



**IMPORTANT!**

Before completing your application, contact Brad Sauls, Grants Manager, at (803) 896-6172, or [bsauls@scdah.sc.gov](mailto:bsauls@scdah.sc.gov), to discuss your project.

***South Carolina Department of Archives & History  
State Historic Preservation Office***

**2024 Federal Historic Preservation Grants** (Instructions, pages 1-3; Application, pages 4-11)

This form is for 2024 Federal Historic Preservation Grant applications. Eligible applicants include:

- Certified Local Governments (CLGs),
- Non-profit organizations or institutions designated as third-party recipients by a CLG and located within the corporate limits of the CLG,
- Non-CLGs, and;
- Non-profit organizations or institutions not located within a CLG.

Applications for Stabilization projects should include complete "bid-ready" plans and specifications prepared by an appropriate design professional. Applicants may include the cost of hiring an appropriate design professional to prepare "bid-ready" plans and specifications in their grant-supported budget, but applications that already have bid-ready plans and specifications included will be given priority consideration. Applicants who include design fees in their grant-supported budget must wait until after the grant is awarded and a funding agreement is in place before hiring an appropriate design professional.

Applications must be RECEIVED by 5:00 PM, April 30, 2024. This is NOT a postmark deadline. *Late applications will NOT be considered.* Applications may be submitted in hard copy form via postal service or express courier. Applications may also be submitted via e-mail to [bsauls@scdah.sc.gov](mailto:bsauls@scdah.sc.gov). Application files submitted via e-mail may not exceed 35MB file size. Applications with file sizes exceeding 35MB should be delivered via an online file transfer service such as Dropbox, Hightail, WeTransfer, or similar service. Applicants are strongly encouraged to submit their application and all supporting materials electronically.

Applicants selected for funding should plan for their projects to begin sometime after September 1, 2024. You will be notified if an earlier start date is possible. Projects selected for funding must be completed by September 30, 2025 (no extensions granted). Do not submit an application if your project cannot be completed by this date. No project work may begin until after ALL of the following has taken place: (1) the grant award letter has been signed by the grant recipient, (2) a funding agreement has been signed by SC Dept. of Archives & History (SCDAH) and the grant recipient, and, when applicable, (3) the applicant has received written notice of approval from SCDAH to proceed with the required process to competitively procure professional services.

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Use these INSTRUCTIONS to assist you with completing the 2024 Federal Grant application form. They will give the applicant an understanding of the kind of information we require to evaluate the proposed project and will identify links between the application questions and the selection criteria. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION.**

**Important Note Regarding Your Application Materials:** Please *DO NOT* submit your application in a three-ring binder or a plastic folder cover, spiral bound with a wire or plastic comb, with section dividers between parts, or with pages inserted in plastic sleeves. These materials are expensive for you and actually make it more difficult for us to review and evaluate your application. Applications are evaluated only on their *content*, not on their appearance.

## **1 GENERAL INFORMATION**

The Project Name should briefly describe the project's main goal. Examples are "Georgetown County Historic Resources Survey" or "Northside School Rehabilitation Plan." The Applicant Organization is the local government, non-profit organization, or other institution applying for the grant.

The Project Manager should be someone who can answer questions on behalf of the Applicant Organization about the goals, methodology and budget of the proposed project. The Project Manager will receive written notice of the grant award or notice that the project was not funded. The Project Manager will be responsible for day-to-day administration of the grant and will be our primary contact throughout the project. We prefer that only one person be designated the Project Manager. The Project Manager will be responsible for administration of grant responsibilities and requirements.

The FEIN number is the Federal Employer Identification Number. Do not include the FEIN with your application but rather indicate whether or not you have one. If your application is funded, we will request the FEIN separately. We must have the FEIN number of the grant applicant in order to pay out grant reimbursements.

In addition to the address of the application organization, please provide the location or address of the property or properties affected by the project. This location may differ from that of the applicant organization.

