (if applicable)

Remember that applications must be e-mailed or postmarked by **October 15, 2019**. Applications may be submitted via e-mail to [akpreservation@gmail.com](mailto:akpreservation@gmail.com) with the subject line: Attn: AAHP Endangered Properties Grant Committee. However, if e-mailed, one copy of the application bearing the original signature must also be mailed no later than October 15, 2016. Send applications to:

Alaska Association for Historic Preservation  
P.O. Box 102205  
Anchorage, Alaska 99510-2205

Attn: AAHP Endangered Properties Grant Committee

## AAHP Endangered Properties Preservation Grant 2019 Application

Alaska Association for Historic Preservation  
P.O. Box 102205  
Anchorage, Alaska 99510-2205  
Phone: 907.929.9870  
[akpreservation@gmail.com](mailto:akpreservation@gmail.com)  
Location: 420 M Street, Anchorage, AK

### I. Applicant

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State Alaska Zip Code \_\_\_\_\_

Contact Person for Grant \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Grant Request \$ \_\_\_\_\_

Matching Funds \$ \_\_\_\_\_

Total Project Cost \$ \_\_\_\_\_

### II. Project Summary (Using only the space provided below, summarize your grant request).

### III. Property Information

Name of Property to Be Assisted \_\_\_\_\_

Physical Address/Location \_\_\_\_\_

City \_\_\_\_\_ Alaska Zip Code \_\_\_\_\_

**IV. Grant Category (Check One)**

Preconstruction

Stabilization

Rehabilitation

Preservation

Restoration

**V. Project Work Cost Breakdown (use the space provided or follow this format on a separate page. This page should be kept with the application and marked "see attachment" if second sheet is used.)**

**A. Salaries/Benefits**

**B. Travel**

**C. Contractual Services**

**D. Supplies**

**E. Assets**

**Total Project Cost \$\_\_\_\_\_**

**VI. Matching Share (if cash, please list donor(s), sources and amounts. If in-kind service, please provide breakdown.)**

	<b>Donor</b>	<b>In-Kind Service</b>	<b>Applicant</b>	<b>Grant Request</b>	<b>Total</b>
<b>A.</b>					
<b>B.</b>					
<b>C.</b>					
<b>D.</b>					
<b>E.</b>					
<b>Total</b>					

**Evidence of money commitment by donor(s) should be attached.**

**VII. Project Description (use only the pages provided. Project descriptions exceeding this limit will not be reviewed.)**

**Project Description (Continued)**



**VIII. Certification and Statement of Assurances**

The applicant certifies, represents and warrants to the Alaska Association for Historic Preservation that:

- A. The applicant accepts in advance any grant awarded by AAHP, agreeing
  - i. That any funds received as a result of the application will be expended under the Terms and Conditions of the grant;
  - ii. To such other restrictions, conditions or changes as AAHP may impose, unless the applicant objects within thirty (30) days of mailing of grant award letter.
- B. Matching funds for the grant are or will be available; and
- C. Information contained herein and on all attachments and supporting material is true and correct.

By:

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Applicant's Signature

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Date

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Typed Name and Title