## **2 PROJECT SUMMARY**

- A) Describe briefly but clearly the purpose of the project and what it will accomplish.
- B) Describe or list all specific results and/or products that the project will produce. All projects must result in a completed, tangible product and/or measurable result. Products may include publications, reports, architectural drawings and specifications, photographs, maps, etc.
- C) From the information you provide in this response, we determine if the proposed methodology is sound and appropriate for the expected results. We want to be assured that all work will meet the Secretary of the Interior's Standards for Historic Preservation Projects and will follow other appropriate guidelines and standards.
- D) Discuss the scope of work and methodology with our staff while planning the project. Your application will be more competitive if you discuss the project with us before completing the application. List the names of SHPO staff that assisted you.

## **3 PROJECT JUSTIFICATION**

- A) We suggest that you refer to the National Register nomination to describe the property's significance. The most competitive applications will demonstrate that the property possesses a high degree of architectural and/or historical significance.
- B) Threats to a historic property should be valid and clearly documented. Newspaper articles, letters from appropriate officials, or other materials describing the threat can be used to document the situation. Properties facing immediate threats (i.e., the property is facing demolition) are more competitive than properties facing long-term threats (i.e., the property is vacant).
- C) A goal of the SHPO is to encourage planning that incorporates historic preservation at the local, regional, state, and federal levels. This goal is reflected in the grant selection criteria. The most competitive projects can demonstrate that they were designed after a formal or informal planning process. Projects that demonstrate that they are the next appropriate step in a larger preservation initiative or plan are also most competitive. The most competitive applications demonstrate that representatives of all groups who are interested in the project or who would be affected by it were involved in the planning.
- D) Projects with the greatest potential to have broad public benefit are the most competitive. Describe how the project will benefit the community (i.e., describe how the historic property may be more accessible to or used by the public, or how preservation of the property will impact the surrounding neighborhood, or how the project will increase awareness of historic resources in the community, etc.).

## **4 MINORITY HISTORICAL ASSOCIATION**

A goal of the SHPO is to increase awareness and appreciation of South Carolina's diverse historic properties among all segments of the state's population. This goal is reflected in the selection criteria. Projects that involve resources historically associated with African-

Americans, Native American groups, or others, will help us broaden the population groups with which we work. Not all projects will have a minority historical association, but be sure to emphasize it if yours does. If your project does not have a direct documented minority historical association, then leave this section blank.

## 5 PROJECT PERSONNEL

Demonstrate that the project manager can follow detailed regulations, can effectively manage a competitive selection process for any required professional services, can meet with our staff and the consultant at various times during the project, and can manage the required paperwork. The project manager will attend an orientation meeting and will receive written instructions on how to manage the project and paperwork. Some of our most effective project managers have been individuals with no previous grants management experience. Their success was due to their reading and following the written guidelines and their frequent communication with our grants staff whenever questions arose.

Most grant recipients use the grant funds to hire a professional consultant to conduct their project work. To hire a consultant or to enter into any contract that will result in grant-assisted work, you must follow the state's procurement process. Our staff will guide you through the competitive procurement process. **Your competitive procurement process should begin only after a grant has been awarded, a funding agreement has been signed, and the SHPO grants coordinator has authorized you to proceed. Applications involving projects where the applicant has already selected consultants prior to submittal of the grant application will not be selected for funding.** Archaeologists, architectural historians, historians, and architects that work with grant-assisted projects must meet minimum qualifications required by the National Park Service.

Some grant recipients or their employees will carry out the grant-assisted work themselves and will not hire a consultant. If this is the case, then indicate what personnel will be involved and attach résumé(s) demonstrating the required qualifications.

## 6 SURVEYS & NOMINATIONS

Discuss your survey or National Register project with our staff. We can help you estimate the number of acres and properties that will be in the survey area, and estimate the number of properties to be nominated. If your project does not involve survey or a National Register nomination, then leave this section blank.

## 7 PHOTOGRAPHS & MAPS

Since we use photographs to become familiar with your project's resources, you will need to send photos that demonstrate the information you give in the application concerning the historical and architectural significance of your resource(s) and the condition of and threats to your resource(s). Prints made from digital images must be of high enough resolution that the prints are clear. ***Do not* submit digital images via e-mail. Please submit digital images on a CD/DVD, flash drive, memory card, or via an online file transfer service such as Dropbox, Hightail, or WeTransfer. Polaroid photographs are not acceptable.** Print digital images no more than two per 8½" x 11" sheet. Maps are required to convey the exact location of the property or area involved with the project. Maps also may convey the size and scale of buildings or their location in relation to each other on a parcel. The best maps are Google Maps, or online county GIS tax maps. You may submit photocopies of the relevant section of original maps on 8½" x 11" paper. Sketch maps may also be submitted in addition to formal maps.

## 8 MATCHING SHARE

You must provide a written signed statement that the cash match for this project is available and committed to the project if the grant is awarded. The match must be equal to or greater than the grant amount you have requested. You must state the source of the cash match, such as operating funds or historical society funds, etc. You may not use other Federal funds as match, except in the cases of either Community Development Block Grant funds or Tribal funds.

## 9 BUDGET

Your budget will be carefully reviewed. Each cost item must be justified. Explain the need for each line item in the methodology section of the application. In many cases, however, the only budget item may be for professional (architect, consultant, contractor, etc.) services. You should discuss your proposed budget with our staff when planning this project.

This grant program requires a 50% match from the grantee. For example, if your total project cost is \$10,000, you can request grant funds of up to \$5,000. You provide the other \$5,000, which is called the matching share. The matching share must be a cash match when hiring professional services. If the grant recipient is carrying out the work themselves, then there must be clear and accurate documentation of in-kind match in the form of staff salaries contributed to the project.

Be prepared to initially pay for 100% of your project costs. Grant funds are paid to the recipient as a reimbursement. No grant funds are paid prior to beginning project work. When the project work is approved by our office, the grant recipient pays for the project costs, sends the required documentation to our office (the reimbursement request), and we reimburse the grant recipient for 50% of the approved project costs, not to exceed the grant award.

Once you complete your project budget and know your total project cost, you can determine what your grant request will be. In some cases, grants of less than \$1,000 (total project costs of \$2,000) may not be worth the administrative burden involved with the project. We consider grants of \$25,000 to \$35,000 (total project costs of \$50,000 and \$70,000) to be large grant projects. Most grants awards are for \$10,000 to \$20,000 (\$20,000 and \$40,000 total project costs).

## ***10 ASSURANCES & CERTIFICATIONS***

Read these carefully. Your signature on the application form certifies that you will comply with all of these conditions. If the grant applicant is a Certified Local Government, the chief elected official must sign this application form.

## ***11 SELECTION CRITERIA***

These are the criteria that will be used to evaluate applications and to select the 2024 grant projects. If you have questions about the selection process, please talk with our grants staff.

This is the end of the Instructions. Please be sure you have read these Instructions before proceeding to the Application. The Application begins on the next page.



## 2024 Federal Historic Preservation Grants

### APPLICATION FORM

Applications must be RECEIVED by 5:00 PM, April 30, 2024. This is NOT a postmark deadline. *Late applications will NOT be considered.*

Please read the Application Instructions on pages 1-3 before completing this application. Applicants must submit one (1) signed original and one (1) copy of each attachment such as photos and maps.

#### 1. GENERAL INFORMATION

Project Name

Applicant Organization

Address

City

State

Zip Code

Project Manager

Project Manager Telephone

E-mail

Applicant's Congressional District

SC House District

SC Senate District

(Please provide the following information where applicable)

Property Name as listed in the National Register of Historic Places

Location of Property

**Project Category** (Mark only one)

Survey or Planning

Stabilization

**Amount Requested** *Federal Grant Share*

\$

Matching Share

\$

Total Costs

\$

## 2. PROJECT SUMMARY

In this space provided, or on attached sheets if necessary, give a description of the proposed project. Please be sure to include the following information:

- A) Describe the purpose and the primary activities of the project.
- B) Describe the products expected from this project (for example, National Register nomination, archaeological report, adaptive reuse study, etc.). What specific deliverables will be produced and in what format?
- C) Methodology: Explain how the project will be carried out, how it will be supervised, and who will conduct each aspect of the project activities. If the project is archaeological, describe the specific field methods to be used. Each line item in your budget should be included as part of your methodology. Explain how the budget was determined; *for example, contacted three consultants, compared to a similar project, etc.*
- D) Applicant was advised by \_\_\_\_\_ (SHPO Staff)

### 3. PROJECT JUSTIFICATION

In the space below, or on attached sheets if necessary, provide justification for the proposed project. Please be sure to include the following information:

- A) Describe the historical, cultural, archaeological, or architectural significance of this property.
- B) Describe any immediate threat or long-term threats to the property.
- C) Describe how the project is part of a larger planning process.
- D) Describe how the project will benefit the public.

#### **4 MINORITY HISTORICAL ASSOCIATION**

If applicable, describe how your project is associated with resources historically relating to African-American history or existing Native-American programs.

#### **5 PROJECT PERSONNEL**

Give the name of the project manager and list his/her qualifications to manage the project. Attach the project manager's résumé.

Do you intend to hire a project professional (example: architect, historic preservation consultant) ?  Yes  No

*You must follow the State Procurement Guidelines before hiring a project professional. You may not enter into a contract with any professional before a grant is awarded. You may not enter into a contract with any professional before conducting a procurement process approved by the SHPO.*

If yes, what kind of project professional?

If the grant applicant will be completing the project, has the principal investigator/researcher been identified?

Yes  No If yes, briefly list his/her qualifications and attach his/her résumé.

Will students or volunteers be involved with the project?  Yes  No

If yes, what is their role and who will train and supervise them?

#### **6 SURVEYS & NOMINATIONS**

If this is a survey project, give the estimated number of properties to be surveyed. Contact SHPO staff for assistance with determining the number of properties in the area(s) to be surveyed:

number of properties

Attach a map clearly showing the boundaries of the area(s) to be surveyed.

If this is a National Register nomination project, estimate the number of properties to be nominated:



## 7 PHOTOGRAPHS & MAPS

Enclose *black and white* or *color* photographs to help identify and explain the project. Photographs should be printed no more than two per 8.5 in. x 11 in. sheet of paper. Copies of digital images should also be submitted on a CD, flash drive, or memory card. Do not send digital images by e-mail. Clearly label all photographs. Three to six photographs are usually sufficient, but additional photographs may be sent.

**Polaroid photographs are not acceptable.**

*Photographs will not be returned.*

Enclose a map showing the location of the property. The map should be 8.5" x 11" and clear enough to allow someone unfamiliar with the area to locate the property precisely.

## 8 MATCHING SHARE

List the **secured** sources and amounts of the required dollar-for-dollar non-Federal cash match. Federal appropriations or other Federal grants may not be used for match, except Community Development Block Grants (CDBG) grants from the Department of Housing and Urban Development. All non-Federal match must be used during the grant period to execute the project.

## 9 BUDGET

Outline the project budget in the form below; add additional lines in a category as needed.

- The budget must be clear, and all work elements must be eligible, reasonable, and directly relevant to the project.
- Each cost item must clearly show how the total charge for that item was determined (example: hours x hourly rate = total cost).
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- The budget must include at least the minimum required match (e.g., if applying for a \$10,000 grant, the budget must describe a total of \$20,000 in costs/work).
- All non-Federal match must be cash expended during the grant period and not before.
- If you have any questions about cost categories, or how to formulate some of your budget items, please email [bsauls@scdah.sc.gov](mailto:bsauls@scdah.sc.gov).

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BUDGET SUMMARY  
Enter category totals here

Category	Federal HPF Grant Funds	Match Share	Total
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TOTALS

## 10 ASSURANCES & CERTIFICATIONS

If selected for funding, the Applicant agrees to comply with the following (where applicable) and with all other guidelines, which will be outlined by the Department of Archives and History in the Funding Agreement:

- a) Applicant is willing to have the necessary and agreed upon surveys, nominations, plans, drawings, studies, and reports (archaeological, engineering, historical, etc.) professionally prepared as required by Archives and History and subject to approval by that Department.
- b) Applicant's project manager agrees to grant orientation meeting if determined necessary by the grants manager.
- c) Applicant will conduct contract and procurement (bidding) actions in a manner that provides for maximum open and free competition in compliance with the Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), the Historic Preservation Fund Grant Manual, and the State Procurement Code.
- d) Applicant agrees that Archives and History will be involved in the consultant selection process. Archives and History reserves the right to review all proposals, to make recommendations concerning consultant selection, and to approve consultant selection.
- e) Applicant agrees to arrange a meeting with the consultant(s) and Archives and History staff (if determined necessary by Archives and History staff) following hiring of consultant and prior to beginning of project work. Applicant also agrees to attend periodic meetings as needed concerning the project's progress.
- f) Applicant agrees that all work conducted under the project will be carried out in accordance with the Secretary of the Interior's Standards and Guidelines for Treatment of Historic Properties. Contact grants staff of Archives and History for a copy.
- g) Applicant agrees to sign a Funding Agreement with the South Carolina Department of Archives and History and to follow all state and federal regulations pertaining to this grant program.
- h) Applicant understands that the Funding Agreement will specify a schedule and due dates for specific products. The grant amount may be reduced if a product required in the Funding Agreement is submitted after an agreed upon due date.
- i) Applicant certifies that the matching cash share, if required, is available to meet the non-federal share of the costs of the project and that federal monies will not be used for match. (Under federal law, Indian Self Determination and Education Assistance Act funds to tribal organizations and Community Development Block Grant funds are allowable for match.)
- j) Applicant agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to Department of Interior regulation 43CRF17.
- k) Applicant agrees to comply with Executive Order 12432, "Minority Business Enterprise Development," to encourage greater economic opportunity for minority entrepreneurs.
- l) Applicant agrees to comply with the provisions of 18 USC 1913, which prohibits lobbying with appropriated funds. Certification and disclosure is required by 43 CFR 18 and 31 USC 1352.
- m) Applicant agrees to comply with Executive Order 12549, and with 43 CFR Part 12, which prohibits contracts with suspended and debarred persons or businesses.
- n) Applicant agrees that work for which reimbursement is expected will not begin until Archives and History issues its approval.
- o) Applicant agrees to comply with Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200).
- p) Applicant agrees that, as required by the National Park Service, a covenant agreement will be executed at the end of the project, to be recorded with the property deed, requiring that the owner receive prior review and approval from South Carolina Department of Archives and History before any subsequent repairs or alterations are made to the building (covenant agreements last 10 to 20 years, depending on dollar amount of grant).
- q) Intellectual property – NPS has royalty-free right to republish any materials produced under this grant. Notice of rights in data; the NPS may publish, reuse, etc. data, including architectural plans & specifications. Data produced will be made available to NPS including the data relied upon, the analysis relied upon, and the methodology used to gather and analyze the data.
- r) Applicant agrees to comply with Trafficking Victims Protections Act of 2000, as amended (2 CFR 175.15).
- s) Substance of Whistleblower Rights clause incorporated in sub-awards over the simplified acquisition threshold (\$250,000).
- t) Unless exempt, the applicant will comply with Reporting Subawards and Executive Compensation (2 CFR 170).

- u) Applicant will disclose any conflict of interest to the SCDAH in accordance with 2 CFR 200.112.
- v) Applicant will comply with Executive Order 13658 "Establishing a Minimum Wage for Contractors" clause incorporated in sub-awards subject to the Service Contract Labor Standards statute or the Wage Rate Requirements (Construction) statute.
- w) Applicant will comply with Executive Order 113858 "Strengthening Buy-American Preferences for Infrastructure Projects".
- x) Applicant will create public notification of the project in the form of a project sign, website posting, and proper credit for announcements and publications as appropriate. Signage/notification will be submitted for approval by NPS in advance.

The Applicant's signature below (use only the applicable signature area) certifies acceptance of all the above conditions. Unsigned applications will not be considered.

Applicants will also be expected to demonstrate a satisfactory record of integrity, sound judgment, and satisfactory prior performance on grants and contracts. Applicants are expected to have adequate accounting and auditing procedures.

To the best of my knowledge, this application constitutes a legitimate grant request and contains correct and accurate information. I understand that I may not proceed with any work for which reimbursement is expected until I have first been notified in writing (1) that my project has been selected to receive a grant, (2) that the project application has been approved by the U.S. Department of the Interior, National Park Service, and (3) that a funding agreement has been signed, and (4) that the South Carolina Department of Archives and History approves the beginning of work.

**SIGNATURE OF AUTHORIZING OFFICIAL** (Original copy must have an original signature and be in ink.)

Name of Applicant organization:

Name of Authorized Official and Title (i.e., Joe Jones, Mayor; or Bob Smith, City Manager):

Signature of Authorized Official: \_\_\_\_\_

Date:

***For Certified Local Government projects:***

Name of Chief Elected Official (if different from Authorized Official above):

Signature of Chief Elected Official: \_\_\_\_\_

Date:

**11 SELECTION CRITERIA** Applications will be judged by three categories of selection criteria: Threshold Criteria, 2024 Priorities, and Previous Grant History.

**Threshold Criteria**

*To be eligible, the following criteria **must** be met:*

1. Application is completed and all blanks are filled in.
2. Application is signed by the appropriate authority.
3. All required attachments are included (résumés, photographs, maps, budget justification).
4. The required numbers of copies of the application have been submitted.
5. Application was received on time.

**2023 Priorities**

*All projects that meet the Threshold Criteria will be rated according to these criteria:*

1. Project is well-planned, proposes sound methodology, has an appropriate budget, and will use qualified personnel.
2. Project is part of a larger planning process, or will help implement the local comprehensive plan.
3. Project will have a demonstrable benefit for the public and increase public awareness and involvement in historic preservation.
4. Project involves historic or prehistoric resources threatened by neglect, development pressures, a lack of adequate funding, etc.
5. Project involves historic or prehistoric resources significant at the local, state or national levels, or resources significant for African American or Native American historical association, or resources significant for being among the last remaining examples of their type.

**Previous Grant History**

Where applicable, previous grant projects on the same property and/or the applicant's past performance on grant projects will be considered.

**APPLICATION SUBMISSION**

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

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

**YOU MUST SUBMIT:**

- One (1) original hard copy signed application with attachments; OR, one (1) signed copy of application and all attachments submitted electronically via e-mail or online file transfer service to bsauls@scdah.sc.gov.

**A complete application package includes:**

- One signed copy of application on 2023 form with all data and information fields filled and authorizing signature.
- Detailed budget.
- Necessary supplemental information to explain the project (photographs, maps, etc.)
- Digital photographs submitted on CD/DVD, or flash drive, or other digital media, or delivered by online file transfer service

**SEND APPLICATIONS TO:**

Brad Sauls  
2024 Federal Historic Preservation Grants  
State Historic Preservation Office  
SC Dept. of Archives & History  
8301 Parklane Road  
Columbia SC 29223-4905  
bsauls@scdah.sc.gov